



LATROBE CITY COUNCIL

**AGENDA FOR THE
ORDINARY COUNCIL MEETING**

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

**AT 6.00PM ON
03 JUNE 2019**

CM534

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1. OPENING PRAYER

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

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

I would like to acknowledge that we are meeting here today on the traditional land of the Braiakaulung people of the Gunaikurnai nation and I pay respect to their elders past and present.

If there are other Elders present I would also like to acknowledge them.

3. APOLOGIES AND LEAVE OF ABSENCE

4. DECLARATION OF INTERESTS

5. ADOPTION OF MINUTES

RECOMMENDATION

That Council confirm the minutes of the Ordinary Council Meeting held on 6 May 2019 and Special Council Meeting held on 13 May 2019.

6. ACKNOWLEDGEMENTS

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

7. PUBLIC PARTICIPATION TIME

Public Questions on Notice

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

Public Speakers

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

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

Date of Council Meeting	Item	Date of Future Council Meeting Report
Chief Executive Office		
13 November 2017	Memorandum of Understanding with the State of Victoria to develop a City Deal	<p>19 January 2018 A report will be scheduled in 2018</p> <p>06 April 2018 A further report is scheduled later in 2018.</p> <p>20 August 2018 No change</p> <p>24 October 2018 An update report to Council is expected in early 2019.</p> <p>17 January 2019 Report expected April 2019</p> <p>23 January 2019 Report scheduled to go to Council on the 1 April 2019</p> <p>12 March 2019 Report postponed until after the Federal Election</p>
11 September 2017	2017/14 Morwell / Hazelwood Mine Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with contractual matters.	<p>19 October 2017 A further report will be scheduled in 2018</p> <p>6 April 2018 Councillor workshop held 12/02/2018. External consultants to be engaged to provide advice on market opportunities for brown coal. This process has been initiated. A further report will be presented to Council once that advice is</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>received.</p> <p>4 June 2018</p> <p>A report was presented to Council Meeting.</p> <p>21 June 2018</p> <p>A report, market opportunities for brown coal due at Councillor Briefing 17 September 2018 and a further report to Council Meeting 1 October 2018.</p> <p>20 August 2018</p> <p>No change</p> <p>24 October 2018</p> <p>Report is due to be finalised by the end of 2018. The report to Council is expected in early 2019.</p> <p>17 January 2019</p> <p>Report expected April 2019</p> <p>12 March 2019</p> <p>Report now expected May/June 2019.</p> <p>09 May 2019</p> <p>Further advice is being sought.</p>
City Development		
03 April 2018	Future Use of the Visitor Information Centre Building	<p>04 April 2018</p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct).</p> <p>20 July 2018</p> <p>No further updates - Update to be provided as</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		the opening of the LCP approaches.
23 October 2017	<p>Development Proposal - Expression of Interest</p> <p>Confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</p>	<p>19 January 2018 A report will be scheduled as required.</p> <p>08 February 2018 A report is anticipated at 05 March 2018 Council Meeting.</p> <p>09 March 2018 Presentation to occur at a Councillor Briefing on 26 March 2018.</p> <p>24 July 2018 Briefing report has been prepared for 30 July 2018.</p> <p>17 January 2019 As per Council Decision 23/10/2017, a further report is required – Pending Scheduling</p> <p>13 February 2019 Report will be scheduled once an update is available.</p>
23 October 2017	<p>Gippsland Logistics Precinct Potential Business Opportunity</p> <p><i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i></p>	<p>05 December 2017 A report will be presented to Council in 2018.</p> <p>20 July 2018 A report will be presented to Council later in 2018.</p> <p>24 October 2018 Council Report to be presented on 5 November 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>05 November 2018</p> <p>A further report to be presented to Council.</p>
06 May 2019	<p>Planning Scheme Amendment C92 - Consideration of Submissions (Latrobe Regional Airport)</p>	<p>06 May 2019</p> <p>A future report is required.</p>
Community Services		
04 December 2017	<p>Potential changes to Aged & Disability Services and their impact on Council</p> <p>Confidential under Section 89(2) (h)</p> <p>Any other matter which council or special committee considers would prejudice the council or any person.</p>	<p>17 January 2018</p> <p>A future report is required in March 2018.</p> <p>20 June 2018</p> <p>Final report from consultant due December 2018.</p> <p>10 December 2018</p> <p>A further report on the future of Aged Services will be presented in February 2019</p> <p>16 January 2019</p> <p>Second Briefing Paper to be presented to Councillors in February 2019</p> <p>01 March 2019</p> <p>Final report for decision to be presented to Council in June 2019</p>
Corporate Services		
25 May 2015	<p>MAV Workcare Self Insurance</p> <p>Confidential under Section 89(2) (e) of the Local</p>	<p>14 March 2017</p> <p>A report to Council is scheduled for the end of the current financial year.</p> <p>18 July 2017</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
	Government Act 1989, as it deals with contractual matters.	A report will be presented to Council in 2020/2021 Financial Year.
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p>20 September 2017</p> <p>Pending further discussions before a report is rescheduled for decision.</p> <p>9 August 2018</p> <p>A report for Council to consider the submissions received is being prepared for the September Meeting.</p> <p>17 September 2018</p> <p>A further report will be determined after Councillor speaks with property owner.</p> <p>17 January 2019</p> <p>Report expected to council in April 2019</p> <p>13 February 2019</p> <p>Report pending scheduling</p>
05 November 2018	Representation and Participation of Traditional Owners on Council Committees	<p>05 November 2018</p> <p>A progress report on implementation will be submitted to Council in the first quarter of 2019.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
03 December 2018	Accumulated Cash Surplus – Surplus Allocation 2018/19	<p>03 December 2018</p> <p>A future report to be provided to Council on options for any future Latrobe City Council intern program beyond July 2019.</p> <p>22 January 2019</p> <p>Report to come to council 2019 – Pending scheduling</p>
18 March 2019	2019/04: Request for a report on Government and Council funding	<p>18 April 2019</p> <p>Report to be scheduled.</p>
Infrastructure & Recreation		
03 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	<p>3 September 2018</p> <p>A report will be presented to a Council Meeting later in 2018.</p> <p>8 October 2018</p> <p>Revised Target Date: 04 Mar 2019</p> <p>23 January 2019</p> <p>Report scheduled to go to Council on the 1 April 2019</p> <p>20 March 2019</p> <p>Report Deferred pending scheduling.</p> <p>02 April 2019</p> <p>It is proposed that a report will be presented at a meeting in May 2019</p>
01 April 2019	Moe Keenagers - Project Update	<p>18 April 2019</p> <p>Report to be scheduled.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
01 April 2019	Delegate Authority to the Chief Executive Officer to Award Stage 4 of the Traralgon to Morwell Shared Path	18 April 2019 Report to be scheduled.

Any proposed timings of reports listed above advised up to 16 May 2019 have been included in the table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

NOTICES OF MOTION

9. NOTICES OF MOTION

9.1 2019/07 - ANTI-SOCIAL BEHAVIOUR IN NEWBOROUGH

Cr Sharon Gibson

I, Cr Gibson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on 03 June 2019:

That Council write to the Department of Health and Human Services and request a meeting with the CEO and Ward Councillors to discuss the anti-social behaviour that is causing elderly tenants extreme stress at (address) in Newborough.

Cr Gibson
27 May 2019

Attachments
Nil

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

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

Agenda Item: 10.1

Agenda Item: Adoption of 2019/20 Budget, 2019-2023 Strategic Resource Plan, Rating Strategy 2019/20 and Declaration of 2019/20 Rates & Charges

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution 1:

That Council:

- 1. Adopts the Salaries and Wages budget in the Early Learning and Care service included within the 2019/2020 Budget.**
- 2. Adopts the capital works project for the construction of sports lighting at the Traralgon West Sporting Complex to be included within the 2019/2020 Budget.**

Proposed Resolution 2:

That Council:

- 3. Having regard to the submissions made and in accordance with Section 130 of the *Local Government Act 1989 (Act)* adopts the 2019/2020 Budget (including fees and charges), *annexed to this report*;**
- 4. Having regard to the submissions made adopts the Rating Strategy 2019-20, annexed to this report;**
- 3. In accordance with the provisions of the Act, declares that the amounts that it intends to raise by way of general rates, municipal charges and service charges for the period 1 July 2019 to 30 June 2020 are as follows:**

General Rates	\$53,800,050
Municipal Charge	\$ 5,389,020

Service Charges	\$12,436,569
EPA Landfill Levy Charge	\$ 750,925
Payments in lieu of rates	\$ 7,764,989

- 4. Declares that the general rates will be raised in 2019/2020 by the application of the following differential rates calculated on the Capital Improved Value of rateable property:**
 - 4.1. General rate of 0.00466836 cents in the dollar on lands as defined in paragraph 7.1.1**
 - 4.2. Farm rate of 0.00350127 cents in the dollar on farm land as defined in paragraph 8.1.1**
 - 4.3. Derelict Properties rate of 0.01400508 cents in the dollar on lands as defined in paragraph 9.2**
- 5. Declares the general rates for a twelve month period commencing 1 July 2019 and that the rates be levied in respect of each portion of rateable land for which the Council has a separate valuation;**
- 6. Is of the opinion that the differential rates to be levied in 2019/2020 will contribute to the equitable and efficient carrying out of its functions;**
- 7. Specifies in relation to the General Rate for 2019/2020 the following in accordance with Section 161 of the Act:**
 - 7.1. The objectives of the general rate as:**
 - 7.1.1. the types and classes of land to which the rate will apply is all other rateable land that is not defined as farm land as described in paragraph 8.1.1 or derelict properties as described in paragraph 9.2;**
 - 7.1.2. the level of the general rate is 0.00466836 cents in the dollar on the capital improved value of land as defined;**
 - 7.1.3. the reasons for the use and level of that rate are that:**
 - 7.1.3.1. the types and classes of land to which the rate applies can be easily identified;**
 - 7.1.3.2. it is appropriate to have a general rate so as to fairly rate lands other than derelict properties, recreational and farm lands;**
 - 7.1.3.3. the level of the general rate is appropriate having regard to all relevant matters including the use to which the and is put and the amount to be raised by Council's Municipal Charge;**
 - 7.1.3.4. the level of the general rate is appropriate to ensure that the burden of the payment of rates is fairly apportioned across all rateable land within the Municipal district;**

7.1.3.5. it meets the objectives the Council considers are consistent with the economical and efficient carrying out of its functions, and

7.1.4. the characteristics of the land which are the criteria for declaring the general rate are as set out in subparagraph 7.1.1 above;

8. Specifies in relation to the farm rate for 2019/2020 the following in accordance with Section 161 of the Act:

8.1. The objectives of the farm rate as:

8.1.1. the types and classes of land to which the rate will apply is farm land as defined in Section 2 of the *Valuation of Land Act* 1960, namely, any rateable land which is not less than 2 hectares in area and which is used primarily for carrying on one or more of the following businesses or industries:

grazing (including agistment);

dairying;

pig farming;

poultry farming;

fish farming;

tree farming;

bee keeping;

viticulture;

horticulture;

fruit growing;

the growing of crops of any kind;

and that is used by a business:

- that has a significant and substantial commercial purpose or character; and
- that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating

8.1.2. the level of the farm rate is 0.00350127 cents in the dollar on the capital improved value of farm land as defined;

8.1.3. the reasons for the use and level of that rate are that:

8.1.3.1. the types and classes of land to which the rate applies

- can be easily identified;
- 8.1.3.2. it is appropriate to have a farm rate so as to fairly rate farm land;
- 8.1.3.3. the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- 8.1.3.4. the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district;
- 8.1.4. the types and classes of land to which the rate will apply can be identified as farm land as defined in paragraph 8.1.1;
- 8.1.5. it meets the objectives the Council considers are consistent with the economical and efficient carrying out of its functions;
9. Specifies in relation to the derelict properties rate for 2019/2020 the following in accordance with Section 161 of the Act:
- 9.1. The objective of the derelict properties rate is to promote the responsible management of land and buildings through incentivising the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.
- 9.2 The types and classes of land to which the rate will apply is properties where 9.2.1 and 9.2.2 both apply;
- 9.2.1. The property, which includes both buildings and/or land, is in such a state of disrepair that it is unfit for human habitation or other occupation, and has been in such a condition for a period of more than 3 months. (The definition of "unfit for human habitation or other occupation" is a property that is unsuitable for living or working in on a daily basis. The property is likely to lack, or have restricted access to, essential services or facilities including but not limited to water, and/or operational effluent discharge facilities, and the property is considered unsafe or unsuitable for use as a place of business or domestic inhabitation on a daily basis). and
- 9.2.2 The property meets one or more of the following criteria;
- a) The property has become unsafe and poses a risk to public safety, including but not limited to:
- the existence on the property of vermin, rubbish/litter, fire hazards, excess materials/goods, asbestos or other environmental hazards; or

- the property is a partially built structure where there is no reasonable progress of the building permit
 - b) The property adversely affects public amenity;
 - c) The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;
 - d) The condition of the property has a potential to adversely impact the value of other properties in the vicinity;
 - e) The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish.
- 9.3. The level of the derelict properties rate is 0.01400508 cents in the dollar on the capital improved value of derelict properties land as defined.
- 9.4. the reasons for the use and level of that rate are that:
- 9.4.1. the differential rate is the level which Council considers is necessary to achieve the objective specified above and is set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Act;
- 9.5. the types and classes of land to which the rate will apply can be identified as derelict land and/or buildings as defined in paragraph 9.2.1 and 9.2.2;
- 9.6. it meets the objectives the Council considers are consistent with the economical and efficient carrying out of its functions;
10. Specifies that the general rate continue to be applied to Retirement Villages as defined under the *Retirement Villages Act 1986* having given due consideration to the implementation of a differential rate for such lands as required by the *Ministerial Guidelines on Differential Rating*
11. Declares a Municipal charge at the annual rate of \$140.00 for rateable land in respect of which a Municipal charge may be levied to recover some of the administrative costs of the Council for a period of 12 months from 1 July 2019 to 30 June 2020;
12. Declares an annual service charge of \$352.00 per premises for the weekly collection and disposal of refuse in respect of premises to which the service is provided (whether or not the owner or occupier of such premises avails himself or herself of the service provided) for a twelve month period from 1 July 2019 to 30 June 2020;
13. Declares an annual EPA Landfill Levy charge of \$21.30 per garbage bin to cover the costs levied by the Environmental Protection Authority on

the operation of landfills for the period 1 July 2019 to 30 June 2020;

14. Where exemptions are granted, waste services will be charged for services utilised for the period 1 July 2019 to 30 June 2020 as follows:

Garbage 120L bin \$225.00 pa

Garbage 240L bin \$332.00 pa

Garbage 240L bin Special \$256.00 pa

Recycling 240L bin \$ 77.00 pa

Organics 240L bin \$ 50.00 pa

15. Cultural and Recreational Land, in accordance with Section 4 of the *Cultural and Recreational Lands Act 1963*, the following amounts be specified as the amounts payable in respect of recreational lands described as:

Morwell Bowling Club	52 Hazelwood Road, Morwell	\$16,979.78
Traralgon Bowling Club	45-57 Gwalia Street, Traralgon	\$14,705.36
Moe Racing Club	Waterloo Road, Moe	\$18,618.38
Yallourn Bowling Club	1-5 Coach Road, Newborough	\$2,700.18
Traralgon Golf Club	Princes Street, Traralgon	\$6,316.96
Yallourn Golf Club	Golf Links Road, Moe	\$3,353.80
Morwell Golf Club	Fairway Drive, Morwell	\$2,600.28
Boolarra Bowling Club	22 Duke Street, Boolarra	\$781.95
Yinnar Bowling Club	Main Street, Yinnar	\$630.23
Yallourn North Bowls Club	Reserve Street, Yallourn North	\$933.67
LV Water Ski Club	Hall Road, Yallourn North	\$280.10
Glenview Park	McNairn Road, Traralgon	\$10,503.81
Moe Golf Club	26 Thompsons Road, Newborough	\$3,081.12
Moe Bowling Club	Waterloo Road, Moe	\$1,808.99
Victorian Field & Game Association	Scales Road, Flynn Creek	\$459.83

16. These amounts have regard to the services provided by the Council in relation to such lands and the benefit to the community derived from such recreational lands.

17. Directs that copies of the information required by Section 161(3) of the Act be made available for inspection at Council's office during office hours;

18. Having considered submissions received in relation to the 2019/2020 Budget, directs that the rates and charges as declared for 2019/2020 be levied by sending notices to the persons who are liable to pay, in accordance with Section 158 of the Act;
19. Resolves that the rates and charges for 2019/2020 must be paid by the dates fixed under Section 167 of the Act, namely:
in full by 15 February 2020; or
by equal instalments on the following dates:
 - 30 September 2019;
 - 30 November 2019;
 - 28 February 2020; and
 - 31 May 2020;
20. Directs and authorises the Chief Executive Officer to demand payment of and recover the rates and charges as declared in relation to the 2019/2020 Budget;
21. Rate of Interest – Section 172 of the Act:
 - 21.1. That for the 2019/2020 financial year Council resolves to require a person to pay interest on any outstanding amounts of rates and charges:
 - 21.1.1 which that person is liable to pay; and
 - 21.1.2 which have not been paid by the date specified under Section 167 for their payment except where the Council has agreed to waive the whole or part of any such interest;
 - 21.2 That for the 2019/2020 financial year Council resolves in accordance with Section 172 of the Act that the rate of interest will be as specified under Section 2 of the *Penalty Interest Rates Act 1983* (Currently 10%);
22. Adopts the Strategic Resource Plan 2019-2023, annexed to this resolution.
23. Authorises the Chief Executive Officer to sign and seal any loan and financial documents relating to the proposed borrowings of \$12,650,000 in the 2019/2020 Budget.
24. Write to all submitters thanking them and advising Council's response to their submission.

Executive Summary:

- In accordance with the *Local Government Act 1989*, (Act) Council must adopt

a budget, strategic resource plan and declare its rates and charges for the following financial year by 30 June.

- Council's rating strategy has been updated to reflect the current budget and is included for adoption.
- Council has now complied with the legislative requirements for the preparation and public notification of its 2019/20 Budget, which includes the proposed rates and charges.
- A total of 8 submissions were received at the special council meeting held on 13 May 2018. A number of minor amendments to the advertised Budget have been made and are detailed under the Internal/External Consultation section of this report.
- It is recommended that Council adopt the 2019/2020 Budget, Strategic Resource Plan 2019-2023 and Rating Strategy 2019-20 documents and declare the rates and charges to be applied in the 2019/20 financial year.

Background:

On 1 April 2019, Council resolved to give notice of preparation of the proposed 2019/2020 Budget, including proposed rates and charges for the year, and invited submissions on the Budget in accordance with Section 129 of the Act. It was also resolved to exhibit the draft Rating Strategy 2019/2020 alongside the Draft Budget.

Public notice of the preparation of the 2019/2020 Budget was subsequently advertised in the Latrobe Valley Express on 4 April 2019, 11 April 2019 and 25 April, advising that both documents were available for inspection at Council's service centres and on Council's website.

Submissions in relation to the Budget were receivable up to 5pm on 1 May 2019. A total of 8 written submissions were received in relation to the draft 2019/2020 Budget. All those who made submissions were provided with the opportunity to speak at the Special Council Meeting held on 13 May 2019. Subsequently a representative from the Latrobe City Farm Ratepayers Association, the Traralgon Football Netball Club and Mr Ian Lee took the opportunity to speak to their submissions.

The 2019/2020 Budget has been prepared utilising financially prudent principles and measures, and clearly articulate the resources required to deliver the 2017-2021 Council Plan.

The Budget has been drafted to provide for delivery of actions within the draft Council Plan 2017-2021 and the continued provision of the large range of services and programs.

The Budget proposes a 2.5% plus growth increase in general rates & charges. This is in accordance with the State Government imposed rate cap. Council previously resolved at the Ordinary Council Meeting on 3 December 2018 not to apply for a rate cap variation for the 2019/20 financial year.

The Ministerial Guidelines on Differential Rating require Council to consider the application of a differential rate for Retirement Villages. Council has given consideration to this through the Rating Strategy 2019/2020 and it is not proposed to introduce a differential rate in 2019/2020.

Furthermore Council's Rating Strategy has been reviewed and no changes to the structure have been proposed.

The Strategic Resource Plan information is included within the budget document, however a separate document is also created for individual adoption so that it can be exhibited with the current Council Plan as per the requirements of the Act.

The Budget provides for the continued delivery of services at current levels, whilst incorporating the capital works program of \$117.311million.

The draft budget proposes new borrowings of \$12.65 million to progress the construction of the Gippsland Regional Aquatic Facility and expansion of Traralgon Sports Stadium (up to \$10.0 million) and the Latrobe Creative Precinct project \$2.65 million. The proposed schedule of Fees and Charges has been prepared on the basis of estimated CPI increases (2.0%) and/or benchmark market rates and/or Victorian Government and statutory charges.

The proposed schedule of Fees and Charges has been prepared on the basis of estimated CPI increases and/or benchmark market rates and/or Victorian Government and statutory charges.

A significant number of Council's fees and charges require notice to be given to users. Undertaking community consultation over four weeks in April/May followed by adoption in early June, allows the required notice to be given for any changes to fees and charges in adequate time for implementation from 1 July 2019.

The full range of issues considered within the Budget, are detailed in the attached Budget document.

This report forms part of the statutory process for the adoption of the 2019/2020 Budget.

Issues:

Strategy Implications

The adoption of the draft budget, strategic resource plan, rating strategy and declaration of rates and charges supports the Council Plan objective 'Ensure Council operates openly, transparently and responsibly'.

Communication

A budget community consultation session was held at Council's Corporate Headquarters on 8 April 2019. Furthermore the community has been provided with the opportunity to provide feedback and make submissions to the budget at a Special Council meeting held on Monday 13 May 2019.

Upon adoption of the budget, SRP and rating strategy a further public notice will be issued in accordance with the requirements of the Act, and the documents will be made available on Council's website and at its service centres.

Financial Implications

Costs associated with this statutory process are officers' time and resources in the preparation of Council reports and the cost of public notices in the Latrobe Valley Express advising of Council's adoption of the Budget.

Risk Analysis

Non-compliance with financial framework or legislative requirements is identified as a risk. The adoption of this report prior to 30 June ensures Council meets the requirements of the Act.

Legal and Compliance

There are no other known legal and compliance issues with the adoption of the recommendations of this report.

Community Implications

There are no other known community implication issues with the adoption of the recommendations of this report.

Environmental Implications

There are no known environmental implications issues with the adoption of the recommendations of this report.

Consultation

Following public consultation 8 written submissions were received in relation to the Draft Budget. Council considered these submissions at a Special Council Meeting held on 13 May 2018.

The following table includes a summary and comment on each of the submissions received.

Submitter	Summary of submission	Assessment of Submission
Latrobe City Farm Ratepayers Association	Support for the retention of the Farm Rate Differential.	The 2019/20 budget supports the retention of the Farm rate differential set at 75% of the general rate in accordance with previous years. Property values are determined by the Valuer General Victoria in

Submitter	Summary of submission	Assessment of Submission
		<p>accordance with the <i>Valuation of Land Act 1960</i>.</p> <p>There are no current plans to increase the Municipal Charge to the maximum allowable under the Local Government Act, being 20% of rate revenue.</p>
Churchill & District Community Association (CDCA)	Support for the Small Towns Minor Capital Works Program, and that it be extended to include Churchill.	<p>Small Towns Minor Capital Works Program grants of \$10,000 per town have been maintained for the seven small towns.</p> <p>Churchill does not currently qualify as a small town and further discussions are to be held with CDCA around their eligibility and the impact this could have on future project funding.</p>
Mr David Little	Support for the Catterick Crescent Sports Pavilion.	The Catterick Crescent Sports Pavilion has been allocated funding in the 2019/20 budget.
Ms Lorraine Osler	Request to fund a caravan/motorhome dump point in Traralgon.	<p>Council is developing a municipality wide strategy for recreational vehicles a part of which will address the provision of dump points.</p> <p>Consultation is due to commence prior to the end of June. There is currently no provision in the draft budget for funding of yet to be identified associated infrastructure requirements.</p>
Mr Ian Lee	Request to fund a proposal to construct a scale model solar system along Lloyd & Moore Streets Moe.	<p>There is currently no provision in the budget for this request. Further understanding of the proposal is necessary along with detailed cost estimates and an understanding of community support for such a project, should Council wish to pursue this request.</p>
Ms Maree Hall	Request for footpaths and kerb and channelling for Saviges Road Moe.	<p>A section of Saviges Road near the intersection with Albert Street was brought to Council Officers' attention and some maintenance works has been undertaken to address potholes in the shoulder caused by northbound motorists passing</p>

Submitter	Summary of submission	Assessment of Submission
		<p>motorists into Albert Street. While not formally scheduled for new works it is intended to incorporate constructing kerb and channel on the west side of Saviges Street through the intersection to address this as part of the 2019/20 budget should a surplus be identified.</p> <p>No consideration has been given to extending the new works north of this point.</p> <p>It is approximately 500m to the junction of Della Torre road. This can be formally considered in conjunction with the other requests new or and upgraded infrastructure received on an annual basis or where otherwise identified.</p>
Traralgon Football Netball Club	Request for temporary change facilities and toilets located at the netball court area of the Traralgon Recreation Reserve for the 2019 season.	<p>Recreation local level infrastructure projects are assessed through the Recreation Needs Assessment process. The Netball Change Facility for Traralgon Rec Reserve has been assessed through the assessment matrices, but was not identified as a priority for funding in 2019/20. As a consequence there is currently no funding allocation in the draft 2019/20 budget for either a permanent solution or for temporary facilities. The estimated cost for the hire of facilities is approximately \$20,000 for the season.</p> <p>Council has requested that officers obtain further information in relation to options for temporary facilities and that these findings be returned to Council for further consideration outside the budget process.</p>
Ms Joanne Campbell	Request for information on what Council has put in place to be ready for the 1 July ban on e-waste to landfill and how	Upgrades to transfer stations required to facilitate the acceptance of e-waste materials will be completed in time for the introduction of the ban on the 1 July 2019.

Submitter	Summary of submission	Assessment of Submission
	it is being funded.	Upgrades have been funded through the annual budget allocation of funds for transfer station upgrades. Industry based communications to the wider community are scheduled to commence in May 2019.

Based on the officer comments the officer recommendation regarding the Budget is that it is adopted by Council with no change to the drafts having now considered the submissions received during the community consultation period.

Other

Identified Updates to the draft 2019/20 Budget document.

During the display of the budget, the following amendments to the draft budget document have been identified;

Rates and Charges

Subsequent to the release of the draft budget a review of Council's current year growth in rateable valuations has resulted in an overall increase in revenue from rates and charges of \$0.150 million. In addition the finalisation of the 2019 revaluation data has been received from Council's property valuer which has increased the total 2019 valuations from \$11,708,203,000 to \$11,724,954,000. This has led to a reduction in the proposed rates in the dollar for 2019/20.

The Financial Statements have been amended to reflect the additional rates growth income.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

- 1. [2019/20 Budget](#)
- 2. [2019/20 Rating Strategy](#)
- 3. [2019-2023 Strategic Resource Plan](#)

10.1

Adoption of 2019/20 Budget, 2019-2023 Strategic Resource Plan, Rating Strategy 2019/20 and Declaration of 2019/20 Rates & Charges

1	2019/20 Budget	29
2	2019/20 Rating Strategy	141
3	2019-2023 Strategic Resource Plan	161

Latrobe City Council

DRAFT
2019/2020
BUDGET



Adopted by Council: XX XXXX



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2019/20 Budget Executive Summary

Executive Summary

Under the Local Government Act 1989 ("The Act"), Council is required to prepare and adopt an annual budget. The budget is required to be adopted by 30 June each year.

This year represents the third year of a State Government imposed rate cap. The Minister for Local Government confirmed that rates are to be capped to 2.5% for the 2019/20 financial year in accordance with the new Fair Go Rates System (FGRS). The budget has been formulated in accordance with the directive of the Minister, with the general rate increase restricted to the nominated 2.5%. The garbage charge has increased by 2.3% or \$8.50, including the EPA levy.

A four year Strategic Resource Plan has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Financial Plan is financial sustainability in the medium to long term, whilst still achieving the Council's strategic objectives as specified in the Council Plan and Latrobe 2026 Vision.

The 2019/20 budget presented in this report has been developed through a rigorous process of consultation and review with Council and Council officers. It is Council's opinion that the budget is financially responsible and contributes to the achievement of the Council Plan objectives and strategic directions included in the 2017-2021 Council Plan.

The 2019/20 Operating Budget predicts an operating surplus of \$42.1 million, after raising rates and charges of \$80.3 million and capital grants income of \$41.9 million. When excluding non recurrent capital funding and developer contributions, an underlying operating deficit of \$1.6 million is projected for 2019/20.

The budget maintains the differential rate for derelict properties first introduced in 2017/18 with the objective to promote the responsible management of land and buildings through the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.

It should be noted that the operating budget surplus shown is a result of non cash revenue (i.e. developer contributed assets) and income generated to fund expenditure items that are not recognised in the Income Statement (i.e. capital expenditure and the repayment of borrowings). On a cash basis Council budgets for a break even result therefore any cash remaining at the end of the budget period is the result of a number of factors such as government grant funds received in advance, funds required to be carried forward to complete unfinished projects and funds required to settle certain balance sheet liabilities e.g. Trade and other payables, Interest Bearing liabilities, Provisions and Trust funds and deposits.

Council operations are expected to be impacted by unavoidable increases in employee costs, electricity and gas prices. In addition revenue sources will be constrained by the capping of municipal rates at 2.5% as declared by the State Government . It is necessary to achieve income growth whilst containing costs in order to maintain a positive underlying operating position in 2018/19.

2019/20 Budget Executive Summary

\$12.650M new borrowings are proposed in the 2019/20 budget year, whilst loan principal repayments for the year are expected to be \$9.6 million. As a result Council borrowings will increase from \$20.1 million to \$23.1 million at the end of the financial year.

The total capital expenditure program will be \$108.6 million, of which \$89.5 million relates to projects which commenced in the 2017/18 and 2018/19 financial years. Any further carried forward projects will be fully funded from the 2018/19 budget. Of the \$108.6 million of capital funding required, \$54.0 million will come from Council cash (which includes grants received in 2018/19 to be carried forward), \$12.6 million from borrowings and \$41.9 million from external grants and contributions.

The 2019/20 budget has been prepared on the basis of constraint, Council will continue to review all services and capital infrastructure to ensure it is positioned to best meet the needs of the community into the future.

2019/20 Budget Budget Reports

Budget Reports

The following reports include all statutory disclosures of information and are supported by the analysis contained in sections 8 to 15 of this report.

This section includes the following reports and statements in accordance with the Local Government Act 1989 and the Local Government Model Financial Report.

- 1 Links to Council Plan
- 2 Services, initiatives & service performance indicators
- 3 Financial statements
- 4 Financial performance indicators
- 5 Grants and borrowings
- 6 Detailed list of capital works
- 7 Rates and charges

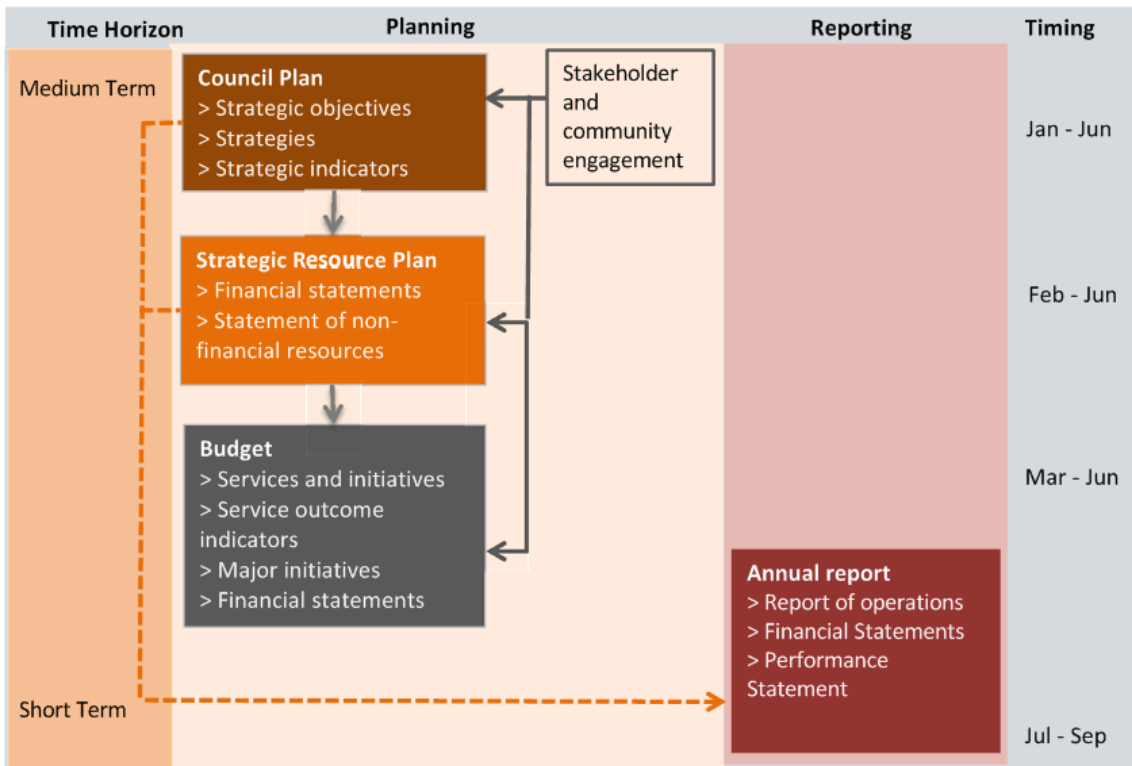
2019/20 Budget Link to the Council Plan

1. Link to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning framework. This framework guides the Council in identifying community needs and aspirations over the long term (Latrobe 2026), medium term (Council Plan) and short term (Annual Budget) then holding itself accountable (Annual Report).

1.1 Planning and accountability framework

The Strategic Resource Plan part of and prepared in conjunction with the Council Plan, is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, considering the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning.

In addition to the above, Council has a long term plan (Latrobe 2026) which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes.

2019/20 Budget Link to the Council Plan

1.2 Our purpose

The Community vision

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

The community's vision for the future development of the region builds on its strength as one of Victoria's key regional economies and its position as the commercial centre of Gippsland with a focus on education, health and community services and facilities.

Other major aspirations are for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.

The community has expressed its desire for a future in which people are united in a common purpose whilst respecting the diversity of their heritage and cultures. To enable the vision to become reality the community identified the need for effective and proactive leadership at all levels and expressed a willingness to connect with community leaders to enrich local decision making.

Our mission

To provide the best possible facilities, services, advocacy and leadership for Latrobe City, one of Victoria's four major regional cities.

Our values

Latrobe City Council's values describe how it is committed to achieving the Latrobe 2026 community vision through:

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

2019/20 Budget Link to the Council Plan

1.3 Strategic Objectives

Council delivers activities and initiatives under 48 major service categories. Each contributes to the achievement of one of the seven objectives as set out in the Council Plan for the 2017-21 years. The following table lists the seven themes as described in the Council Plan.

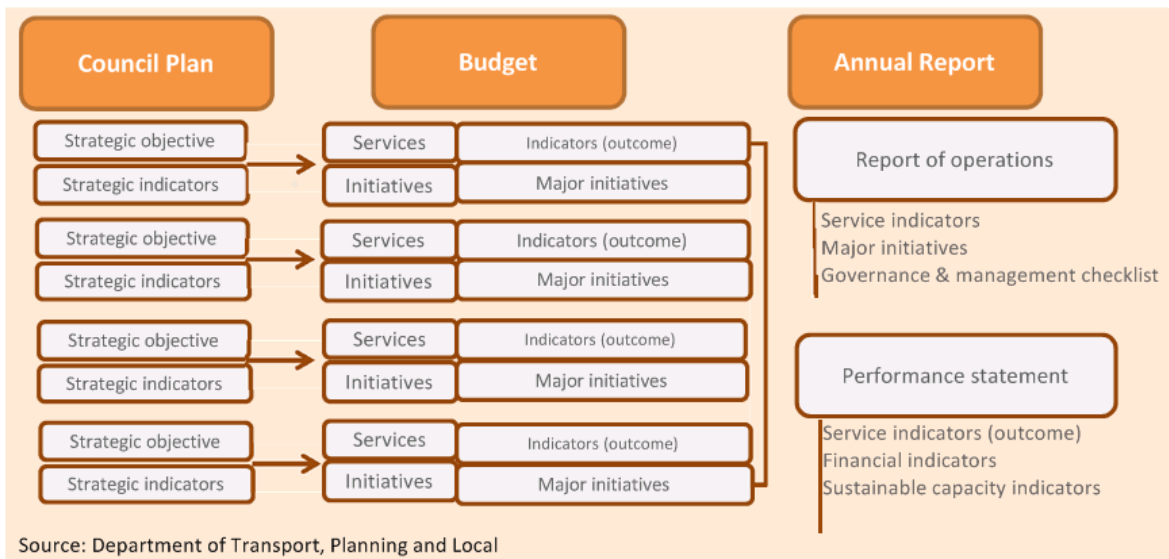
Strategic Objectives

1. Support job creation and industry diversification to enable economic growth in Latrobe City.
2. Encourage improved education & training outcomes in Latrobe City.
3. Improve the liveability and connectedness of Latrobe City.
4. Improve the amenity and accessibility of Council services.
5. Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.
6. Ensure Council operates openly, transparently and responsibly.
7. Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

2019/20 Budget Services & Service Performance Indicators

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2019/20 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



2019/20 Budget Services & Service Performance Indicators

2.1 Objective 1: Support job creation and industry diversification to enable economic growth in Latrobe City.

To achieve our objective to support job creation and industry diversification to enable economic growth in Latrobe City, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Business Development	Provide business development advice, services and programs in accordance with the Latrobe City Council Economic Development Strategy 2016-2020.	1,034 (15) 1,019
Employment Development	Promote, coordinate and providing training and employment opportunities for aboriginal people.	331 (339) (7)
Latrobe Regional Airport	Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.	430 (472) (42)
Tourism	Proactively and strategically provide a quality visitor service, support the delivery of events, maintain the tourism website and promote a positive image of Latrobe City.	524 (10) 514
International Relations	Deliver International Relations services in accordance with the Latrobe City International Relations Plan.	177 0 177
Regional Partnerships	Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future.	178 0 178
Total		1,839

Major Initiative

- MI1) Action years 2019/20 of the Economic Development Strategy
- MI2) Continue the advocacy campaign for the Strength Led Transition

Other Initiative

- OI1) Undertake works in association with the Gippsland Logistics Precinct

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Economic Development	Economic Activity	Change in number of businesses (Percentage change in the number of businesses with an ABN in the municipality)	[Number of businesses with an ABN in the municipality at the end of the financial year less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] x100

2019/20 Budget

Services & Service Performance Indicators

2.2 Objective 2: Encourage improved education & training outcomes in Latrobe City.

To achieve our objective to encourage improved education & training outcomes in Latrobe City, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Library services	Deliver Library services and programs.	4,109 (541) 3,568
Early Learning & Care	Deliver early Learning, Family Day Care, and Preschool services in accordance with Council adopted policies, and work with other providers to improve and integrate support services for all children in the municipality.	9,857 (8,635) 1,222
Total		4,790

Major Initiative

MI3) Progress the Creative Industries Training Centre component of the Latrobe Creative Precinct project.

Other Initiative

OI2) Implement the school readiness funding to ensure that more children have vital access to quality early years' education

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100

2019/20 Budget

Services & Service Performance Indicators

2.3 Objective 3: Improve the liveability and connectedness of Latrobe City

To achieve our objective to improve the liveability and connectedness of Latrobe City, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Arts	Deliver the Annual Latrobe Regional Gallery Exhibitions program and deliver Education and Public Participation programs across all arts facilities. Deliver the Annual Performing Arts Performances program. Manage and maintain Halls and Venues across the City.	2,366 (642) <u>1,725</u>
Civil Works Projects	Deliver Civil works projects across Latrobe City in accordance with relevant legislation and guidelines.	1,284 0 <u>1,284</u>
Infrastructure Design	Design civil works projects in consultation with the Latrobe City community.	666 0 <u>666</u>
Waste Services	Deliver and manage contracts for waste services across the municipality, including kerbside collection, transfer stations, organic resource processing, hard waste services and co-mingled recycling processing in accordance with contract requirements, standards and best value principles.	6,770 (5) <u>6,765</u>
Building Services	Provide building advice, statutory services and enforcement action in accordance with the Building Act.	558 (269) <u>288</u>
Environment Sustainability	Provide Environmental planning, advice and services to internal and external stakeholders.	717 (49) <u>668</u>
Landfill Services	Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.	2,632 (1,971) <u>660</u>
Statutory Planning	Provide statutory planning services, advice and enforcement action in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,692 (317) <u>1,375</u>
Strategic Planning	Provide strategic planning services and advice in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	795 0 <u>795</u>
Urban Growth	Develop, assess and coordinate the implementation of Development Plans and Development Contribution Plans for growth areas of Latrobe City.	378 0 <u>378</u>
Total		14,605

2019/20 Budget

Services & Service Performance Indicators

Major Initiatives

MI4) Commence construction of the Latrobe Creative Precinct project

Other Initiatives

OI3) Complete detailed design for Yinnar Hall and Community Centre redevelopment

OI4) Construct toilets at Traralgon Railway Reserve

OI5) Complete design of Kernot Hall refurbishments

Service	Indicator	Performance Measure	Computation
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.

2019/20 Budget

Services & Service Performance Indicators

2.4 Objective 4: Improve the amenity and accessibility of Council services

To achieve our objective to improve the amenity and accessibility of Council services, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Community Information	Deliver professional customer service at all Latrobe City Council service centres and libraries.	1,117 <u>(67)</u> 1,050
Aboriginal Liaison	Strengthen the relationship between the local Aboriginal Community and Latrobe City Council by delivering on the Statement of Commitment.	47 <u>0</u> 47
Communications	Provide communications, marketing and public relations services on behalf of Latrobe City Council.	1,291 <u>0</u> 1,291
Community Engagement	Provide community engagement support services to Latrobe City Council.	250 <u>0</u> 250
Disability Access & Inclusion	Develop and implement the Rural Access Plan and develop and implement the Disability Action Plan.	126 <u>(65)</u> 61
Community Grants	Assist local community groups through the coordination and delivery of the annual Latrobe City community grants program.	72 <u>0</u> 72
Total		2,770

Major Initiative

MI5) Continue to implement the Customer Experience Strategy.

Other Initiative

OI6) With input from our community, develop our digital solutions for improved customer experiences

2019/20 Budget

Services & Service Performance Indicators

2.5 Objective 5: Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.

To achieve our objective to provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Aged and Disability Services	Deliver the Home and Community Care (HACC) program in accordance with Department of Health guidelines and Disability Service programs.	6,753 (6,349) 404
Early Childhood Health & Development	Deliver enhanced maternal and child health services in accordance with Council adopted policies.	3,497 (1,988) 1,509
Leisure Facilities	Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums together with managing and maintaining caravan park and day visitor facilities.	5,770 (3,986) 1,784
Parks, Gardens and Playgrounds	Manage and maintain parks and gardens across Latrobe City and maintain and develop playgrounds in accordance with the Latrobe City Council Playground Strategy.	4,626 (117) 4,510
Recreation and Open Space Planning	Provide Recreation and Open Space Planning advice for Latrobe City.	656 (315) 340
Recreation Liaison	Manage and maintain sporting reserves and work with community groups across Latrobe City.	1,637 (72) 1,565
Social support	Deliver the Planned Activity Group and Meals on Wheels Programs to eligible clients.	180 (113) 67
Health Services	Minimise the incidence of food borne illness pursuant to the Food Act. Deliver an Immunisation program in accordance with the Public Health and Wellbeing Act.	942 (466) 476
Infrastructure Planning	Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.	1,670 (310) 1,360
Local Laws	Deliver customer focussed Local Law services across the municipality in accordance with Local Law No. 2 and other relevant legislation.	2,366 (1,434) 932
Property and Statutory	Administer property management, advice and services of Latrobe City Council.	687 (207) 479
Community Strengthening	Build community leadership, connectedness, inclusiveness and wellbeing by advocating on behalf of the community, and partnering with them to deliver and facilitate a range of projects, programs, strategies and action plans.	2,331 (51) 2,280
Emergency Management	Provide Emergency Management services including preparedness, planning, response and recovery.	445 (150) 295
Total		16,000

2019/20 Budget

Services & Service Performance Indicators

Major Initiatives

- MI6) Construction of Catterick Crescent Cricket and Multi Purpose Stadium
 MI7) Implement a Mayoral Taskforce for the prevention of family violence
 MI8) Complete the Morwell Recreation Reserve redevelopment

Other initiatives

- OI7) Construction of Sports Lighting- Traralgon West Sporting Complex
 OI8) Complete design & construction of Pavilion at Apex Park

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Home and community care	Participation	Participation in HACC service (Percentage of the municipal target population that receive a HACC service)	[Number of people that received a HACC service / Municipal target population for HACC services] x100
Home and community care	Participation	Participation in HACC service by CALD people (Percentage of the municipal target population in relation to CALD people that receive a HACC service)	[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100
Maternal and child health	Participation	Participation in MCH key ages and stages visits (Percentage of children attending the MCH key ages and stages visits)	Number of actual MCH visits / Number of expected MCH visits] x100
Maternal and child health	Participation	Participation in MCH key ages and stages visits by Aboriginal children (Percentage of Aboriginal children attending the MCH key ages and stages visits)	[Number of actual MCH visits for Aboriginal children / Number of expected MCH visits for Aboriginal children] x100
Animal management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (The number of visits to pool facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population

2018/19 Budget

Services & Service Performance Indicators

Service Performance Outcome Indicators (cont.)

Service	Indicator	Performance Measure	Computation
Food safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100

2019/20 Budget

Services & Service Performance Indicators

2.6 Objective 6 : Ensure Council operates openly, transparently and responsibly

To achieve our objective to ensure Council operates openly, transparently and responsibly, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Performance & Innovation	Administer corporate planning and reporting of Latrobe City Council and implement Council's innovation and continuous improvement programs.	1,198 0 1,198
Mayoral & Council Support	Council Operations, provision of support services to Councillors, deliver civic functions and events across for Latrobe City Council.	617 0 617
Governance	Council meeting management, Freedom of Information, internal audit, committee management, statutory registers and legal support functions.	1,095 (79) 1,016
Financial Services	Administer financial management, advice and services of Latrobe City Council, administer procurement processes for goods and services within Latrobe City Council, administer payroll for Latrobe City Council staff and administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection.	3,466 (384) 3,082
Information Services	Maintain the Latrobe City Council IT network infrastructure, assets, purchasing and licences and provide an effective secure environment for storage and disaster recovery. Develop and maintain a Geographical Information System (GIS) for broad use by the organisation. Maintain corporate information and Council documentation and information applications in accordance with regulatory guidelines.	3,809 0 3,809
Office of the CEO	Actively participate in the Gippsland Local Government Network.	718 0 718
People & Development	To provide advice, education and support to ensure the success of the organisation through effective leadership, resourcing and people management initiatives. To deliver a variety of learning initiatives and develop the knowledge, skills and confidence of our people.	2,398 0 2,398
Risk and Compliance	Provide Latrobe City Council with risk management support and advice, coordinate Occupational Health and Safety responsibilities and develop and implement a compliance framework. Administer Freedom of Information requests, Information Privacy requirements, maintain public registers, policies, audit activities and electoral functions for Latrobe City Council.	1,690 (2) 1,688
Total		14,526

2019/20 Budget

Services & Service Performance Indicators

Major Initiative

MI9) Long term Financial Plan (Ensuring financial sustainability of Council).

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community

2019/20 Budget

Services & Service Performance Indicators

2.7 Objectives 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

To achieve our objective to grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city., deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue)
		Net Cost \$'000
Events	Facilitate the attraction of new events and support existing events across Latrobe City and deliver Latrobe City Council's annual Australia Day program.	1,165 0 1,165
Major Projects	Deliver major infrastructure projects from the Annual Capital Works Program.	1,528 (1,046) 482
Building Maintenance	This unit is to deliver the cyclic maintenance program on Latrobe City Council buildings.	5,196 0 5,196
Infrastructure Maintenance	This unit is to provide maintenance services for Latrobe City's road, drainage, signage, footpath and tree networks and to Deliver cleansing services across the municipality, including footpath and street sweeping, public toilets, bus shelters, barbeques, rotundas and picnic shelters in accordance with specified standards and schedules.	6,748 (2,544) 4,204
Total		11,048

Major Initiatives

MI10) Continue construction of the Gippsland Regional Aquatic Centre.

MI11) Continue construction of the Traralgon Sports Stadium redevelopment.

MI12) Completion of Commercial Rd upgrade (part of Future Morwell plan)

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Statutory Planning	Decision making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were upheld in favour of the Council)	[Number of VCAT decisions that upheld Council's decision in relation to a planning application / Number of decisions in relation to planning applications subject to review by VCAT] x100

2019/20 Budget

Services & Service Performance Indicators

2.10 Performance statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the year as required by section 132 of the Act and included in the 2019/20 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in section 4) and sustainable capacity, which are not included in this budget report. The full set of prescribed performance indicators are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the report of operations.

2.11 Reconciliation with budgeted operating result

	Net Cost/ (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Support job creation and industry diversification to enable economic growth in Latrobe City.	1,839	2,675	(836)
Encourage improved education & training outcomes in Latrobe City.	4,790	13,966	(9,176)
Improve the liveability and connectedness of Latrobe City	14,605	17,858	(3,252)
Improve the amenity and accessibility of Council services	2,770	2,903	(132)
Provide a connected, engaged and safe community environment, which is improving the the well-being of all	16,000	31,560	(15,560)
Ensure Council operates openly, transparently and responsibly	14,526	14,990	(465)
Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.	11,048	14,638	(3,590)
Total	65,579	98,589	(\$33,011)
Expenses added in:			
Depreciation and amortisation	28,367		
Finance costs	615		
Deficit before funding sources	94,561		
Funding sources added in:			
Rates & charges revenue	(\$67,062)		
Waste charge revenue	(\$13,188)		
Capital Grants & Contributions	(\$41,925)		
Victoria Grants Commission General Purpose funding	(\$9,457)		
Developer contributions	(\$3,090)		
Interest income	(\$1,900)		
Total funding sources	(\$136,622)		
Operating (surplus)/deficit for the year	(\$42,061)		

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3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2018/19 has been supplemented with projection to 2021/22 extracted from the Strategic Resource Plan.

This section includes the following financial statements in accordance with the Local Government Act 1989 and the Local Government Planning and Reporting regulations 2014.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

2019/20 Budget Financial Statements

3.1 Comprehensive Income Statement

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2018/19 \$'000	2019/20 \$'000	Projections 2020/21 2021/22 2022/23 \$'000 \$'000 \$'000		
Income						
Rates and charges	4.1.1	77,941	80,250	81,965	83,717	85,506
Statutory fees & fines	4.1.2	2,127	2,266	2,311	2,358	2,405
User fees	4.1.3	13,359	12,657	12,910	13,168	13,432
Grants - Operating	4.1.4	22,410	25,858	26,117	26,378	26,642
Grants - Capital	4.1.4	72,442	41,925	6,577	2,360	2,360
Contributions - Monetary	4.1.5	1,660	90	92	94	96
Contributions - Non-Monetary	4.1.5	3,000	3,000	3,060	3,121	3,184
Net gain on disposal of property, infrastructure, plant & equipment		-	-	-	-	-
Other Income	4.1.6	4,672	3,587	3,629	3,671	3,715
Total income		197,611	169,633	136,661	134,867	137,340
Expenses						
Employee costs	4.1.7	58,203	60,267	61,929	63,292	64,684
Materials and services	4.1.8	43,412	35,429	35,467	36,111	36,592
Depreciation and amortisation	4.1.9	28,018	28,367	29,696	31,657	32,188
Bad and doubtful debts		7	9	10	11	11
Borrowing Costs		704	615	690	627	566
Other Expenditure	4.1.10	3,590	2,885	2,944	3,001	3,063
Total expenses		133,934	127,572	130,736	134,699	137,104
Surplus (deficit) for the year		63,677	42,061	5,925	168	236
Other comprehensive income						
Net Asset Revaluation movement		500	23,836	25,978	26,449	26,597
Total comprehensive result		64,177	65,897	31,903	26,617	26,833

2019/20 Budget Financial Statements

3.2 Balance Sheet

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2018/19 \$'000	2019/20 \$'000	Projections 2020/21 2021/22 2022/23 \$'000 \$'000 \$'000		
Current assets						
Cash and cash equivalents		21,173	20,034	20,787	25,542	30,154
Trade and other receivables		8,454	8,623	9,628	9,600	9,796
Other financial assets		90,000	49,000	31,850	31,850	31,850
Other Assets		2,956	3,015	3,015	3,015	3,015
Total current assets	4.2.1	122,583	80,672	65,280	70,007	74,815
Non-current assets						
Trade and other receivables		13	8	8	8	8
Other financial assets		2	2	2	2	2
Property, infrastructure, plant and equipment		1,191,793	1,298,919	1,338,531	1,357,382	1,376,290
Intangible assets		1,562	796	93	1,500	797
Total non-current assets	4.2.1	1,193,370	1,299,725	1,338,634	1,358,892	1,377,097
Total assets		1,315,953	1,380,397	1,403,914	1,428,899	1,451,912
Current liabilities						
Trade and other payables		8,172	8,336	6,632	6,756	6,856
Trust funds & deposits		2,104	2,146	2,189	2,233	2,277
Provisions		18,047	18,334	15,927	16,227	15,733
Interest bearing liabilities	4.2.3	9,639	2,060	1,954	2,015	1,944
Total current liabilities	4.2.2	37,962	30,876	26,702	27,231	26,810
Non-current liabilities						
Provisions		22,084	17,126	14,869	14,723	13,268
Interest bearing liabilities	4.2.3	10,421	21,012	19,057	17,042	15,098
Total non-current liabilities	4.2.2	32,505	38,138	33,926	31,765	28,366
Total liabilities		70,467	69,014	60,628	58,996	55,176
Net assets		1,245,486	1,311,383	1,343,286	1,369,903	1,396,736
Equity						
Accumulated surplus		761,082	803,052	808,885	808,959	809,099
Reserves		484,404	508,331	534,401	560,944	587,637
Total equity		1,245,486	1,311,383	1,343,286	1,369,903	1,396,736

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3.3 Statement of Changes in Equity

For the four years ending 30 June 2023

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2019 Forecast Actual					
Balance at beginning of the financial year		1,181,309	697,515	480,390	3,404
Surplus for the year		63,677	63,677	-	-
Net asset revaluation increment		500	-	500	-
Transfer to other reserves		-	(122)	-	122
Transfer from other reserves		-	12	-	(12)
Balance at end of the financial year		1,245,486	761,082	480,890	3,514
2020					
Balance at beginning of the financial year		1,245,486	761,082	480,890	3,514
Surplus for the year		42,061	42,061	-	-
Net asset revaluation increment		23,836	-	23,836	-
Transfer to other reserves	4.3.1	-	-	-	-
Transfer from other reserves	4.3.1	-	(91)	-	91
Balance at end of the financial year	4.3.2	1,311,383	803,052	504,726	3,605
2021					
Balance at beginning of the financial year		1,311,383	803,052	504,726	3,605
Surplus for the year		5,925	5,925	-	-
Net asset revaluation increment		25,978	-	25,978	-
Transfer to other reserves		-	(92)	-	92
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,343,286	808,885	530,704	3,697
2022					
Balance at beginning of the financial year		1,343,286	808,885	530,704	3,697
Surplus for the year		168	168	-	-
Net asset revaluation increment		26,449	-	26,449	-
Transfer to other reserves		-	(94)	-	94
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,369,903	808,959	557,153	3,791
2023					
Balance at beginning of the financial year		1,369,903	808,959	557,153	3,791
Surplus for the year		236	236	-	-
Net asset revaluation increment		26,597	-	26,597	-
Transfer to other reserves		-	(96)	-	96
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,396,736	809,099	583,750	3,887

2019/20 Budget Financial Statements

3.4 Statement of Cash Flows

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2018/19	2019/20	2020/21	2021/22	2022/23
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows	Inflows	Inflows	Inflows	Inflows
		(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
Cash flows from operating activities						
Rates and charges		77,981	80,081	82,724	84,764	86,540
Statutory fees & fines		2,127	2,267	2,333	2,387	2,434
User Fees		13,359	13,256	13,030	13,333	13,594
Grants - operating		22,765	25,924	26,359	26,708	26,963
Grants - capital		72,088	41,925	6,638	2,389	2,388
Contributions - monetary		1,660	90	92	94	96
Interest received		2,210	1,500	1,500	1,500	1,500
Trust funds and deposits taken		-	42	43	44	45
Other Receipts		2,462	2,244	2,149	2,200	2,243
Net GST refund/payment		2,000	3,069	5,557	4,323	4,217
Employee costs		(57,838)	(60,243)	(65,008)	(65,284)	(66,724)
Materials and services		(49,238)	(43,893)	(37,434)	(37,451)	(37,952)
Trust funds and deposits repaid		(10)	-	-	-	-
Other payments		(3,590)	(2,906)	(8,106)	(5,413)	(5,475)
Net cash provided by operating activities	4.4.1	85,976	63,356	29,877	29,594	29,869
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(66,298)	(108,605)	(44,324)	(23,075)	(23,508)
Proceeds from sale of property, infrastructure, plant and equipment		795	714	801	817	833
Payments for investments		(200,000)	(150,000)	(100,000)	-	-
Proceeds from sale of investments		174,518	191,000	117,150	-	-
Net cash used in investing activities	4.4.2	(90,985)	(66,891)	(26,373)	(22,258)	(22,675)
Cash flows from financing activities						
Finance costs		(704)	(615)	(690)	(627)	(566)
Proceeds from borrowings		5,000	12,650	-	-	-
Repayment of borrowings		(1,573)	(9,639)	(2,061)	(1,954)	(2,015)
Net cash used in financing activities	4.4.3	2,723	2,396	(2,751)	(2,581)	(2,581)
Net increase/(decrease) in cash & cash equivalents		(2,286)	(1,139)	753	4,755	4,613
Cash & cash equivalents at beginning of year		23,459	21,173	20,034	20,787	25,542
Cash & cash equivalents at end of year		21,173	20,034	20,787	25,542	30,154

2019/20 Budget Financial Statements

3.5 Statement of Capital Works

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2018/19 \$'000	2019/20 \$'000	Projections 2020/21 2021/22 2022/23 \$'000		
Property						
Land		322	0	0	0	0
Buildings		25,726	79,306	19,451	3,347	3,384
Heritage Buildings		232	0	0	0	0
Total property		26,280	79,306	19,451	3,347	3,384
Plant and Equipment						
Plant, Machinery & Equipment		3,011	2,652	2,411	2,460	2,509
Fixtures, Fittings & Furniture		36	10	10	10	11
Computers & Telecommunications		566	600	612	624	637
Artworks		18	15	15	16	16
Total Plant and Equipment		3,631	3,277	3,048	3,110	3,173
Infrastructure						
Roads		13,558	10,450	11,061	11,283	11,512
Bridges & Culverts		310	600	778	284	290
Footpaths & Cycleways		6,596	1,031	1,311	1,337	1,364
Drainage		911	154	503	513	523
Recreational, Leisure & Community Facilities		9,853	6,116	51	52	53
Waste Management		1,651	100	3,060	0	0
Parks, Open Space & Streetscapes		1,717	3,569	602	614	626
Aerodromes		0	0	153	156	159
Off Street Carparks		113	50	276	282	288
Other Infrastructure		1,677	3,953	0	0	0
Total Infrastructure		36,386	26,023	17,795	14,521	14,815
Total capital works expenditure	4.5.1	66,297	108,606	40,294	20,978	21,372
Represented by:						
New asset expenditure		28,217	74,254	16,905	766	766
Asset renewal expenditure		18,804	17,532	22,046	18,856	19,237
Asset expansion expenditure		90	0	0	0	0
Asset upgrade expenditure		19,186	16,819	1,344	1,356	1,368
Total capital works expenditure	4.5.1	66,297	108,605	40,295	20,978	21,371
Funding sources represented by:						
Grants		40,415	41,925	6,577	2,360	2,360
Contributions		1,229	0	0	0	0
Council cash		19,653	54,030	33,718	18,618	19,011
Borrowings		5,000	12,650	0	0	0
Total capital works expenditure	4.5.1	66,297	108,605	40,295	20,978	21,371

2019/20 Budget Financial Statements

3.6 Statement of Human Resources

For the four years ending 30 June 2023

	Forecast	Budget	Strategic Resource Plan		
	Actual		Projections		
	2018/19	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	58,203	60,267	61,929	63,292	64,684
Employee costs - capital	2,193	1,547	1,581	1,616	1,651
Total staff expenditure	60,396	61,814	63,510	64,908	66,335
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	604.0	606.0	606.0	606.0	606.0
Total staff numbers	604.0	606.0	606.0	606.0	606.0

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Division	Budget	Comprises	
	2019/20	Full Time	Part Time
	\$'000	\$'000	\$'000
Office of the CEO	759	759	0
City Development	8,581	6,679	1,902
Corporate Services	8,339	6,912	1,427
Infrastructure & Recreation	13,863	11,710	2,153
Community Services	21,154	8,523	12,631
Waste & Landfill	897	897	0
Major Recreation Projects	1,003	1,003	0
Total	54,595	36,482	18,113
Casuals and other	5,672		
Total Operating Employee Costs	60,267		
Capitalised labour costs	1,547		
Total Employee Costs	61,814		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Division	Budget	Full Time	Part Time
	2019/20	FTE	FTE
	\$'000		
Office of the CEO	5.0	5.0	0.0
City Development	83.2	60.0	23.2
Corporate Services	76.5	61.0	15.5
Infrastructure & Recreation	146.3	119.6	26.7
Community Services	242.4	80.0	162.4
Waste & Landfill	8.8	8.8	0.0
Major Recreation Projects	8.0	8.0	0.0
Total	570.2	342.4	227.8
Casuals and other	21.2		
Total Operating FTE	591.4		
Capitalised FTE	14.6		
Total FTE	606.0		

2019/20 Budget Notes to the financial statements

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's annual budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2019/20 the FGRS cap has been set at 2.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.5% in line with the rate cap. The overall increase in general rates of 3.1% includes a 0.6% increase resulting from growth.

The garbage charge has increased by 2.3% or \$8.50 including the State Government imposed EPA levy, this increase is in line with expected CPI increases. The overall increase of 3.7% includes growth of 1.4%. The garbage charge was increase in 2018/19 by 8.5% due to the significant increase in the cost of recyclables processing resulting from the import ban implemented by the Chinese government. No change in this situation has occurred to date and the budget assumes that costs will increase largely in line with CPI. Council continues to monitor this situation and explore avenues to reduce the cost of recycling and waste services into the future.

A reduction of 58% in income generated from supplementary rates is shown as the change to annual valuations has reduced the time available to undertake and process supplementary rates throughout the year.

Payments made in lieu of rates under the Electricity Act and rating agreements are tied to current year (March) CPI levels rather than forecasted levels. The March 2019 Melbourne All Groups CPI is 1.2%.

This will raise total rates and charges for 2019/20 to \$80.25 million.

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Notes to the financial statements

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2018/19 Budget	2019/20 Budget	Change	%
	\$'000	\$'000	\$'000	
General Rates*	52,207	53,800	1,593	3.1%
Municipal Charges*	5,250	5,389	139	2.6%
Garbage Charges	11,992	12,437	445	3.7%
Landfill Levy	724	751	27	3.7%
Payments in lieu of rates	7,671	7,765	94	1.2%
Supplementary rates & charges	256	108	(148)	(57.8%)
Total rates and charges	78,100	80,250	2,150	2.8%

* These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2018/19 cents/\$CIV	2019/20 cents/\$CIV	Change
General rate for rateable residential properties	0.00468373	0.00466836	(0.3%)
General rate for rateable commercial properties	0.00468373	0.00466836	(0.3%)
General rate for rateable industrial properties	0.00468373	0.00466836	(0.3%)
General rate for rateable farm properties	0.00351280	0.00350127	(0.3%)
General rate for rateable derelict properties	0.01405120	0.01400508	(0.3%)
Rate concession for rateable recreational properties	0.00234187	0.00233418	(0.3%)
Rate concession for rateable recreational properties with gaming facilities	0.00281024	0.00280102	(0.3%)

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2018/19 \$'000	2019/20 \$'000	Change \$'000	%
General	49,412	51,154	1,742	3.5%
Farm	2,674	2,532	(142)	(5.3%)
Derelict properties	37	30	(7)	(18.9%)
Recreational 1*	31	31	0	0.0%
Recreational 2	53	53	0	0.0%
Total amount to be raised by general rates	52,207	53,800	1,593	3.1%

*Includes additional rate rebates totalling \$23,250 to be applied to two Recreational 1 properties.

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Notes to the financial statements

4.1.1(d) The number of assessments in relation to each type of class or land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2018/19	2019/20	Change	
	Number	Number	No.	%
General	37,495	37,703	208	0.6%
Farm	1,064	1,026	(38)	(3.6%)
Derelict properties	10	8	(2)	(20.0%)
Recreational 1	11	11	0	0.0%
Recreational 2	4	4	0	0.0%
Total number of assessments	38,584	38,752	168	0.4%

4.1.1(e) The basis of valuation to be used is the*

(*use Capital Improved Value (CIV) or Net Assets Value (NAV) depending on which is applicable to Council).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2018/19	2019/20	Change	
	\$'000	\$'000	\$'000	%
General	10,549,720	10,957,584	407,864	3.9%
Farm	761,095	723,138	(37,957)	(5.0%)
Derelict properties	2,626	2,174	(452)	(17.2%)
Recreational 1	23,135	23,135	0	0.0%
Recreational 2	18,923	18,923	0	0.0%
Total value of land	11,355,499	11,724,954	369,455	3.3%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2018/19	2019/20		
	\$	\$	\$	%
Municipal	137.00	140.00	3.00	2.2%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of Charge	2018/19	2019/20	Change	
	\$	\$	\$	%
Municipal	5,249,566	5,389,020	139,454	2.7%

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Notes to the financial statements

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2018/19	2019/20	\$	%
	\$	\$		
Garbage collection	344.00	352.00	8.00	2.3%
Landfill levy	20.80	21.30	0.50	2.4%
Total	364.80	373.30	8.50	2.3%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2018/19	2019/20	Change	
	\$	\$	\$	%
Garbage collection	11,992,060	12,436,569	444,509	3.7%
Landfill levy	724,339	748,689	24,350	3.4%
Total	12,716,399	13,185,258	468,859	3.7%

Where exemptions are granted, waste services will be charged for services utilised as follows:

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2018/19	2019/20	\$	%
	\$	\$		
Garbage 120L Bin.	220.00	225.00	5.00	2.3%
Garbage 240L Bin	324.00	332.00	8.00	2.5%
Garbage 240L Bin - Special	250.00	256.00	6.00	2.4%
Recycling	75.00	77.00	2.00	2.7%
Organics/Green Waste	49.00	50.00	1.00	2.0%

2019/20 Budget

Notes to the financial statements

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2018/19 \$'000	2019/20 \$'000	Change \$'000	%
General Rates	52,207	53,800	1,593	3.1%
Municipal Charges	5,250	5,389	139	2.6%
Garbage Charges	11,992	12,437	445	3.7%
Landfill Levy	724	751	27	3.7%
Payments in lieu of rates	7,671	7,765	94	1.2%
Supplementary rates and charges	256	108	(148)	(57.8%)
Total Rates and charges	78,100	80,250	2,150	2.8%

4.1.1(l) Fair Go Rates System Compliance

Latrobe City Council is fully compliant with the State Government's Fair Go Rates System

	2018/19	2019/20
Total Base Rates & Municipal Charge*	\$ 56,108,020	\$ 57,664,297
Number of rateable properties*	38,569	38,737
Base Average Rates	1,457.02	1,488.61
Maximum Rate Increase (set by the State Government)	2.25%	2.50%
Capped Average Rate	\$ 1,489.80	\$ 1,525.83
Maximum General Rates and Municipal Charges Revenue	\$ 57,460,096	\$ 59,106,077
Budgeted General Rates and Municipal Charges Revenue	\$ 57,372,111	\$ 59,105,315

* Note Recreational Land is excluded from the calculation of the rate cap but is included under General Rates revenue in other disclosure items.

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2019/20: estimated \$0.108 million and 2018/19:\$0.256 million)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential, commercial or industrial land becomes farm or derelict land and vice versa.

2019/20 Budget

Notes to the financial statements

4.1.1(n) Differential rates

Rates to be levied

The rate and amount of rates payable in relation to land in each category of differential are:

- A farm rate of 0.00350127 for all rateable farm properties.
- A derelict properties rate of 0.01400508 for all rateable derelict properties.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

Farm Land

Farm land is as defined in Section 2 of the Valuation of Land Act 1960, namely, any rateable land which is not less than 2 hectares in area and which is used primarily for carrying on one or more of the following businesses or industries:

- (i) grazing (including agistment)
- (ii) dairying
- (iii) pig farming
- (iv) poultry farming
- (v) fish farming
- (vi) tree farming
- (vii) bee keeping
- (viii) viticulture
- (ix) horticulture
- (x) fruit growing
- (xi) the growing of crops of any kind, and

that is used by a business:

- (i) that has a significant and substantial commercial purpose or character; and
- (ii) that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- (iii) that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating.

The reasons for the use of this rate are that:

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a farm rate so as to fairly rate farm land;
- (iii) the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- (iv) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district; which objectives the Council considers are consistent with the economical and efficient carrying out of its functions.

2019/20 Budget

Notes to the financial statements

Derelict Properties

In the 2017/18 financial year Latrobe City Council introduced a differential rate relating to derelict properties across the municipality. The differential rate was set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

Objective

The objective of the differential rate for derelict properties is to promote the responsible management of land and buildings through incentivising the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.

Definition/Characteristics

Properties will be considered derelict where 1 and 2 apply –

1. The property, which includes both buildings and/or land, is in such a state of disrepair that it is unfit for human habitation or other occupation, and has been in such a condition for a period of more than 3 months.

The definition of "unfit for human habitation or other occupation" is a property that is unsuitable for living or working in on a daily basis. The property is likely to lack, or have restricted access to, essential services or facilities including but not limited to water, and/or operational effluent discharge facilities, and the property is considered unsafe or unsuitable for use as a place of business or domestic inhabitation on a daily basis.

and

2. The property meets one or more of the following criteria -

"(a) The property has become unsafe and poses a risk to public safety, including but not limited to:

- the existence on the property of vermin, rubbish/litter, fire hazards, excess materials/goods, asbestos or other environmental hazards; or
- the property is a partially built structure where there is no reasonable progress of the building permit"

(b) The property adversely affects public amenity;

"(c) The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;"

"(d) The condition of the property has a potential to adversely impact the value of other properties in the vicinity;"

"(e) The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish."

Types and Classes of land subject to the differential rate

Any land having the relevant characteristics described above.

Geographic Location

Wherever located within the boundaries of the municipality.

Use of Land

Any use permitted or described under the relevant planning scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land parcels within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

2019/20 Budget Notes to the financial statements

Types of Buildings

All buildings which are currently constructed on the land or which have been constructed during the current financial year.

"Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council.

The level of differential rate is the level which Council considers is necessary to achieve the objective specified above and is set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

The actual amount of the differential rate for derelict properties will be four times the amount of the lowest differential rate, which is the Farm Rate, which is 75% of the General Rate. The rate in the dollar for the derelict properties will be 0.01400508 and will generate \$30,447, which represents 0.04% of total rates and charges revenue.

Recreational Land

Recreational land is defined in accordance with Section 4 of the Cultural & Recreational Lands Act 1963 (C&RL).

"The Cultural & Recreational Lands Act 1963 requires councils to take into consideration the services provided by the municipal council in relation to such lands and the benefit to the community derived from the land when determining the quantum of the amount payable in lieu of rates.

Latrobe City Council has a two concession rates in relation to recreational land. Type 1 eligible lands include land which meets the definition of C&RL that do not provide gaming facilities. The rate concession for Type 1 land is set at 50% of the general rate. In addition, there are two recreational assessments which receive an additional rebate. These rebates are applied as a result of significant changes in the CIV valuations resulting from the rezoning of land and changes in valuation methodologies. It was considered that without applying a rebate the levied amounts would fail to take into consideration the requirements under the C&RL Act. Type 2 eligible lands include land which meets the definition of C&RL that provide gaming facilities. The rate concession for Type 2 land is set at 60% of the general rate.

General Rate

The General Rate is applied to any rateable land that is not defined as farm land or recreational land.

The reasons for the use of that rate are that:-

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a general rate so as to fairly rate lands other than recreational and farm lands;
- (iii) the level of this rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- (v) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district.

2019/20 Budget

Notes to the financial statements

4.1.2 Statutory fees and fines

	Forecast Actual		Budget	Change	
	2018/19 \$'000	2019/20 \$'000	2019/20 \$'000	\$'000	%
Infringements and costs	505	706		201	39.8%
Town planning fees	7	10		3	42.9%
Land information certificates	60	49		(11)	(18.3%)
Permits	633	590		(43)	(6.8%)
Other	118	128		10	8.5%
Health Registrations	451	444		(7)	(1.6%)
Animal Registrations	353	339		(14)	(4.0%)
Total statutory fees and fines	2,127	2,266		139	6.5%

4.1.3 User fees

	Forecast Actual		Budget	Change	
	2018/19 \$'000	2019/20 \$'000	2019/20 \$'000	\$'000	%
Aged and health services	1,732	1,676		(56)	(3.2%)
Leisure centre and recreation	2,479	2,405		(74)	(3.0%)
Child care/children's programs	5,390	5,451		61	1.1%
Waste management services	2,558	1,976		(582)	(22.8%)
Other fees and charges	1,200	1,149		(51)	(4.3%)
Total user fees	13,359	12,657		(702)	(5.3%)

2019/20 Budget

Notes to the financial statements

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast Actual 2018/19 \$'000	Budget 2019/20 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	17,937	28,240	10,303	57.4%
State funded grants	76,915	39,543	(37,372)	(48.6%)
Total grants received	94,852	67,783	(27,069)	(28.5%)
(a) Operating Grants				
Recurrent - Commonwealth Government				
	8,599	15,246	6,647	77.3%
Financial Assistance Grants	5,693	12,001	6,308	110.8%
Aged and Disability Programs	2,848	2,900	52	1.8%
Employment Facilitation Programs	31	339	308	993.5%
Family & Childrens Programs	23	-	(23)	(100.0%)
Maternal & Child Health Program	4	6	2	50.0%
Recurrent - State Government	9,484	9,066	(418)	(4.4%)
Aged and Disability Programs	1,984	1,890	(94)	(4.7%)
Arts Programs	155	155	0	0.0%
Emergency Management	11	-	-	-
Environment Sustainability	41	29	(12)	(29.3%)
Family & Childrens Programs	4,539	4,674	135	3.0%
Libraries	509	512	3	0.6%
Maternal & Child Health Program	1,905	1,608	(297)	(15.6%)
Recreation, Parks and Gardens	11	-	(11)	(100.0%)
Rural Access Program	130	65	(65)	(50.0%)
School Crossings	199	133	(66)	(33.2%)
Total recurrent grants	18,083	24,312	6,229	34.4%
Non-recurrent - Commonwealth Government				
	57	20	(37)	(64.9%)
Community Support & Development Programs	40	-	(40)	(100.0%)
Environment Sustainability	45	20	(25)	(55.6%)
Public Lighting	31	-	31	(100.0%)
Other	3	-	(3)	(100.0%)
Non-recurrent - State Government	4,270	1,526	(2,744)	(64.3%)
Recreational, Leisure & Community Facilities	545	225	(320)	(58.7%)
Community Support & Development Programs	163	51	(112)	(68.7%)
Economic Development	653	15	(638)	(97.7%)
Education & Training	26	-	(26)	(100.0%)
Emergency Management	102	100	(2)	(2.0%)
Events And International Relations	407	-	(407)	(100.0%)
Public Lighting	151	-	(151)	(100.0%)
Other Infrastructure	200	-	(200)	(100.0%)
Other Recreation Facilities	2,023	1,135	(888)	(43.9%)
Total non-recurrent grants	4,327	1,546	(2,781)	256.0%
Total operating grants	22,410	25,858	3,448	15.4%

2018/19 Budget Notes to the financial statements

4.1.4 Grants (contd.)

	Forecast Actual		Budget	Change	
	2018/19 \$'000	2019/20 \$'000	2019/20 \$'000	\$'000	%
(b) Capital Grants					
Recurrent - Commonwealth Government	1,181		1,360	179	15.2%
Roads to recovery	1,181		1,360	179	15.2%
Recurrent - State Government	0		0	-	-
Total recurrent grants	1,181		1,360	179	15.2%
Non-recurrent - Commonwealth Government	8,100		11,614	3,514	43.4%
Buildings	2,941		8,800	5,859	199.2%
Footpaths and Cycleways	1,310		-	(1,310)	(100.0%)
Parks, Open Space and Streetscapes	462		1,644	1,182	255.8%
Recreational, Leisure & Community Facilities	3,387		1,170	(2,217)	(65.5%)
Non-recurrent - State Government	63,161		28,951	(34,210)	(54.2%)
Buildings	4,880		7,318	2,438	50.0%
Footpaths and Cycleways	2,491		-	(2,491)	(100.0%)
Parks, Open Space and Streetscapes	435		435	0	0.0%
Recreational, Leisure & Community Facilities	49,884		18,631	(31,253)	(62.7%)
Roads	2,271		-	(2,271)	(100.0%)
Other Infrastructure	3,200		2,567	(633)	(19.8%)
Total non-recurrent grants	71,261		40,565	(30,696)	(43.1%)
Total capital grants	72,442		41,925	(30,517)	(42.1%)
Total Grants	94,852		67,783	(27,069)	(28.5%)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of grants and contributions is expected to increase by 15.4% (or \$3.448 million) compared to 2018/19. This increase primarily relates to the expectation of not receiving any advance payments for Financial Assistant Grants in 2018/19 for 2019/20 (the expected funding of \$12.001 million reflects the usual annual allocation). Non-recurrent grant funding is expected to decrease as generally only funding confirmed at the time of budget preparation is included in operating budgets.

2019/20 Budget

Notes to the financial statements

4.1.4 Grants (contd.)

Capital grants include all monies received from State and Federal governments for the purposes of funding the capital works program. Overall the level of grants and contributions is expected to decrease by 42% (or \$30.517 million) compared to 2018/19 mainly associated with the timing of funding received from the State and Federal Governments in relation to various Major Recreational facilities. Major capital grants expected in 2019/20 include the Latrobe Creative Precinct (\$14.500 million), Gippsland Regional Aquatic Centre (\$11.971 million), Traralgon Sports Stadium (\$4.505 million), Gippsland Logistics Precinct (\$2.566 million), Morwell Recreation Reserve (\$2.230 million), Future Morwell (\$2.079 million), Monash Reserve (\$1.100 million) and Ted Summerton Reserve (\$1.087 million). "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2019/20 year.

4.1.5 Contributions

	Forecast Actual	Budget	Change	
	2018/19 \$'000	2019/20 \$'000	\$'000	%
Monetary	1,660	90	(1,570)	(94.6%)
Non-monetary	3,000	3,000	0	0.0%
Total contributions	4,660	3,090	(1,570)	(33.7%)

Monetary Contributions relate to monies paid by developers in regard to public open space, drainage and other infrastructure in accordance with planning permits issued for property development together with non government contributions towards capital works projects. The 2019/20 budget is lower compared to 2018/19 due to reduced capital, open space and special charge scheme contributions.

Non-Monetary Contributions relate to expected infrastructure assets handed over to Council from developers of new subdivisions and occasionally may also include any other assets that are gifted to Council e.g. donated artworks. No change is anticipated in the 2019/20 budget.

4.1.6 Other income

	Forecast Actual	Budget	Change	
	2018/19 \$'000	2019/20 \$'000	\$'000	%
Interest	2,688	1,900	(788)	(29.3%)
Other Rent	751	710	(41)	(5.5%)
Sales	617	660	43	7.0%
Contributions other	319	208	(111)	(34.8%)
Other	297	109	(188)	(63.3%)
Total other income	4,672	3,587	(1,085)	(23.2%)

Other income is projected to be lower in 2019/20 mainly due to reduced interest as Council spends money that has been received in advance mainly relating to capital grants and reserves their will be lower investment levels.

2019/20 Budget Notes to the financial statements

4.1.7 Employee costs

	Forecast Actual		Budget	Change	
	2018/19 \$'000		2019/20 \$'000	\$'000	%
Salaries & Wages	49,891		51,910	2,019	4.0%
Superannuation	4,582		4,763	181	4.0%
Workcover	1,176		1,222	46	3.9%
Fringe Benefits tax	413		400	(13)	(3.1%)
Other	2,141		1,972	(169)	(7.9%)
Total employee costs	58,203		60,267	2,064	3.5%

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, WorkCover, etc. Employee costs are forecast to increase by 3.5% or \$2.064 million compared to 2019/20 forecast. Salary and Wages have been budgeted in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff.

4.1.8 Materials and services

	Forecast Actual		Budget	Change	
	2018/19 \$'000		2019/20 \$'000	\$'000	%
Contract Payments	25,427		20,713	(4,714)	(18.5%)
Building Maintenance	199		368	169	84.9%
General Maintenance	4,698		4,331	(367)	(7.8%)
Utilities	3,393		3,334	(59)	(1.7%)
Office Administration	2,656		2,272	(384)	(14.5%)
Information Technology	2,377		2,159	(218)	(9.2%)
Insurance	893		964	71	8.0%
Consultants	3,507		1,091	(2,416)	(68.9%)
Other	262		197	(65)	(24.8%)
Total materials and services	43,412		35,429	(7,983)	(18.4%)

Materials and Services are forecast to decrease by 18.4% or \$7.983 million compared to 2018/19. This is mainly a result of higher levels of spending in 2018/19 as a result of funds carried forward from previous financial years and non-recurrent operating grants.

2019/20 Budget

Notes to the financial statements

4.1.9 Depreciation and amortisation

	Forecast Actual	Budget	Change	
	2018/19 \$'000	2019/20 \$'000	\$'000	%
Property	5,963	6,000	37	0.6%
Plant & equipment	2,061	2,066	5	0.2%
Infrastructure	19,324	19,534	210	1.1%
Intangible Assets	670	767	97	14.5%
Total depreciation and amortisation	28,018	28,367	349	1.2%

Depreciation and amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. The projected increase of \$0.349 million is mainly due to the completion of the 2018/19 capital works program.

Refer to section 12. "Analysis of Capital Budget" for a more detailed analysis of Council's capital works program for the 2019/20 year.

4.1.10 Other expenses

	Forecast Actual	Budget	Change	
	2018/19 \$'000	2019/20 \$'000	\$'000	%
Auditors remuneration - VAGO	60	60	0	0.0%
Auditors remuneration - Internal	125	125	0	0.0%
Audit other	26	27	1	3.8%
Councillors' Allowances	309	316	7	2.3%
Operating lease rentals	118	108	(10)	(8.5%)
Grants	1,400	1,115	(285)	(20.4%)
Levies	1,552	1,134	(418)	(26.9%)
Total other expenses	3,590	2,885	(705)	(19.6%)

Other expenditure relates to a range of unclassified items including contributions to community groups, audit costs, levies, lease and rent payments and other miscellaneous expenditure items. Other expenditure is expected to decrease by \$0.705 million in 2019/20 predominantly due to decrease in landfill levy fees payable to the State Government as a result of lower estimates in the amount of commercial waste being delivered to the landfill. In addition, there is a reduction in the level of grants due to a number of grants for specific projects provided in 2018/19.

2019/20 Budget

Notes to the financial statements

4.2 Balance Sheet

4.2.1 Assets

Current assets (\$41.911 million decrease) - mainly due to reduced cash and other financial assets (being cash investments) as a result of capital funding received in advance in 2018/19 that will be spent in the 2019/20 financial year. A more detailed analysis of this change is included in section 4.4. "Statement of Cash Flows".

Non current assets (\$106.355 million increase) - net result of the capital works program, asset revaluation movements, the depreciation of non-current assets and the disposal through sale of property, plant and equipment. Intangible assets will decrease due to amortisation of landfill rehabilitation costs.

4.2.2 Liabilities

Current liabilities (\$7.086 million decrease) - the decrease in current liabilities (that is, obligations council must pay within the next year) is mainly due to maturity of loan principal payable with an interest only loan to be repaid during 2019/20 (\$8.2 million).

Non current liabilities (\$5.633 million increase) - the increase in non current liabilities (that is, obligations council must pay beyond the next year) is predominantly as result of new borrowings for capital works of \$12.650 million in 2019/20. Provisions decrease by a net of \$4.958 million due to landfill rehabilitation works to be carried out partially offset by a marginal increase in employee benefits.

4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	2018/19 \$'000	2019/20 \$'000
Amount borrowed as at 30 June of the prior year	16,633	20,060
Amount proposed to be borrowed	5,000	12,650
Amount projected to be redeemed	(1,573)	(9,639)
Amount of borrowings as at 30 June	20,060	23,072

2019/20 Budget Notes to the financial statements

4.3 Statement of changes in Equity

4.3.1 Reserves

Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations. Asset valuations are predicted to increase by 2.0% or \$23.836 million.

Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed.

4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$41.970 million results directly from the surplus for the year together with the movement in statutory reserves.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

A decrease in cash flows from operating activities of \$22.620 million is mainly due to decreased capital grants \$30.163 million due to one off grants received mainly for the major recreation projects.

4.4.2 Net cash flows provided by/used in investing activities

Decreased net outflows from investing activities of \$24.094 million due to an increase in net inflows from proceeds of sales of investments (\$66.482 million) as term deposit funds are returned to cash for expenditure in the 2019/20 financial year mainly in relation to capital works. This is partially offset by increased outflows (\$42.307 million) for property, plant and equipment (Capital works).

4.4.3 Net cash flows provided by/used in financing activities

New borrowings of \$12.650 million (\$5.000 million in 2018/19) are budgeted for 2019/20 thus creating an increase in cash inflows from the 2018/19 financial period. Council's existing loan profile also results in increased principal repayments (\$8.066 million) compared to 2018/19.

2019/20 Budget Capital Works Program

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2019/20 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast		Change	
	Actual	Budget		
	2018/19 \$'000	2019/20 \$'000	\$'000	%
Property	26,280	79,306	53,026	201.8%
Plant and equipment	3,631	3,277	(354)	(9.7%)
Infrastructure	36,386	26,022	(10,364)	(28.5%)
Total	66,297	108,606	42,309	63.8%

	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New	Renewal	Upgrade	Expansion	Grants	Contrib'ns	cash	Borrow's
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	79,306	63,319	1,700	14,287	-	32,581	-	34,076	12,650
Plant and equipment	3,277	15	3,262	-	-	-	-	3,277	-
Infrastructure	26,022	10,920	12,570	2,532	-	9,344	-	16,677	-
Total	108,605	74,254	17,532	16,819	-	41,924	-	54,030	12,650

2019/20 Budget Capital Works Program

Capital works program

For the year ending 30 June 2019

4.5.2 Current Budget

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council				
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000	
PROPERTY										
Buildings										
Kernot Hall Refurbishment	250	-	-	250	-	-	-	250	-	-
Imperials Cricket and Football Stadium – Catterick Crescent	945	945	-	-	-	518	-	428	-	-
Safe Roof Access review and design - Stage 1	53	-	-	53	-	-	-	53	-	-
Building Renewal Program	1,195	-	1,195	-	-	-	-	1,195	-	-
Kitchen Renewal at Community Buildings	165	-	165	-	-	-	-	165	-	-
Roof Replacement Program	40	-	40	-	-	-	-	40	-	-
Latrobe City Council (LCC) Solar Power Initiative	40	40	-	-	-	-	-	40	-	-
Latrobe Leisure Maintenance and Upgrade Program	300	-	300	-	-	-	-	300	-	-
Total Buildings	2,988	985	1,700	303	-	518	-	2,471	-	-
TOTAL PROPERTY	2,988	985	1,700	303	-	518	-	2,471	-	-

2019/20 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
Plant Replacement Program	1,438	-	1,438	-	-	-	-	1,438	-
Fleet Replacement Program	1,164	-	1,164	-	-	-	-	1,164	-
Latrobe Leisure Equipment Replacement Program	50	-	50	-	-	-	-	50	-
Total Plant, Machinery and Equipment	2,652	-	2,652	-	-	-	-	2,652	-
Fixtures, Fittings and Furniture									
Office Furniture & Equipment Replacement Program	10	-	10	-	-	-	-	10	-
Total Fixtures, Fittings and Furniture	10	-	10	-	-	-	-	10	-
Computers and Telecommunications									
IT Equipment Replacement Program	600	-	600	-	-	-	-	600	-
Total Computers and Telecommunications	600	-	600	-	-	-	-	600	-
Artworks									
Artwork Acquisitions	15	15	-	-	-	-	-	15	-
Total Artworks	15	15	-	-	-	-	-	15	-
TOTAL PLANT AND EQUIPMENT	3,277	15	3,262	-	-	-	-	3,277	-

2019/20 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
INFRASTRUCTURE									
Roads									
Gravel Road Resheet Program	950	-	950	-	-	-	-	950	-
Local Road Reseal Program	5,518	-	5,518	-	-	-	-	5,518	-
Difficult to Maintain Pavements Program	25	-	-	25	-	-	-	25	-
Road Rehabilitation Program	3,757	-	3,757	-	-	1,360	-	2,397	-
Design For Future Years Road Renewal Projects	200	-	200	-	-	-	-	200	-
Total Roads	10,450	-	10,425	25	-	1,360	-	9,090	-
Bridges									
Bridge and Major Culvert works	150	-	150	-	-	-	-	150	-
Bridge Structure Renewl - Downies Lane	50	-	50	-	-	-	-	50	-
Bridge & Culvert New & Upgrade - Crinigan Footbridge (Pedestrian Link/Safety)	200	200	-	-	-	-	-	200	-
Bridge Construction - Rathjens Boundary Bridge	90	-	90	-	-	-	-	90	-
Total Bridges	490	200	290	-	-	-	-	490	-
Footpaths and Cycleways									
Footpath Replacement Program	1,001	-	1,001	-	-	-	-	1,001	-
Gravel Path Renewal Project	30	-	30	-	-	-	-	30	-
Total Footpaths and Cycleways	1,031	-	1,031	-	-	-	-	1,031	-

2019/20 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Drainage									
Minor Drainage Renewal Program	100	-	100	-	-	-	-	100	-
Minor Drainage Upgrade	25			25				25	
Stormwater Management/Outfall Repair Program	29	-	29	-	-	-	-	29	-
Total Drainage	154	-	129	25	-	-	-	154	-
Recreational, Leisure and Community Facilities									
Caravan Park Renewal	75	-	75	-	-	-	-	75	-
Total Rec, Leisure and Comm'y Facilities	75	-	75	-	-	-	-	75	-
Waste Management									
Landfill Cell 5 development	100			100				100	
Total Waste Management	100	-	-	100	-	-	-	100	-

2019/20 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
Parks, Open Space and Streetscapes									
Play Space Implementation Plan Program	310	-	310	-	-	-	-	310	-
Retaining Wall Renewal Program	200	-	200	-	-	-	-	200	-
Total Parks, Open Space and Streetscapes	510	-	510	-	-	-	-	510	-
Off Street Car Parks									
Upgrade of Reserve Carparks	50	-	-	50	-	-	-	50	-
Total Off Street Car Parks	50	-	-	50	-	-	-	50	-
Other Infrastructure									
Gippsland Logistics Precinct	-	-	-	-	-	-	-	-	-
Total Other Infrastructure	-	-	-	-	-	-	-	-	-
TOTAL INFRASTRUCTURE	12,860	200	12,460	200	-	1,360	-	11,500	-
TOTAL NEW CAPITAL WORKS FOR 2018/19	19,125	1,200	17,422	503	-	1,878	-	17,248	-

2019/20 Budget Capital Works Program

4.5.3 Works carried forward from the 2018/19 year

Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
PROPERTY									
Buildings									
Latrobe Creative Precinct Design	22,989	22,989	-	-	-	14,500	-	5,839	2,650
Gippsland Regional Aquatics Centre	36,709	36,709	-	-	-	11,971	-	16,650	8,088
Traralgon Sports Stadium	13,984	-	-	13,984	-	4,505	-	7,568	1,912
Ted Summerton Reserve	2,636	2,636	-	-	-	1,087	-	1,548	-
Total Buildings	76,318	62,334	-	13,984	-	32,063	-	31,605	12,650
TOTAL PROPERTY	76,318	62,334	-	13,984	-	32,063	-	31,605	12,650
INFRASTRUCTURE									
Bridges									
Bridge Construction - Rathjens Boundary Bridge	110	-	110	-	-	-	-	110	-
Bridge Total	110	-	110	-	-	-	-	110	-
Parks, Open Space and Streetscapes									
Future Morwell - Commercial Road	3,059	3,059	-	-	-	2,079	-	980	-
Total Drainage	3,059	3,059	-	-	-	2,079	-	980	-

2019/20 Budget Capital Works Program

4.5.3 Works carried forward from the 2018/19 year

Capital Works Area	Asset expenditure type				Summary of funding sources				
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
Recreational, Leisure and Community Facilities									
Monash Reserve Pavilion and Courts	3,710	3,710	-	-	-	1,100	-	2,610	-
Latrobe City Sports and Entertainment Stadium	101	-	-	101	-	8	-	93	-
Morwell Recreation Reserve	2,230	-	-	2,230	-	2,230	-	-	-
Total Rec, Leisure and Community Facilities	6,041	3,710	-	2,332	-	3,338	-	2,703	-
Other Infrastructure									
Logistics Precinct and Intermodal Freight Terminal	3,952	3,952	-	-	-	2,566	-	1,385	-
Total Other Infrastructure	3,952	3,952	-	-	-	2,566	-	1,385	-
TOTAL INFRASTRUCTURE	13,162	10,720	110	2,332	-	7,984	-	5,177	-
TOTAL CARRIED FWD WORKS FROM 2018/19	89,480	73,054	110	16,316	-	40,047	-	36,783	12,650
TOTAL CAPITAL WORKS	108,605	74,254	17,532	16,819	-	41,924	-	54,030	12,650

2019/20 Budget Capital Works Program

4.6 CAPITAL WORKS (OPERATING)

(These projects are of a capital nature but do not meet the definition of capital expenditure due to them either not being on Council owned/or controlled assets or not relating to an asset class recognised by Council. Expenditure on these projects appears in the Budgeted Comprehensive Income Statement).

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000

4.6.1 Current Budget

PROPERTY

Buildings									
Demolition of Dilapidated Council Buildings	100	-	-	-	-	-	-	100	-
Total Buildings	100	-	-	-	-	-	-	100	-
TOTAL PROPERTY	100	-	-	-	-	-	-	100	-

2019/20 Budget Capital Works Program

	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
INFRASTRUCTURE									
Roads									
Traffic Calming New Installations	25	-	-	-	-	-	-	25	-
Pram Ramp Crossing upgrade to DDA compliance	50	-	-	-	-	-	-	50	-
Traffic Control & DDA Parking Linemark Renewal	25	-	-	-	-	-	-	25	-
New Linemarking Projects	25	-	-	-	-	-	-	25	-
New Traffic Signs Projects	15	-	-	-	-	-	-	15	-
Total Roads	140	-	-	-	-	-	-	140	-
Drainage									
Transfer to reserve: Downies Lane Bridge Reconstruction	500	-	-	-	-	-	-	500	-
Traralgon South East Drainage Study	50	-	-	-	-	-	-	50	-
Transfer to Drainage Reserve	75	-	-	-	-	-	-	75	-
Total Drainage	625	-	-	-	-	-	-	625	-

2019/20 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Recreational, Leisure & Community Facilities									
Construction of Sports Lighting- Traralgon West Sporting Complex	300	-	-	-	-	225	-	75	-
Total Recreational, Leisure & Community Facilities	300	-	-	-	-	225	-	75	-
Public Lighting									
New Street Lights installations	14	-	-	-	-	-	-	14	-
Public Lighting Replacement Program	132	-	-	-	-	-	-	132	-
Total Public Lighting	146	-	-	-	-	-	-	146	-
Parks, Open Space and Streetscapes									
Unserviceable Street Furniture Replacement Program	50	-	-	-	-	-	-	50	-
Median Upgrade - Operational Safety Improvement	75	-	-	-	-	-	-	75	-
Memorials	15	-	-	-	-	-	-	15	-
Total Parks, Open Space and Streetscapes	140	-	-	-	-	-	-	140	-
Waste Management									
Transfer Station Upgrades	100	-	-	-	-	-	-	100	-
Landfill Rehabilitation	5,000	-	-	-	-	-	-	5,000	-
Transfer to Waste Reserve	2,045	-	-	-	-	-	-	2,045	-
Total Waste Management	7,145	-	-	-	-	-	-	7,145	-
Other Infrastructure									
Major Town Entry Signs replacement	100	-	-	-	-	-	-	100	-
Fire Hydrants	10	-	-	-	-	-	-	10	-
Total Other Infrastructure	110	-	-	-	-	-	-	110	-
TOTAL INFRASTRUCTURE	8,606	-	-	-	-	225	-	8,381	-
TOTAL CAPITAL WORKS (OPERATING)	8,706	-	-	-	-	225	-	8,481	-
TOTAL CAPITAL WORKS PROGRAM FOR 2019/20	117,311	74,254	17,532	16,819	-	42,149	-	62,511	12,650

2019/20 Budget Financial Performance Indicators

5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

Indicator	Measure	Notes	Forecast		Budget 2019/20	Strategic Resource Plan Projections			Trend +/-
			Actual 2017/18	Actual 2018/19		2020/21	2021/22	2022/23	
Operating Position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	(11.2%)	(10.1%)	(1.3%)	(2.0%)	(3.2%)	(3.1%)	-
Liquidity									
Working Capital	Current assets / current liabilities	2	321.7%	322.9%	261.3%	244.5%	257.1%	279.1%	+
Unrestricted Cash	Unrestricted cash / current liabilities	3	(4.6%)	50.2%	57.9%	69.7%	85.6%	104.0%	+
Obligations									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	4	22.1%	25.7%	28.8%	25.6%	22.8%	19.9%	+
Loans & Borrowings	Interest and principal repayments / rate revenue		3.5%	2.9%	12.8%	3.4%	3.1%	3.0%	+
Indebtedness	Non-current liabilities / own source revenue		39.0%	33.1%	38.6%	33.7%	30.9%	27.0%	+
Asset renewal	Asset renewal expenditure / depreciation	5	72.5%	68.8%	63.5%	75.8%	61.0%	61.1%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	6	59.4%	64.0%	63.7%	64.0%	64.1%	64.3%	o
Rates effort	Rate revenue / property values (CIV)		0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	o

2019/20 Budget

Financial Performance Indicators

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan			Trend
			2017/18	Actual 2018/19		Projections	2020/21	2021/22	
Efficiency									
Expenditure level	Total expenditure / no. of assessments		\$3,690	\$3,471	\$3,292	\$3,350	\$3,428	\$3,465	-
Revenue level	Residential rate revenue / No. of residential assessments		\$1,608	\$1,692	\$1,731	\$1,766	\$1,801	\$1,837	+
Workforce turnover	No. of resignations & terminations / average no. of staff		9.8%	10.0%	10.0%	10.0%	10.0%	10.0%	o

Key to Forecast Trend:

- + Forecast improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

Notes to indicators

1 Adjusted underlying result – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Underlying deficits are forecast over the period, indicating that Council needs to continue to find expenditure savings and efficiencies within the rate capping environment in order to remain financially sustainable.

2 Working Capital – The proportion of current liabilities represented by current assets. Working capital is forecast to decrease significantly in 2019/20 year due to net cash outflows mainly resulting from capital grant revenue received in 2018/19.

3 Unrestricted Cash- Trend indicates Council's reducing recurrent liabilities as a result of decreasing landfill rehabilitation provisions as the capping of previous landfill sites at Moe and Morwell completed.

4 Debt compared to rates - Trends indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

5 Asset renewal - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. The current level of renewal expenditure is determined by asset management plans and condition assessments of existing assets. The current ratio of just over 60% is an indicator that there may be challenges for Council in the future as groups of assets become due for renewal within a short period of time.

6 Rates concentration - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

FEES AND CHARGES 2019/20**COMMENTARY**

The 2019/20 fees and charges have been developed within the following parameters:

Unless otherwise stated in the document, the following measures have been used to determine the 2019/20 fees and charges:

- Consumer Price Index (CPI) (with a rounding factor)
- Competitive market influences
- The % increase in the previous financial year
- The type of service

ADOPTED 2019/20 FEES AND CHARGES COMMENTARY BY DIVISION / SERVICE**COMMUNITY SERVICES (Pages 67-73)****Direct Care (Pages 67-68)**

Direct care services include home care, personal care, respite care, meals on wheels, home maintenance, planned activity groups and senior citizen centres. These services derive a significant component of their funding from the federal/state government, with the balance being made up of fees set by Council and a contribution from rates revenue.

The fees charged for these services takes into account the CPI increase, any changes to government funding arrangements and the overall affordability of these services to eligible clients. Consideration has also been given to the level of fee increase over the past five years.

Meals on Wheels – The increase in subsidised and full cost meals is reflective of the increase in meal costs.

Planned Activity Group – Fees have been increased to reflect actual cost of programs. All programs include a meal.

FEES AND CHARGES 2019/20**Public Libraries (Pages 69-70)**

recovery.

Facsimilie services are no longer able to be provided at libraries due to the upgrade to the NBN

Children Services (Pages 71-72)

Family Day Care fees are set in conjunction with the contract providers and incorporate consideration of benchmarking results and actual increased costs associated with providing the service.

The Early Learning and Care Services have been reviewed in terms of proposed fees based on industry benchmarking information taking into consideration National Competition Policy requirements.

Family Health Service (Pages 73)

The proposed fees take into account the CPI increase, Vaccines prices are kept in line with purchase prices.

INFRASTRUCTURE & RECREATION (Pages 74-90)**Sports Stadiums, Grounds & Reserves (Pages 74-76)**

All fees have generally been reviewed in line with CPI.

Indoor Sports Centres (Pages 77-81)

A full review of all fees and charges was undertaken with consideration given to benchmarking against neighbouring Councils, changes in operational costs and community and business needs.

FEES AND CHARGES 2019/20**Outdoor Pools (Pages 82)**

All fees have generally been reviewed in line with CPI.

Latrobe City Traffic School (Pages 83)

All fees have generally been reviewed in line with CPI.

Hire of Portable Toilet (Pages 83)

All fees have generally been reviewed in line with CPI.

Caravan Parks (Pages 84)

All fees have generally been reviewed in line with CPI.

Asset Protection (Pages 85-87)

The overall average increase in fees is in line with the CPI.

Transfer Stations (Pages 88-89)

The majority of fees have generally been reviewed in line with CPI, with the exception of some cost increase to reflect full cost recovery.

Landfill Fees (Pages 90)

Fees take into consideration increased costs of operations, construction, rehabilitation and State Government EPA landfill levy.

FEES AND CHARGES 2019/20**CITY DEVELOPMENT (Pages 91-110)****Health Services (Pages 91-93)**

The proposed fees take into account the CPI increase.

Local Laws (Pages 94-96)

Parking and animal fees and other local laws permit fees have been reviewed taking into account CPI, benchmarking with other Councils and updated prescribed fees.

Building Services (Pages 97)

Statutory Fees can only be increased by the Minister for Planning. At the time of the budget preparation there was no indication of likely alteration to these statutory fees. Other fees set by Council have generally been reviewed in line with CPI.

Statutory Planning (Pages 98-101)

Statutory Fees, where known at the time of publishing have been listed, however Council will continue to abide by the fees set by the Minister and therefore the fees are subject to change if updated by the Minister for Planning. The majority of Planning Permit fees have changed to reflect the new fee structure introduced by the State Government

Latrobe Regional Gallery (Pages 102)

All fees have generally been reviewed in line with CPI.

Performing Arts and Community Halls (Pages 103)

Fees have generally remained pegged at 2017/18 levels while patrons continue to adjust to the fee structure implemented in 2017/18.

FEES AND CHARGES 2019/20**Latrobe Regional Airport (Pages 109)**

All fees have generally been reviewed in line with CPI.

Visitor Information Centre (Pages 110)

Copying fees have been maintained at existing levels.

CORPORATE SERVICES (Page 111-112)**Freedom of Information (Pages 111)**

All fees are in accordance with regulations

Community Public/Product Liability Insurance (Pages 111)

This has previously only been listed with Hall Hires as this insurance relates to more than just hall hirers it has been included in the Corporate Services section with costs being held at previous year levels

Property and Legal (Pages 112)

Fees have been reviewed and adjusted in line with actual costs incurred to provide the service.

Off Street Car Parks (Page 112)

The proposed fees have been reviewed taking into account CPI increases.

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COMMUNITY SERVICES			
<i>Direct Care</i>			
SERVICE TYPE DIRECT CARE	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Home Care/Personal Care			
Low Income	<i>Per hour</i>	6.90	7.00
Couple Low Income	<i>Per hour</i>	9.40	9.60
Medium Income	<i>Per hour</i>	15.20	15.50
Couple Medium Income	<i>Per hour</i>	19.00	19.40
Full Cost (Non Public Holiday)	<i>Per hour</i>	54.10	55.20
Full Cost (Non Public Holiday)	<i>Per 1/2 hour</i>	30.00	30.60
Full Cost (Public Holiday)	<i>Per hour</i>	110.00	112.20
Full Cost (Overtime)	<i>Per hour</i>	81.15	82.80
Full Cost (Overtime)	<i>Per 1/2 hour</i>	52.00	53.00
Full Cost (Same Day Service)	<i>Per hour</i>	110.00	112.20
Veterans Respite	<i>Fee as per agreement</i>	44.40	TBA
Veterans HCPC	<i>Fee as per agreement</i>	49.70	TBA
Respite Care			
Subsidised.	<i>Per hour</i>	4.50	4.60
Full Cost	<i>Per hour (Excluding Public Holidays)</i>	54.10	55.20
Full Cost	<i>Per hour (Public Holidays)</i>	110.00	112.20
Full Cost	<i>Overtime</i>	81.15	82.80
Overnight Respite			
Full Cost	<i>Per hour</i>	233.20	237.90
Full Cost	<i>24 hour care</i>	POA	POA
Cancellation Fees			
Full Cost CHSP/HACC PYP Clients	Less than 24 hours notice Less than 24 hours notice	Full Service Fee Service Fee	Full Service Fee Service Fee
Travel			
Full Cost	<i>Per Km</i>	1.05	1.10
Meals on Wheels Service <i>(includes all costs of providing meals)</i>			
Subsidised.	<i>Per meal</i>	9.30	9.50
Full cost meals.	<i>Per meal.</i>	15.40	15.70
Home Maintenance			
Single.	<i>Per hour</i>	12.20	12.40
Couple.	<i>Per hour.</i>	18.20	18.60
Full Cost	<i>Per hour (Mon - Fri)</i>	69.50	70.90
Landfill Fees.	<i>*refer waste disposal fees schedule.</i>		

COMMUNITY SERVICES			
<i>Direct Care</i>			
SERVICE TYPE DIRECT CARE	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Social Support Group			
Subsidised with Meal (Centre Based)	Per session	11.20	11.40
Subsidised without Meal (Outing)	Per session	6.20	6.30
Morning Melodies (plus cost of event paid at entry)	Per session	11.00	11.20
Special Events (costs to be advertised with notification of the event)	Per session		
Full Cost (Level 1 & 2 Funding)	<i>Per session</i>	28.50	29.10
Full Cost (Level 3 & 4 Funding)	<i>Per session</i>	54.10	55.20
Residing in Supported Accommodation	<i>Per session</i>	110.00	112.20
Senior Citizens Centres Hire			
HACC eligible organisation/groups.		No Charge	No Charge
Community organisations/groups:			
Per hour.	<i>8am – 5pm.</i>	17.90	18.30
Evening.	<i>5pm – midnight.</i>	145.70	148.60
Full Day & Evening.	<i>8am – midnight.</i>	240.80	245.60
Commercial organisations			
Per hour	<i>8am – 5pm.</i>	30.30	30.90
Evening	<i>5pm – midnight.</i>	237.60	242.40
Full Day & Evening	<i>8am – midnight.</i>	392.20	400.00
Security Deposit:			
Without alcohol.		300.00	306.00
With alcohol.		550.00	561.00

COMMUNITY SERVICES			
<i>Public Libraries</i>			
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Consumables	USB Drive – 2GB	<i>Each</i>	9.40
	Individual Head Sets	<i>Per set</i>	6.40
Research Fee	Public Request.	<i>Per half hour.</i>	14.40
	Commercial/Community Group Request.	<i>(Charged in 30 minute blocks, with a minimum 1 block to be charged)</i>	28.90
Moe Library Meeting Room	Community and Not For Profit Groups.	<i>Per hour</i>	No Charge
	Commercial.	<i>Per hour</i>	30.00
	Commercial.	<i>Full day – 10am-6pm.</i>	146.00
Fees	Replacement Cards.		3.60
	Inter Library Loan	<i>Other Victorian Public Libraries; All Academic Institutions; Interstate / International Loans.</i>	No Charge POA POA
Damaged or Lost Items	Replacement Cost	<i>Minimum Charge</i>	7.70
		<i>Additional costs will apply for the replacement of covers, cases, barcodes, repairs and replacements</i>	
	Beyond Repair Magazine Talking Books	<i>Replacement cost plus processing fee Replacement cost per CD</i>	3.90 N/A
Photocopying	Black & White A4	<i>Per side</i>	0.20
	Black & White A3	<i>Per side</i>	0.40
	Colour Printing A4	<i>Per side</i>	0.70
	Colour Printing A3	<i>Per side</i>	0.90
Laminating	A4	<i>Per sheet.</i>	2.60
	A3	<i>Per sheet.</i>	3.60

COMMUNITY SERVICES			
<i>Public Libraries</i>			
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Calico Library Bags New Member Additional/Replacement	<i>Per bag</i>	No Charge 2.60	No Charge 2.70

COMMUNITY SERVICES			
<i>Children services</i>			
SERVICE TYPE CHILDRENS SERVICES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Family Day Care			
Fees During Core Hours	<i>(8am-6pm weekdays)</i>	8.00	8.50
Fees Outside of Core Hours	<i>Per child/hour weekdays</i>	8.60	9.00
Fee for weekend care	<i>Per child/hour weekend</i>	9.60	10.00
Public Holidays	<i>Per child/hour.</i>	10.90	11.50
Administration Fee	<i>Per hour of care provided.</i>	1.15	1.35
Communication Fee		12.80	13.00
Induction Training	<i>New care providers pp.</i>	36.60	37.00
Travel Charges	<i>Per km</i>	1.20	1.20
Holding Fee	<i>% of fee per child per hour.</i>	100%	100%
Meal Charges Per Child (Carers' home)			
Breakfast	<i>Each</i>	3.00	3.50
Lunch	<i>Each</i>	3.50	4.00
Dinner	<i>Each</i>	4.00	4.50
Snacks	<i>Each</i>	2.00	2.00
Early Learning Centre <i>(includes Carinya, Moe Place and Traralgon)</i>			
Full Time Care	<i>5 full days/child/week.</i>	450.00	460.00
Full Day Care	<i>Per day</i>	95.00	97.00
Half Day Care	<i>Per half day</i>	60.00	61.50
Holding Fee	<i>% Per place</i>	100%	100%
Before/After Kinder Care	<i>Hourly</i>	15.50	16.00
Moe PLACE			
Moe Early Learning Centre			
Moe Vacation Care	<i>Full Day Care</i>	72.00	74.00
	<i>Excursion Levy -Local</i>	15.00	15.50
	<i>Excursion Levy - Out of Gippsland</i>	20.00	20.50
Basketball Stadium			
Court Hire - General	<i>Per hour</i>	49.00	50.00
Half Court Hire - General	<i>Per hour</i>	25.50	26.00
Court Hire - Schools	<i>Per hour</i>	39.80	40.60
Half Court Hire - Schools	<i>Per hour</i>	20.40	20.80
Court Hire	<i>Per Day (9am - 6pm)</i>	214.20	218.50
Community Kitchen			
Kitchen Hire	<i>Per hour</i>	14.30	14.60
Kitchen Hire	<i>Per day</i>	51.00	52.00

COMMUNITY SERVICES			
<i>Children services</i>			
SERVICE TYPE CHILDRENS SERVICES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Meeting Rooms <i>(Moe Place, Churchill Hub)</i> Meeting Rooms Community and Not For Profit Groups. Commercial	<i>Per hour</i>	No Charge	No Charge
	<i>Per hour</i>	26.00	26.50
	<i>Per Day</i>	156.10	159.20
Preschools	<i>3 & 4 year old programs</i>	30.60	30.00
	<i>Per Term (effective Jan 2018)</i>	275.00	280.00
	<i>Per Term (effective Jan 2018)</i>	235.00	240.00

COMMUNITY SERVICES			
<i>Family Health Services</i>			
SERVICE TYPE FAMILY HEALTH SERVICES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Vaccinations Purchases			
Hep B.	<i>Per dose.</i>	31.60	32.00
Twinrix.	<i>Per dose.</i>	107.20	109.00
Flu.	<i>Per dose.</i>	30.60	31.00
Hep A.	<i>Per dose.</i>	96.50	98.00
Boostrix.	<i>Per dose.</i>	51.00	52.00
Nurse			
Attend Corporate Sessions	<i>Per nurse per hour</i>	61.20	62.50

INFRASTRUCTURE & RECREATION					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE	BASIS	2018/19 \$ (GST Inc)		2019/20 \$ (GST Inc)	
Sports Stadiums, Grounds & Reserves		* Peak	* Off Peak	* Peak	* Off Peak
Latrobe City Sports & Entertainment Stadium					
Commercial Rate					
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1800 & lighting) (Front row premium seats = 40)	<i>Hourly Hire (8am - 5pm) per hour</i>	301.90	195.80	307.90	199.70
	<i>Hourly Hire (5pm - midnight) per hour</i>	606.90	392.70	619.00	400.60
	<i>Day Hire (8am to 5pm)</i>	1,224.00	612.00	1,248.50	624.20
	<i>Night Hire (5pm to midnight)</i>	2,443.90	1,218.90	2,492.80	1,243.30
	<i>All Day (8am to midnight)</i>	3,661.80	1,830.90	3,735.00	1,867.50
Commission charges	<i>Percentage of Gross Ticket Sales</i>	10.0%	10.0%	10.0%	10.0%
	<i>Percentage of gross merchandise sales</i>	12.5%	12.5%	12.5%	12.5%
Ticketing service is available through Latrobe Performing Arts & Venues	<i>Per ticket sold</i>	4.20	4.20	4.30	4.30
	<i>Per complimentary ticket issued</i>	0.70	1.10	0.70	1.10
Community Rate					
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1,800, lighting) (Front row premium seats = 40)	<i>Hourly Hire (8am - 5pm) per hour</i>	151.00	94.90	154.00	96.80
	<i>Hourly Hire (5pm - midnight) per hour</i>	304.00	191.80	310.10	195.60
	<i>Day Hire (8am to 5pm)</i>	597.70	304.00	609.70	310.10
	<i>Night Hire (5pm to midnight)</i>	1,190.30	597.70	1,214.10	609.70
	<i>All Day (8am to midnight)</i>	1,782.00	896.80	1,817.60	914.70
Sporting Use					
(includes pitches, toilets & change rooms only)		# Night	# Day	# Night	# Day
Schools	<i>Per day or night session</i>	122.40	61.20	124.80	62.40
Latrobe City Clubs & Groups	<i>Per day or night session</i>	240.70	123.40	245.50	125.90
Non Latrobe City Clubs & Groups	<i>Per day or night session</i>	361.10	180.50	368.30	184.10
Sundry Charges					
Kiosk Hire (2 available)	<i>Per kiosk per session</i>	179.50	89.80	183.10	91.60
External Public Address System Hire	<i>Per session</i>	123.40	60.20	125.90	61.40
^ Bar Hire (2 available)	<i>Per bar per session</i>	361.10	180.50	368.30	184.10
Social Club Rooms (excluding bar and kitchen) is available for hire with the cost subject to use of the facility					
Line marking costs, other than soccer, is at the hirers expense					
Waste Management - Additional charges may apply dependant on size and type of event.					

INFRASTRUCTURE & RECREATION					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE			BASIS	2018/19	2019/20
Sports Stadiums, Grounds & Reserves				\$ (GST Inc)	\$ (GST Inc)
Latrobe City Synthetic Sports Facility (Churchill)					
Synthetic Field					
Whole Field	Hockey Association / Soccer Club		<i>Per season</i>	Seasonal Agreement	Seasonal Agreement
		Hockey Tournaments	<i>Per day</i>	307.00	313.10
		Primary Schools (1)	<i>Per annum</i>	596.70	608.60
		Secondary Schools (2)	<i>Per annum</i>	1,194.40	1,218.30
		Casual Users	<i>Per hour</i>	65.30	66.60
		Lights	<i>Per hour</i>	27.50	28.10
Half Field	Hockey Tournaments		<i>Per day</i>	153.00	156.10
		Casual Users	<i>Per hour</i>	30.60	31.20
		Lights	<i>Per hour</i>	21.80	22.20
Ted Summerton Reserve Pavilion Hire - Social and Community Activities					
	User Groups		<i>Per hour</i>	No Charge	No Charge
	Not for Profit Groups		<i>Per hour</i>	15.40	15.70
	Commercial Groups		<i>Per hour</i>	28.30	31.00
Gaskin Park Stadium					
	Stadium Hire		<i>Per hour.</i>	22.30	22.70
Rose Garden Wing - Social & Community Activities					
	User Groups		<i>Per hour</i>	No Charge	No Charge
	Not for Profit Groups		<i>Per hour</i>	15.40	15.70
	Commercial		<i>Per hour</i>	28.30	31.00

INFRASTRUCTURE & RECREATION				
<i>Sports Stadiums, Grounds & Reserves</i>				
SERVICE TYPE		BASIS	2018/19	2019/20
Sports Stadiums, Grounds & Reserves			\$ (GST Inc)	\$ (GST Inc)
Grounds				
Seasonal Facility Charge (3)				
(Refer to Council Policy)	Senior	Category A	3,153.80	3,216.90
		Category B	1,248.50	1,273.50
		Category C	332.70	339.40
	Junior	Category A	1,572.80	1,604.30
		Category B	754.80	769.90
		Category C	202.00	206.00
Casual Use				
	Latrobe City Schools	<i>Per day</i>	No Charge	No Charge
	Latrobe City Sporting Clubs and Recreation/Community Groups	<i>+ additional bins, cleaning & utility costs</i>	37.70	38.50
	Non Latrobe City Sporting Clubs and Recreation/Community Groups		134.60	137.30
	For Profit Groups Businesses and Sporting Groups		503.90	514.00
Hard Court Surfaces				
	Via seasonal allocation program for netball and tennis courts	<i>Per court, per annum</i>	104.00	106.10
Personal Trainers/Boot Camps				
	All trainers/boot camp	<i>per month</i>	54.10	55.20

*Peak – Friday to Sunday plus Public Holidays / Off Peak – Monday to Thursday excluding Public Holidays

Night refers to the hours of 5:00pm to midnight / Day refers to the hours 8:00am to 5:00pm

^ Bar hire is subject to Liquor License and other conditions

(1) Primary schools can opt to pay either Casual User rates or an annual hire fee. The annual hire fee is a flat rate with unlimited hours of use subject to availability

(2) Secondary schools can opt to pay either Casual User rates or an annual hire fee. The annual hire fee is a flat rate with unlimited hours of use subject to availability

(3) Clubs/sporting groups utilising multiple venues will only be charged for one venue, that being the highest category venue.

INFRASTRUCTURE & RECREATION				
<i>Indoor Sports Centres</i>				
SERVICE TYPE		BASIS	2018/19	2019/20
INDOOR SPORTS CENTRES			\$ (GST Inc)	\$ (GST Inc)
Indoor Pool – Swims	Adult	<i>16 years and over.</i>	6.50	6.60
	Child	<i>Child 5–15 yrs & High School Student</i>	4.60	4.70
	Concession	<i>Pension, Seniors & Health Care Card</i>	4.90	4.90
	Family*	<i>*As listed on Medicare Card</i>	17.30	17.60
	Schools	<i>Per child</i>	3.90	4.00
	Children	<i>4 years and under with adult swim.</i>	No Charge	No Charge
Visit Pass Card – (Indoor pools) 12 Month expiry from date of issue	Adult	<i>Multipass x 10 – 10% discount</i>	58.80	59.40
	Child	<i>Multipass x 10 – 10% discount</i>	41.30	42.30
	Concession	<i>Multipass x 10 – 10% discount</i>	44.10	44.10
	Family	<i>Multipass x 10 – 10% discount</i>	156.10	158.40
Indoor Pool – Swim Sauna Spa	Adult	<i>Each</i>	10.70	10.90
	Concession	<i>Each</i>	8.60	8.20
	After Entry/Class	<i>Each</i>	5.40	5.50
	Adult	<i>Multipass x 10 – 10% discount</i>	96.90	98.00
	Concession	<i>Multipass x 10 – 10% discount</i>	76.80	73.80
Indoor pool – swim sauna (CHURCHILL ONLY)	Adult	<i>Each</i>	9.30	9.50
	Concession	<i>Each</i>	7.50	7.10
	After Entry/class	<i>Each</i>	4.40	4.50
Indoor Pool – Swim Lessons	Infants	<i>Per class - Supervision 1:8</i>	13.10	13.40
	Preschool	<i>Supervision 1:5</i>	13.80	14.10
	School Age	<i>Per class</i>	14.50	14.80
	Adult	<i>Per class</i>	14.30	14.60
	Transition/Lap It Up	<i>Per class</i>	8.80	9.00
	Aust Swim Teacher	<i>Per instructor per hour</i>	57.70	58.90
Indoor Pool – Swim Lessons - Concession (25% Discount)	Health Care Card	<i>Per class - Supervision 1:8</i>	10.40	10.10
	Health Care Card	<i>Supervision 1:5</i>	11.00	10.60
	Health Care Card	<i>Per class</i>	11.60	11.10
	Health Care, Pension & Senior Card	<i>Per class</i>	11.40	11.00

INFRASTRUCTURE & RECREATION				
<i>Indoor Sports Centres</i>				
SERVICE TYPE INDOOR SPORTS CENTRES		BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Private Learn to Swim Lessons	1:1	<i>Per half hour class per person</i>	38.40	39.20
	1:2	<i>Per half hour class per person</i>	28.90	29.50
	1:3	<i>Per half hour class per person</i>	23.50	24.00
Private Learn to Swim Lessons - Concession (25% Discount)	Concession – Health Care Card 1:1	<i>Per half hour class per person</i>	30.70	29.40
	Concession – Health Care Card 1:2	<i>Per half hour class per person</i>	23.10	22.10
	Concession – Health Care Card 1:3	<i>Per half hour class per person</i>	18.80	18.00
Other - Indoor Pools	Lane Hire	<i>Per hour.</i>	46.80	48.00
	Carnival Hire	<i>Per day 9am – 5pm</i>	955.70	975.00
	School Carnival Hire	<i>Per day 9am - 3pm</i>	899.60	918.00
	Wet Out of Hours – incl 1 Life Guard plus 1 Duty Manager	<i>Per hour plus entry fee</i>	82.60	84.30
	Carnival Fee – incl 1 Life Guard plus 1 Duty Manager	<i>Per hour.</i>	197.90	202.00
Fitness Program	Group Fitness.	<i>Per class</i>	12.90	13.20
	Concession	<i>Pension, Seniors & Health Care Card</i>	10.20	9.90
	Personal Training.	<i>½ hour.</i>	36.70	37.40
	Casual Gym.	<i>Per person</i>	15.80	16.00
	Casual Concession Gym.	<i>Pension, Seniors & Health Care Card</i>	12.60	12.00
	Youth Fit 13-15 Life Fit Gym	<i>Class for specific ages</i>	8.60 6.40	8.80 6.50
Visit Pass Cards – Group Fitness (12 Months Expiry from date of issue)	Adult.	<i>Multipass x 10. – 10% discount</i>	115.70	118.80
	Concession.	<i>Multipass x 10. – 10% discount</i>	91.80	89.10
	Youth Fit 13-15	<i>Multipass x 10. – 10% discount</i>	77.10	79.20
	Personal Training	<i>Multipass x 10. – discount – ½ Hour</i>	330.50	337.00
Visit Pass Cards - Gym (12 Months Expiry from date of issue)	Adult	<i>Multipass x 10. – 10% discount</i>	142.30	144.00
	Concession	<i>Multipass x 10. – 10% discount</i>	113.80	108.00

INFRASTRUCTURE & RECREATION			
<i>Indoor Sports Centres</i>			
SERVICE TYPE INDOOR SPORTS CENTRES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Stadium (1)			
Adult Competition.	<i>Per player per game</i>	6.40	6.50
Concession Competition.	<i>High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders</i>	5.10	4.90
Junior Competition (during competition times only)	<i>Per player per game</i>	4.60	4.70
Adult Training	<i>Per player per session #</i>	4.40	4.50
Concession Training	<i>High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders</i>	3.70	3.40
Junior Training (0-17 years)	<i>Per player per session #</i>	3.50	3.60
Schools	<i>Per student</i>	3.50	3.60
Court Hire - General	<i>Per court/hour.</i>	49.00	50.00
Court Hire - Schools	<i>Per court/hour.</i>	39.80	40.60
Tournament Fee*	<i>Per Court per Day (9am – 5pm)</i>	214.20	218.50
* Local associations are eligible for a 30% total invoice discount to host their association tournaments within any Latrobe Leisure Facility. Maximum 2 tournaments per year.			
Dry Out of Hours Fee	<i>Per hour (plus entry fee)</i>	59.20	60.40
Meeting Room Hire	<i>Per hour</i>	28.90	29.50
# Session is defined as 1 hour for Domestic basketball teams 2 hours for Squad & Representative basketball teams 2 hours for Badminton (in recognition of set up and pack up times)			

INFRASTRUCTURE & RECREATION						
<i>Indoor Sports Centres</i>						
SERVICE TYPE INDOOR SPORTS CENTRES	BASIS	2018/19 \$ (GST Inc)		2019/20 \$ (GST Inc)		
		x10 (10% discount)	X20 (15% discount)	x10 (10% discount)	X20 (15% discount)	
Visit Pass Cards - Stadium						
12 Month expiry from date of issue (One pass per hour or game)	Adult Stadium Competition Multipass.	<i>Multipass – discount</i>	57.80	109.20	58.50	110.50
	Concession Competition Multipass.	<i>Multipass – discount</i>	45.90	86.70	44.10	83.30
	Junior Competition Multipass.	<i>Multipass – discount</i>	41.30	78.00	42.30	79.90
	Junior Training Multipass	<i>Multipass – discount</i>	N/A	59.00	N/A	61.20
Athletic and Cycling Track						
	Adult.	<i>Per participant</i>		4.60		4.70
	Concession.	<i>Per participant</i>		4.10		3.50
	Junior.	<i>Per participant</i>		3.10		3.20
	Adult	<i>Multipass x 10 – 10% discount</i>		41.30		42.30
	Concession.	<i>Multipass x 10 – 10% discount</i>		36.70		31.50
	Junior.	<i>Multipass x 10 – 10% discount</i>		27.50		28.80
	School.	<i>Per student</i>		3.10		3.20
	Club Hire.	<i>Per hour.</i>		45.80		46.70
	Other/Athletic Carnival.	<i>Full day 9am – 3pm.</i>		565.10		576.40
	Cycling Club Hire of Bike Track.	<i>Per annum.</i>		976.10		995.60
Squash Courts	Hire.	<i>Per hour.</i>		15.00		15.30
Fitness Room Hire	Hire.	<i>Per hour.</i>		47.90		48.90

INFRASTRUCTURE & RECREATION			
<i>Indoor Sports Centres</i>			
SERVICE TYPE INDOOR SPORTS CENTRES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Membership			
Membership Service Areas			
<i>Gym Fitness - as per fitness timetable (including Aqua Aerobic Pool (including pool & sauna)</i>			
Membership Administration Fee (per membership)	Upon joining	69.40	70.00
Bronze Membership			
Any one (1) of the above Membership Service Areas	Non Concession	<i>Monthly</i> 47.90	49.00
	Concession *	<i>Monthly</i> 43.20	36.80
	Off-Peak #	<i>Monthly</i> N/A	29.40
Silver Membership			
Any two (2) of the above Membership Service Areas	Non Concession	<i>Monthly</i> 58.70	60.00
	Concession *	<i>Monthly</i> 53.00	45.00
	Off-Peak #	<i>Monthly</i> N/A	36.00
Gold Membership			
All three (3) of the above Membership Service Areas	Non Concession	<i>Monthly</i> 70.40	72.00
	Concession *	<i>Monthly</i> 63.20	54.00
	Off-Peak #	<i>Monthly</i> N/A	43.20
Corporate			
	21+ people	<i>Discounts valid on full price memberships only. Not valid on concession memberships Discounts off term memberships only</i> 15.00%	20.00%

(1) Schools pay court hire fee or individual student admission.

*Concessions on direct debit and term memberships are offered only to customers on Aged Pension, Senior or Disability Support Pension.

Concessions are offered to valid health care card holders up to the expiry date of the health care card (must have minimum one month on card).

#Off-Peak times include Mon-Fri 11am - 3pm & All Day on Weekends excluding Public Holidays when the venue is closed

INFRASTRUCTURE & RECREATION			
<i>Outdoor Pools</i>			
SERVICE TYPE OUTDOOR POOLS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Entry Fees			
Adult.	<i>16 years and over.</i>	4.90	5.00
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	3.80	3.90
Concession.	<i>Pension, Seniors & Health Care Card</i>	4.00	4.10
Family.	<i>As listed on Medicare Card.</i>	14.30	14.60
Schools	<i>Per child</i>	3.80	3.90
Children.	<i>4 years and under with adult swim.</i>	No Charge	No Charge
Season Tickets (Multi-venue)			
Single Adult Tickets.	<i>16 years and over.</i>	98.90	101.00
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	74.70	76.20
Concession.	<i>Pension, Seniors & Health Care Card</i>	77.30	78.80
Family.	<i>As listed on Medicare Card.</i>	240.70	245.00
Competitions – School Swim Carnival Hire			
School Carnival Full Day (9am - 3pm)	<i>Includes 1 Duty Manager.</i>	462.00	471.00
Other Carnival Full Day (9am - 5pm)	<i>Weekends or Public Holidays</i>	784.50	800.00
School Carnival Half Day (9am-12pm / 12pm-3pm)	<i>Mon - Fri</i>	321.30	328.00
Supervision Required at 1:100 ratio.	<i>Per hour.</i>	56.70	57.80
Out Of Advertised Operating Hours Hire			
Includes 1 Life Guard plus 1 Duty Manager.	<i>Per hour + entry fee per person</i>	82.60	84.30

INFRASTRUCTURE & RECREATION			
<i>Latrobe City Traffic Safety School</i>			
SERVICE TYPE LATROBE CITY TRAFFIC SAFETY SCHOOL	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Education Group : Playgroups, kindergartens, special school & school groups No Educator (Bond \$70)	<i>Per hour.</i>	41.00	42.00
Education Group : Playgroups, kindergartens, special school & school groups With Educator (No Bond)	<i>Per hour.</i>	68.00	69.00
Mobile Bike Education Trailer No Educator – Hire of bike trailer (Deposit \$200) With Educator – Educator Services (No Deposit) Plus hire of bike trailer	<i>Per day</i> <i>Per hour</i> <i>Per day</i>	35.00 32.00 35.00	35.00 33.00 35.00
Hire of Hand Cranked Tricycles With responsibility for repair or replacement of damaged unit	<i>Per bike/day.</i>	2.00	2.00
Private Groups No Educator (Deposit \$70) With Educator (No Deposit)	<i>Per hour.</i> <i>Per hour.</i>	65.00 130.00	66.00 133.00

INFRASTRUCTURE & RECREATION			
<i>Rental of Asset</i>			
SERVICE TYPE Rental of Asset	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Hire of portable toilet module	<i>Per Weekend</i>	245.00	250.00

INFRASTRUCTURE & RECREATION				
<i>Caravan Parks</i>				
SERVICE TYPE CARAVAN PARKS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)	
Lake Narracan – Caravan & Camping Site Fee Schedule	Permanent On Site	<i>Non powered per annum (includes 23 days/nights) prior to 2017/18 21 days/nights</i>	1,060.00	1,081.00
	Permanent On Site	<i>Non powered per annum (includes 23 days/nights) prior to 2017/18 21 days/nights</i>	1,540.00	1,571.00
	Powered Site	<i>Per night (Upto 4 people)</i>	40.00	41.00
	Powered Site	<i>Weekly. (Upto 4 people)</i>	209.00	213.00
	Extra Person	<i>Per night.</i>	16.00	16.50
	Unpowered Site	<i>Per night - Family</i>	34.00	34.50
	Unpowered Site	<i>Weekly - Family</i>	147.00	150.00
	Overnight	<i>Per person.</i>	13.00	13.50
	Children	<i>Aged 7 – 17 yrs.</i>	7.50	7.50
	Aquatic Centre Hall Hire	<i>6 hours.</i>	169.00	172.00

*Latrobe City residents no charge Monday to Friday, excluding public holidays. Full fees are applicable on Saturday and Sundays

INFRASTRUCTURE & RECREATION			
<i>Asset protection</i>			
SERVICE TYPE		2018/19	2019/20
ASSET PROTECTION FEES	BASIS	\$ (GST Inc)	\$ (GST Inc)
Asset Protection Fees			
	Road Openings.	<i>Provision of traffic management.</i>	185.00
	Road Openings.	<i>No traffic management required.</i>	95.00
	Occupation of Parking Bays.	<i>Per bay per day</i>	47.50
	Road Occupations.	<i>Provision of traffic management.</i>	187.50
	Road Occupations.	<i>No traffic management required.</i>	92.50
	Building Site Asset Inspections:		
	Cost of Works < \$15,000	<i>Excluding all Reblocking, Urban Front Fencing & Demolitions</i>	
	Cost of Works > \$15,000	<i>Including all Reblocking, Urban Front Fencing & Demolitions</i>	185.00
Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents			
	Road Length less than 100m.	187.50	191.50
	Each Additional 100m of Road Length.	100.00	102.00
Asset Protection Fee for Vehicle Crossing Works		100.00	102.00
Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage Information		100.00	102.00
Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy		1,500.00	1,500.00
Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy		3,500.00	3,500.00

INFRASTRUCTURE & RECREATION								
		<i>Asset protection</i>						
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)					
Security Bonds as Specified in Local Law No.3	Cost of Works < \$15,000:	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record; Excluding all Reblocking, Front Fencing & Demolitions.</i>	510.00	500.00				
					<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with an Unsatisfactory Performance Record.</i>			
	Cost of Works > \$15,000:	<i>Including Reblocking, Residential Front Fences & Demolition Works</i>						
	Rural Building Site;					510.00	500.00	
	Residential Building Site;					<i>No adjacent footpaths.</i>	510.00	500.00
	Residential Building Site;					<i>With adjacent footpaths.</i>	1,020.00	1,000.00
	Residential Building Site;					<i>Corner allotment, adjacent footpaths.</i>	1,530.00	1,500.00
	Residential Building Site;					<i>Multiple units, adjacent footpaths.</i>	2,040.00	2,000.00
	Industrial Building Site;						2,550.00	2,500.00
	Commercial Building Site;						5,355.00	5,350.00
Multiple Building Sites	<i>Builders with a 12 month Satisfactory Performance Record</i>	10,710.00	10,700.00					
Enquiries - Legal Point of Discharge or Drainage Information	Urban Areas	<i>Per enquiry</i>	33.50	34.50				
Charge for Restoration of Road Openings in Urban and Rural Areas		Actual cost plus 10% of the actual cost to cover administration expenses	Actual cost plus 10% of the actual cost to cover administration expenses					
Asset Protection Penalty for Infringement Notice as Specified in Section 19 of Local Law No.3		<i>Set by Statute (State Government)</i>	Penalty Units are defined by Section 5 of the Monetary Units Act 2004 158.57 2	Penalty Units are defined by Section 5 of the Monetary Units Act 2004 161.80 2				

INFRASTRUCTURE & RECREATION			
<i>Asset protection</i>			
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>more</u> than 50kms per hour Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway. Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway. Minor works conducted on, or on any part of the roadway, shoulder or pathway. Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004 1 Fee Unit = 14.22	Fee Units are defined by Section 5 of the Monetary Units Act 2004 1 Fee Unit = 14.50
	<i>Set by Statute (State Government)</i>	45	45
	<i>Set by Statute (State Government)</i>	25	25
	<i>Set by Statute (State Government)</i>	11	11
	<i>Set by Statute (State Government)</i>	5	5
Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>not more</u> than 50kms per hour Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway. Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway. Minor works conducted on, or on any part of the roadway, shoulder or pathway. Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004	Fee Units are defined by Section 5 of the Monetary Units Act 2004
	<i>Set by Statute (State Government)</i>	20	20
	<i>Set by Statute (State Government)</i>	5	5
	<i>Set by Statute (State Government)</i>	11	11
	<i>Set by Statute (State Government)</i>	5	5

INFRASTRUCTURE & RECREATION			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE		2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Waste Management - Transfer Stations	BASIS	General Waste	General Waste
Sedan/Wagon	<i>Seat up.</i>	12.00	12.50
	<i>Seat down.</i>	16.00	16.50
Utilities	Water line up to 1.8m Long Tray.	18.00	19.00
	Water Line over 1.8m Long Tray.	28.00	29.00
	Heaped up to 1.8m Long Tray.	24.00	25.00
	Heaped over 1.8m Long Tray.	35.00	36.00
Single Axle Trailers	Water Line up to 1.8m Long.	23.00	24.00
	Water Line 1.8m to 2.75m Long.	31.00	32.00
	Heaped up to 1.8m Long.	31.00	32.00
	Heaped 1.8m to 2.75m Long.	46.00	47.00
	Boxed up to 1.8m Long.	46.00	47.00
	Boxed 1.8m to 2.75m Long.	72.00	74.00
Tandem Axle Trailers	Water Line up to 2.75m Long.	31.00	32.00
	Water Line 2.75m to 3.75m Long.	49.00	50.00
	Heaped up to 2.75m Long.	49.00	50.00
	Heaped 2.75m to 3.75m Long.	87.00	89.00
	Boxed up to 2.75m Long.	90.00	92.00
	Boxed 2.75m to 3.75m Long.	118.00	121.00
Small Items	Mobile Garbage Bin (wheelie bin).	5.70	5.80
	Kitchen / Dining Chairs.	6.50	7.00
	Stools.	6.50	7.00
E-Waste (Electrical Items)	All e-waste including Computers, monitors, TVs and peripherals	5.60	5.70

INFRASTRUCTURE & RECREATION			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE		2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Waste Management - Transfer Stations	BASIS	General Waste	General Waste
Mattresses	Single	18.00	18.50
	Double/Queen/King	25.00	25.50
Medium Items	Lounge Chairs.	14.50	15.00
	Small Cupboards.	14.50	15.00
	2 Seat Sofa.	14.50	15.00
Large Items	Large Cupboards.	24.00	24.50
	3 Seat Sofa.	24.00	24.50
Tyres	Car and Motor Cycle.	6.00	7.00
	Light Truck & 4WD.	11.00	12.00
Tyres on Rims	Car.	12.00	12.50
	Light Truck and Fork Lifts.	23.00	23.50
Recyclable Goods – Free of Charge (1)		No Charge	No Charge
Other Waste Management	Domestic Waste Card (2)	195.00	198.90
	Synthetic Mineral Fibre (SMF) Plastic Bags	4.50	4.60

INFRASTRUCTURE & RECREATION			
<i>Waste Management - Landfill</i>			
SERVICE TYPE WASTE MANAGEMENT - LANDFILL (1)	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Clean Fill (1) Clean Fill – Only if required at Landfill.	<i>Per tonne – including landfill levy.</i>	44.00	45.00
Putrescible Waste & Inert Waste	<i>Per tonne (excluding contractual arrangements) Minimum charge 1 tonne (Includes State Government Landfill Commercial Levy \$51.30 per tonne)</i>	175.00	178.50
Dead Animals Less than 30kg. Ex Vets	<i>Per animal Per bag (max 30kg)</i>	13.80 13.80	14.00 14.00
Industrial Waste Synthetic Mineral Fibre Wrapped - Domestic Plastic Bags for Packaging	<i>Per cubic metre (m3) Per bag</i>	31.00 4.50	31.50 4.50
Hazardous Waste Asbestos – Domestic. Latrobe City Residents Non-Latrobe City Residents	<i>Per m3 Per 20kg package (2) must be removed and deposited by the resident, otherwise prescribed waste rate.</i>	55.00 55.00	56.00 56.00

(1) Dry clean fill can only be deposited by contractors by prior arrangement and will only be accepted if fill material is required. It will be charged at the rate of \$40 per tonne, which includes the increase in EPA Commercial levy. There is no public access to landfill.

(2) Maximum of 6 x 20kg packages correctly wrapped per customer.

CITY DEVELOPMENT			
<i>Health Services</i>			
SERVICE TYPE HEALTH SERVICES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Septic Tanks – New Installations			
All System Types	<i>In excess of two.</i>	670.00	685.00
Inspections.		145.00	150.00
Alteration – Major.		415.00	425.00
Alteration – Minor.		185.00	190.00
Search Fee.	<i>Maximum.</i>	66.00	70.00
Conveyancing Enquiry.		225.00	230.00
Extension to Septic Tank Application.	<i>More than two years old.</i>	350.00	360.00
Septic Tank Report & Consent	<i>Each</i>	670.00	685.00
Additional Fixtures	<i>Each</i>	145.00	150.00
Health Premises			
New Premises Registration	<i>Commercial Hairdressing-Low</i>	530.00	540.00
New Premises Registration	<i>Beauty Treatments-Medium</i>	530.00	540.00
New Premises Registration	<i>Beauty Treatments - Home</i>	350.00	360.00
New Premises Registration	<i>Mobile Home Hair Dressing etc-Low</i>	240.00	245.00
New Premises Registration	<i>Comm Skin Pen/Colonic-High</i>	540.00	550.00
New Premises Registration	<i>Ear-piercing Single Use-Medium</i>	296.00	305.00
New Premises Registration	<i>Combination or 2 or more services</i>	525.00	535.00
Renewal Premises Registration	<i>Beauty Treatments-Medium</i>	450.00	460.00
Renewal Premises Registration	<i>Beauty Treatments - Home</i>	300.00	310.00
Renewal Premises Registration	<i>Mobile Home Hair Dressing etc-Low</i>	265.00	270.00
Renewal Premises Registration	<i>Comm Skin Pen/Colonic-High</i>	530.00	540.00
Renewal Premises Registration	<i>Ear-piercing Single Use-Medium</i>	180.00	185.00
Renewal Premises Registration	<i>Combination or 2 or more services</i>	515.00	525.00
Commercial Accommodation			
New Registration.	<i>Includes motels and hostels.</i>	620.00	630.00
Annual Renewal.	<i>Includes motels and hostels.</i>	540.00	550.00
Caravan Parks and Movable Homes (Statutory Fee)			
Statutory fees are unable to be amended by Council. This fee is set under the Residential Tenancies Act (Caravan Parks and Movable Dwellings)	<i>Triennium Fees</i>		
	<i>1-25 sites</i>	* As per regulations	* As per regulations
	<i>26-50 sites</i>	* As per regulations	* As per regulations
	<i>51-100 sites</i>	* As per regulations	* As per regulations
	<i>101-150 sites</i>	* As per regulations	* As per regulations
Transfer of Registration			
Food Process.	<i>Maximum.</i>	445.00	455.00
Health Process.	<i>Maximum.</i>	230.00	235.00

CITY DEVELOPMENT				
<i>Health Services</i>				
SERVICE TYPE		BASIS	2018/19	2019/20
HEALTH SERVICES			\$ (GST Inc)	\$ (GST Inc)
Plan Approval Fee <i>(Non-compulsory establishment inspection fee)</i>				
	Food Premises.	<i>Per hour</i>	135.00	140.00
	Health Premises.	<i>Per hour</i>	110.00	115.00
Food & Water Sample Administration Fee				
	Sample administration fee	<i>2nd non compliant follow up.</i>	205.00	210.00
	Private water supply sample	<i>Per sample + Analyst Fee</i>	200.00	205.00
COMMERCIAL FOOD PREMISES				
Class 1 (Full Time)	New	<i>Hospitals / Nursing Homes</i>	745.00	760.00
	Renewal		680.00	695.00
Class 2A (Full Time)	New	<i>Restaurants, Fast Food, Deli's</i>	710.00	725.00
	Renewal		655.00	670.00
Class 2B (Part Time)	New	<i>Supermarkets / Large Manufacturers</i>	1,395.00	1,425.00
	Renewal		1,125.00	1,150.00
Class 2B (Part Time)	New	<i>Minimal unpacked potential hazardous foods</i>	470.00	480.00
	Renewal		420.00	430.00
Class 3A (Full Time)	New	<i>Minimal unpacked potential hazardous foods</i>	410.00	420.00
	Renewal		360.00	365.00
Class 3B (Part Time)	New	<i>Water Carters</i>	175.00	180.00
	Renewal		145.00	150.00
Class 3B (Part Time)	New	<i>Food is secondary activity (e.g. Movie Theatre)</i>	270.00	275.00
	Renewal		250.00	255.00
Class 3C (Full Time)	New	<i>Small scale B&B minor food</i>	200.00	205.00
	Renewal		200.00	205.00
Class 4 Low Risk Packaged	New	<i>Liquor Outlets, Video Stores, Newsagents, Pharmacies etc.</i>	Exempt	Exempt
Once off Short term	New	<i>Temporary food stall - major events</i>	250.00	255.00

CITY DEVELOPMENT			
<i>Health Services</i>			
SERVICE TYPE HEALTH SERVICES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Additional Inspection Fee (non compliance after 2 visits)			
Class 1 (Full Time)	<i>Per Hour (Minimum)</i>	200.00	205.00
Class 2A (Full Time)	<i>Per Hour (Minimum)</i>	170.00	175.00
Class 2B (Part Time)	<i>Per Hour (Minimum)</i>	170.00	175.00
Class 3A (Full Time)	<i>Per Hour (Minimum)</i>	145.00	150.00
Class 3B (Part Time)	<i>Per Hour (Minimum)</i>	120.00	125.00

CITY DEVELOPMENT			
<i>Local Laws</i>			
SERVICE TYPE LOCAL LAWS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Parking (In accordance with Road Safety Act 1986)	Parking Infringements. <i>Section 1 Section 2 Section 3 Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	* As per regulations	* As per regulations
Dog & Cat Registration Fees (In accordance with Domestic Animal Act 1994)	Full Registration Pensioner Concession <i>Where Microchipped and Desexed or Microchipped and Registered with applicable organisations as defined by the Domestic Animal Act 1994</i>	43.00 21.50	45.00 22.50
Non-Desexed Dog Full Registration Non-Desexed Dog Pensioner Concession	<i>Per Animal Per Animal</i>	125.00 62.50	128.00 64.00
Domestic Animal Business. Domestic Animal Business - Adult Animal Audited Dangerous, Menacing or renewals only for Restricted Dog Breeds	<i>Per annum Per animal Full registration per animal</i>	219.00 N/A 200.00	250.00 25.00 205.00
Registration as Foster Carer (81/1994 Part 5B)	<i>Per annum</i>	N/A	55.00
Dog & Cat Infringements (In accordance with Domestic Animal Act 1994)	<i>Section 1 Section 2 Section 3 Section 4 Section 5 Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	* As per regulations	* As per regulations

CITY DEVELOPMENT			
<i>Local Laws</i>			
SERVICE TYPE LOCAL LAWS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Pound Release Fees – Domestic Animals			
Dog or cat release (where owner is identifiable by Council)	<i>Per animal plus charges below</i>	33.00	34.00
Dog or cat release (where owner is unidentifiable by Council)	<i>Per animal plus charges below</i>	112.00	115.00
*In Addition to Release Fees – Where Applicable			
(In accordance with Domestic Animal Act 1994)	Subsequent Releases	<i>Per animal</i>	120.00
	Food and keep fees	<i>Per animal per day</i>	16.50
	Male dog desexing	<i>Per animal</i>	199.00
	Female dog desexing	<i>Per animal</i>	320.00
	Male cat desexing	<i>Per animal</i>	107.00
	Female cat desexing	<i>Per animal</i>	193.00
	Dog or cat microchipping	<i>Per animal</i>	59.00
	Vaccination fee	<i>Per animal</i>	71.00
	Vet Check fee	<i>Per animal</i>	51.00
	Vet Report	<i>Per animal</i>	N/A
Animal Sales			
(In accordance with Domestic Animal Act 1994)	Cat sale (including desexing fee)	<i>Per animal</i>	214.00
	Dog sale (including desexing fee)	<i>Per animal</i>	375.00
	Dog or cat sale (already desexed)	<i>Per animal</i>	165.00
Livestock			
	Pound Release Large (horse, cow, bull, etc).	<i>Per animal</i>	175.00
	Pound Release Small (sheep, pig, goat etc)	<i>Per animal</i>	95.00
	Food and Keep Fees.	<i>Per animal per day.</i>	27.00
	Livestock Infringements	<i>Penalties will be applied as per the livestock act.</i>	TBC
	Livestock attendance for VicRoads	<i>Per Attendance</i>	605.00
Other Fees/Infringements			
	Disabled Parking First Permit.	<i>Each</i>	No Charge
	Disabled Parking Additional Permits.	<i>Each.</i>	5.00
	Shopping Trolley Release Fee.	<i>Per trolley</i>	175.00
	Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act	<i>Per vehicle</i>	660.00

CITY DEVELOPMENT			
<i>Local Laws</i>			
SERVICE TYPE LOCAL LAWS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Other Fees/Infringements (cont.)			
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act.	<i>Per vehicle Plus standard tow fee per vehicle Plus immediate tow fee per vehicle Plus daily storage fee</i>	350.00 160.00 280.00 15.00	357.00 200.00 286.00 15.50
School Crossing Flags.	<i>Per set.</i>	90.00	92.00
Fire Hazard Infringement.	<i>Set by Statute (State Government) Per penalty unit Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	1,612.00	TBC
Litter Infringement. (In accordance with the Environment Protection Act 1970)	<i>Set by Statute (State Government) Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	* As per regulations	* As per regulations
Local Laws Permit.	<i>All Clauses otherwise specified</i>	54.00	55.00
Temporary outdoor eating facilities	<i>Per annum fee (inclusive of permit application fee) Consisting of up to 4 tables and a maximum of 12 chairs.</i>	148.00	151.00
Temporary outdoor eating facilities over four tables and/or over 12 chairs.	<i>Per annum fee (inclusive of permit application fee) Consisting of over 4 tables and/or over 12 chairs.</i>	300.00	306.00
Roadside Trading Permit	<i>Clause 82 – Local Law No. 2.</i>	430.00	438.00
Caravans as Temporary Accommodation permit.	<i>Clause 142 – Local Law No. 2 – Incorporates 6 month permit application for Health permit to reside in caravan.</i>	N/A	55.00
Administration Fee	<i>Administration Fee for the reconciliation and generation of an invoice to a property owner which has had force clear works completed by Council.</i>	50.00	80.00

CITY DEVELOPMENT			
<i>Building Developments</i>			
SERVICE TYPE BUILDING PERMITS/FEEES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Permit time extensions and inspections for lapsed permits	<i>Minimum.</i>	150.00	150.00
Preparation of Section 173 Agreements For building over easements.	<i>Per agreement</i>	420.00	450.00
Building File Search Fee	<i>Linked to statutory fee set by regulation 327</i>	46.10	47.00
Report and Consent	<i>Each</i>	280.00	290.00
First	<i>Each</i>	140.00	145.00
Additional	<i>Treated as a Report and Consent</i>	280.00	290.00
Temporary Structure Siting Approvals	<i>Treated as a Report and Consent</i>	280.00	290.00
Pope – Occupancy Permits			
Building Permits (Disbursements excluded)			
Value of works	<i>Each</i>	850.00	850.00
Up to \$10,000	<i>Each</i>	750.00	750.00
\$10,001 to \$100,000	<i>Each</i>	1,250.00	1,250.00
\$100,001 to \$1,000,000	<i>Each</i>	3,000.00	3,000.00
Greater than \$1,000,000			

*NOTE Statutory Fees can only be increased by the Minister for Planning. Fees will be charged in accordance with the current statutory rate.

CITY DEVELOPMENT			
<i>Statutory Planning</i>			
SERVICE TYPE PLANNING PERMITS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
<p>* Many of these fees are those prescribed under the Planning and Environment (Fees) Regulations 2016 and the Subdivision (Permit and Certification Fees) Regulations, but are not a complete representation of the Regulations. Reference should be made to the Regulations to obtain the complete wording of individual fee regulations (GST exempt). NOTE – Statutory Fees are subject to change at the discretion of the Minister for Planning.</p>			
Use - To propose a new use of land or to change the use of land			
New use or change of use	<i>Permit Application Amend Permit</i>	* As per regulations * As per regulations	* As per regulations * As per regulations
Single dwelling			
To develop land or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:	Up to \$10,000 \$10,001 to \$100,000. \$100,001 to \$500,000 \$500,001 to \$1,000,000 \$1M to \$2M	<i>Permit Application Amend Permit Permit Application Amend Permit Permit Application Amend Permit Permit Application Amend Permit Permit Application Amend Permit</i>	* As per regulations * As per regulations * As per regulations * As per regulations * As per regulations * As per regulations * As per regulations * As per regulations * As per regulations * As per regulations
VicSmart			
A permit that is subject of a VicSmart application if the estimated cost of the development is:	\$0 to \$10,000 More than \$10,000 Subdivide or Consolidate land	<i>Permit Application Amend Permit Permit Application Amend Permit Permit Application Amend Permit</i>	* As per regulations * As per regulations * As per regulations * As per regulations * As per regulations * As per regulations

CITY DEVELOPMENT			
<i>Statutory Planning</i>			
SERVICE TYPE PLANNING PERMITS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
All Other Development			
<p>To develop land if the estimated cost of the development is:</p> <p style="text-align: right;">Up to \$100,000</p> <p style="text-align: right;">\$100,001 to \$1,000,000.</p> <p style="text-align: right;">\$1,000,001 to \$5,000,000</p> <p style="text-align: right;">\$5,000,001 to \$15,000,000</p> <p style="text-align: right;">\$15,000,001 to \$50,000,000</p> <p style="text-align: right;">More than \$50,000,000</p>	<p><i>Permit Application</i></p> <p><i>Amend Permit</i></p> <p><i>Permit Application</i></p> <p><i>Amend Permit</i></p> <p><i>Permit Application</i></p> <p><i>Amend Permit</i></p> <p><i>Permit Application</i></p> <p><i>Amend Permit</i></p> <p><i>Permit Application</i></p> <p><i>Amend Permit</i></p> <p><i>Permit Application</i></p> <p><i>Amend Permit</i></p>	<p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p>	<p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p>
Subdivision			
<p style="text-align: right;">Subdivide an Existing Building</p> <p style="text-align: right;">Subdivide land into 2 lots</p> <p style="text-align: right;">Realignment of a common boundary between 2</p> <p style="text-align: right;">To subdivide land (\$1,265.60 for each 100 lots created)</p> <p style="text-align: right;">To create, vary or remove a restriction within the meaning of the Subdivision Act 1998; or To create or remove a right of way; or To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement other than a right of way in a Crown grant.</p>	<p><i>Statutory State Government Fees</i></p> <p><i>Statutory State Government Fees</i></p> <p><i>Statutory State Government Fees</i></p> <p><i>Statutory State Government Fees</i></p> <p><i>Statutory State Government Fees</i></p>	<p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p>	<p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p> <p>* As per regulations</p>

CITY DEVELOPMENT			
<i>Statutory Planning</i>			
SERVICE TYPE PLANNING PERMITS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Other			
A permit not otherwise provided for by this Regulation	<i>Permit Application</i> <i>Amend Permit</i>	* As per regulations * As per regulations	* As per regulations * As per regulations
Fees under Regulation			
For certification of a plan of subdivision Alteration of a plan under section 10(2) of the Act	<i>Statutory State Government Fees</i> <i>Statutory State Government Fees</i>	* As per regulations * As per regulations	* As per regulations * As per regulations
Amendment/re-certification of a certified plan under section 11(1) of the Act	<i>Statutory State Government Fees</i>	* As per regulations	* As per regulations
Administrative Charges			
Written Planning Advice Requests	<i>Per response</i>	64.00	90.00
Endorsed Plans: Plans to be endorsed under planning permit conditions	<i>Statutory State Government Fees</i>	* As per regulations	* As per regulations
Extend the Expiry Date of a Permit.	<i>Per permit</i>	1st Request 153.00 2nd Request 230.00	1st Request 200.00 2nd Request 300.00
Search for and Provide a copy of a permit	<i>Per permit</i>	137.00	150.00
Certificate of Compliance under Section 97N	<i>Per permit</i>	319.00	325.40
Liquor Licence Applicant Information Requests	<i>Per application</i>	144.00	146.90
Secondary Consent	<i>Per permit</i>	312.80	318.00

CITY DEVELOPMENT			
<i>Strategic Planning</i>			
SERVICE TYPE AMENDMENTS TO PLANNING SCHEMES	BASIS	2018/19 Fee Units	2019/20 Fee Units
Stage One Considering a request to amend the planning scheme; and Taking action required by Division 1 of Part 3 of the Planning and Environment Act 1987; and Considering any submissions which do not seek a change to the amendment; and If applicable, abandoning the amendment in	<i>Statutory State Government Fees</i>	206.00	206.00
Stage Two Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b); and Considering the report in accordance with Section	<i>Statutory State Government Fees</i> 1-10 submissions	1,021.00	1,021.00
	11-20 submissions	2,040.00	2,040.00
	21+ submissions	2,727.00	2,727.00
Stage Three Adopting the amendment or part of the amendment in accordance with Section 29; and Submitting the amendment for approval in accordance with Section 31.	<i>Statutory State Government Fees</i>	32.50	32.50
Stage Four Considering a request to approve an amendment in accordance with Section 35; and Giving notice of approval of an amendment in accordance with	<i>Statutory State Government Fees</i>	32.50	32.50
Administration Charges General written advice of planning scheme amendment histories.		65.00	66.30
Costs and expenses for a Planning Panel to be appointed, hear and consider submissions, and prepare a report under Part 8 of the Planning and Environment Act 1987.	<i>Full fee recovery of government charges</i>	Various	Various

*NOTE Statutory Fees can only be increased by the Minister for Planning. Fees will be charged in accordance with the current statutory rate.

CITY DEVELOPMENT			
<i>Latrobe Regional Gallery</i>			
SERVICE TYPE LATROBE REGIONAL GALLERY	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Gallery Project Space	Rental. Bond.	<i>Per week.</i>	Free N/A
Meeting Room : Room with board table	Commercial Rental	<i>Half day. Full day.</i>	112.00 200.00
	Community Rental	<i>Half day. Full day.</i>	52.00 101.00
Meeting Room 2 - Friends Room: Room with kitchen table and lounge	Commercial Rental	<i>Half day. Full day.</i>	112.00 200.00
	Community Rental	<i>Half day. Full day.</i>	52.00 101.00
Studio Workshop - Commercial Not available on Public Holidays	Rental.	<i>Half day (4 hours)</i>	250.00
		<i>Full day.(10am - 5pm)</i>	400.00
		<i>Evening (After 5pm)</i>	POA
		<i>Weekend</i>	POA
Studio Workshop - Community Not available on Public Holidays	Rental.	<i>Half day (4 hours)</i>	53.00
		<i>Full day.(10am - 5pm)</i>	112.00
		<i>Evening (After 5pm)</i>	POA
		<i>Weekend</i>	POA

CITY DEVELOPMENT				
<i>Performing Arts Centre</i>				
SERVICE TYPE PERFORMING ARTS CENTRE	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)	
Performing Arts Centre - Standard Rate				
<i>(Performances and Rehearsals)</i>	Town Hall	<i>Per performance</i>	1,000.00	1,000.00
		<i>2nd performance same day</i>	500.00	500.00
		<i>Rehearsal rate - per hour</i>	75.00	75.00
	Little Theatre	<i>Per performance</i>	850.00	850.00
		<i>2nd performance same day</i>	425.00	425.00
		<i>Rehearsal rate - per hour</i>	60.00	60.00
Other Events Non Theatrical - Standard Rate				
<i>* Session extensions up to 3 hours charged pro rata at the session rate</i>	Town Hall	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	334.00	335.00
	Little Theatre	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	200.00	285.00
Performing Arts Centre - Community Rate				
<i>(Performances and Rehearsals)</i>	Town Hall	<i>Per performance</i>	400.00	400.00
		<i>2nd performance same day</i>	200.00	200.00
		<i>Rehearsal rate - per hour</i>	30.00	30.00
	Little Theatre	<i>Per performance</i>	340.00	340.00
		<i>2nd performance same day</i>	170.00	170.00
		<i>Rehearsal rate - per hour</i>	24.00	24.00
Other Events - Community Rate				
<i>* Sesssion extensions up to 3 hours charged pro rata</i>	Town Hall	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	335.00	134.00
	Little Theatre	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	285.00	114.00

CITY DEVELOPMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Kernot Hall – Standard Rate*			
<i>* Session extensions up to 3 hours charged pro rata at the session rate</i>			
Hall 1	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	500.00	500.00
Hall 2	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	200.00	200.00
Whole Hall.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	700.00	700.00
Foyer	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	300.00	300.00
Kitchen.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	250.00	250.00
Kernot Hall – Community Rate			
Hall 1	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	200.00	200.00
Hall 2	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	80.00	80.00
Whole Hall.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	280.00	280.00
Foyer	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	120.00	120.00
Kitchen.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	100.00	100.00
Moe Town Hall - Standard			
Standard Rate.	<i>Per Session (5 Hours)</i>	405.00	405.00
Community Rate	<i>Per Session (5 Hours)</i>	162.00	162.00

CITY DEVELOPMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Newborough Public Hall			
Standard Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings,</i>	<i>8am – 5pm – daytime – per hour.</i>	50.00	51.00
	<i>5pm –midnight –evening –per session.</i>	350.00	357.00
Community Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings,</i>	<i>8am – 5pm – daytime – per hour.</i>	20.00	20.40
	<i>5pm –midnight –evening –per session.</i>	140.00	142.80
Ronald Reserve Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>	<i>Per hour.</i>	20.00	20.40
Churchill Community Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>	<i>Per hour.</i>	20.00	20.40
Traralgon Court House – Court Room			
Commercial Rate	<i>Per day (8am - 5pm)</i>	90.00	N/A
Community Rate	<i>Per day (8am - 5pm)</i>	36.00	N/A
Loy Yang Power Latrobe Community Sound Shell – Standard Rate	Hire		
	<i>Plus clean up costs.</i>	330.00	337.00
Loy Yang Power Latrobe Community Sound Shell - Community Rate	Daytime & Evening		
	<i>All Hours</i>	No Charge	No Charge
Traralgon East Community Centre	Hall Hire.		
	<i>Per hour.</i>	20.00	20.40
Kath Teychenne Centre – Meeting Room			
Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
Commercial.	<i>Per hour</i>	30.00	30.50

CITY DEVELOPMENT				
<i>Community Halls</i>				
SERVICE TYPE COMMUNITY HALLS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)	
Lighting Standard	Kernot Hall 1 (Standard Rig Open White)	<i>Per event/performance</i>	200.00	200.00
	Moe Town Hall (Standard Rig Open White)	<i>Per event/performance</i>	150.00	150.00
	Performing Arts Centre (Standard Rig White/Colour-2 specials)	<i>Per event/performance</i>	225.00	225.00
	Loy Yang Power Latrobe Community Sound Shell (Standard Rig)	<i>Per session plus production equipment/resources</i>	800.00	800.00
Other	Technician Fees	<i>2 x Technicians per hour (min 3 hours)</i>	90.00	90.00
	Portable 6 x 400 watt lights	<i>Per Day (Including 3 hours of Technician)</i>	250.00	250.00
Piano	Within hire period	<i>First day (includes tuning)</i>	275.00	280.00
		<i>subsequent per day</i>	100.00	102.00
Technician	All Hirers	<i>All hirers, min 3 hrs - Per technician per hour (plus applicable penalties)</i>	45.00	46.00
	All Hirers	<i>Penalty rate after 9hrs, per technician, per hour</i>		61.00
Front Of House	Usher/Merchandise Seller	<i>All hirers - per hour (min 3 hrs) plus applicable penalties</i>	40.00	41.00
	Front of House Manager	<i>All hirers - per hour (min 3 hrs) plus applicable penalties</i>	45.00	46.00
	All Hirers	<i>Penalty rate after 9hrs, per staff member per hour</i>		57.00

CITY DEVELOPMENT				
<i>Community Halls</i>				
SERVICE TYPE COMMUNITY HALLS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)	
Audio	Kernot Hall PA System	<i>Per performance / event</i>	160.00	160.00
	LPAC PA System	<i>Per performance / event</i>	160.00	160.00
Audio & Lighting Package	Kernot Hall	<i>Per performance / event</i>	325.00	325.00
	LPAC	<i>Per performance / event</i>	350.00	350.00
Miscellaneous	Venue Hire Penalty Rate	<i>After 11pm- per hour</i>	140.00	140.00
	Kiosk	<i>Per hour</i>	26.00	26.00
	Replacement salto disc	<i>Per item</i>	25.00	25.00
	Excess rubbish removal (> 3m ² per hire)	<i>each additional 3m²</i>	105.00	105.00
Equipment	Test and tag electrical equipment	<i>Per item</i>	9.00	9.00
	Rostra	<i>Per unit per performance/event</i>	20.00	20.00
	Follow Spot or Smoke Machine or Mirror Ball	<i>Per unit per performance/event</i>	60.00	60.00
	Rope, glue, gaffer tape, batteries and other consumables	<i>Per item</i>	Based on Consumption	Based on Consumption
	Radio Microphones	<i>per unit/per performance/event</i>	70.00	70.00
	Folding tables	<i>Per item</i>	12.00	12.00
	Hire of Table Cloths	<i>Per item</i>		12.00
	Chairs	<i>Per item</i>	3.00	3.00

CITY DEVELOPMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Community Public/Products Liability Insurance			
\$10m cover with \$250 excess (subject to policy terms & conditions)			
Available to: Uninsured, non-high risk applicants, hiring any part, or all of a council owned or controlled facility, or involved in a council event or program or being a permit holder for a council event or program.			
Part A Venue/ Facility Hirers	<i>Per hire (up to 52 times per year)</i>	15.00	15.00
Part B Performers/ Stallholders/ Artists/ Street Stallholders/ Buskers/ Tutors and Instructors	<i>Per hire (up to 52 times per year)</i>	35.00	35.00
Ticketing			
All Hirers / All Venues (Including Soundshell)	Ticketing Fee per ticket		
	<i>Ticket value less than \$25.00</i>	2.00	2.00
	<i>Ticket value between \$25 - \$49.99</i>	3.00	3.00
	<i>Ticket value greater than \$49.99</i>	4.00	4.00
	<i>Complimentary tickets issued</i>	0.80	0.80
	<i>Fee per ticketing transaction</i>		
	<i>Tickets purchased via Telephone or Online</i>	2.00	2.00
	<i>Credit card transactions</i>	Bank Fee	Bank Fee
Merchandise Commission	Commercial - All Venues	Total Sales	12.50%
		12.50%	12.50%

CITY DEVELOPMENT			
<i>Latrobe Regional Airport</i>			
SERVICE TYPE LATROBE REGIONAL AIRPORT	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Airport Annual Licence Fees			
Recreational		149.60	152.60
Light Commercial		741.40	756.20
Commercial		1,485.00	1,514.70

These fees are set annually by the Latrobe Regional Airport Board and therefore the proposed 2019/20 fees may be subject to amendment following that process.

CITY DEVELOPMENT			
<i>Visitor Information Centre</i>			
SERVICE TYPE		2018/19	2019/20
VISITORS INFORMATION CENTRE	BASIS	\$ (GST Inc)	\$ (GST Inc)
Photocopying & Printing	Black and White A4	0.50	0.50
	Colour A4	1.50	1.50

CORPORATE SERVICES				
<i>Governance</i>				
SERVICE TYPE GOVERNANCE	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)	
Freedom of Information	Application Fee	Set by Freedom of Information (Access Charges) Regulations 2004	* As per regulations	* As per regulations
	Access Charges	Set by Freedom of Information (Access Charges) Regulations 2004	* As per regulations	* As per regulations
Community Public/Products Liability Insurance				
\$10m cover with \$250 excess (subject to policy terms & conditions)				
Available to: Uninsured, non-high risk applicants, hiring any part, or all of a council owned or controlled facility, or involved in a council event or program or being a permit holder for a council event or program.				
Part A Venue/ Facility Hirers		Per hire (up to 52 times per year)	15.00	15.00
Part B Performers/ Stallholders/ Artists/ Street Stallholders/ Buskers/ Tutors and Instructors		Per hire (up to 52 times per year)	35.00	35.00

CORPORATE SERVICES			
<i>Property & Legal</i>			
SERVICE TYPE PROPERTY AND LEGAL	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
Property and Legal			
Road Discontinuance/Closure & Sale of Land Application Fee.	<i>Per application</i>	250.00	255.00
Annual Lease/License Charge Non Commercial or Community & Non Profit Organisation.	<i>Per lease or licence per annum</i>	85.00	87.00
Off Street Car Parks			
Seymour Street Car Park (Traralgon)			
Car park space leases After Hours Call out Fee – Seymour Street Car Park	<i>Per space per annum Per callout</i>	1,255.00 Charged directly by Security Firm	1,280.00 Charged directly by Security Firm
Commercial Road Car Park (Morwell)			
Car park space leases	<i>Per space per annum</i>	845.00	862.00
Replacement Permit Stickers			
Replacement Permit Sticker	<i>First replacement in the financial year Subsequent replacements in the same financial year</i>	No Charge 22.00	No Charge 22.50

Latrobe City Council



Draft
**RATING
STRATEGY**

2019-20





LATROBE CITY COUNCIL

Rating Strategy 2019-2020

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LATROBE CITY

Introduction

Under the *Local Government Act 1989 (Act)*, a primary objective of all Victorian Local Governments is to ensure the equitable imposition of rates and charges (section 3C(f)). The purpose of this Rating Strategy is to consider Council's rating options under the Act, and how Council's choices in applying these options contribute towards meeting an equitable rating strategy.

It is important to note from the outset that the focus of this strategy is very different to that which is discussed in the Annual Budget. In the Annual Budget the key concern is the quantum of rates required to be raised for Council to deliver the services and capital expenditure required. In this Strategy, the focus instead is on how this **quantum** will be **equitably distributed** amongst Council's ratepayers.

The Rating Strategy will canvass the limited range of rating options available to Council under the Act, including the following:

- a. the choice of which valuation base to be utilised (of the three available choices under the Act);
- b. the consideration of uniform rating versus the application of differential rating for various classes of property;
- c. the most equitable level of differential rating across the property classes;
- d. the application of a municipal charge
- e. consideration of the application of fixed service charges for the areas of waste collection and municipal administration;
- f. the application of special rates and charges;
- g. the application of other levies under the *Planning & Environment Act 1987*; and
- h. a review of the rate payment dates and options available to Council.

Executive Summary and Recommendations

The selection of rating philosophies and the choice between the limited rating options available under the Act is a challenge for all councils to develop. It is most likely that a perfect approach is almost impossible to achieve in any Local Government environment.

Three key platforms currently form the basis of the current approach to rating at Latrobe City Council that is recommended for continuation. They are that:

- a. rates will continue to be based principally on an ad-valorem basis (i.e. based on the valuation of the various properties);
- b. Council will continue to apply a service charge to fully recover the cost of the collection and disposal of waste;
- c. Council will continue to apply differential rating to ensure all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council; and
- d. Council continues to levy a Municipal charge.

This proposed strategy recommends that Council adopts the following approach to rating for 2019/20.

SECTION	STRATEGY RECOMMENDATIONS
Valuation Base	Council uses the Capital Improved Value (CIV) method of valuation
Rating System (Uniform or Differential)	Council continues to apply differential rating as its rating system.
Differential rates	Council applies the following differential rates: General Rate Farm Rate Derelict Properties In addition, assessments eligible under the <i>Cultural and Recreational Lands Act 1963</i> receive concessional rates
Residential Land	The General Rate will be applied to all residential properties
Commercial Land	The General Rate will be applied to all Commercial properties
Industrial Land	The General Rate will be applied to all Industrial properties
Farm Land	Farm land that meets the definition of Farm Land as defined in this document will be eligible for the Farm Rate Differential which is set at 75% of the General Rate
Vacant Land	The General Rate will apply to all Vacant Land
Derelict Properties	Derelict properties are defined under Section 6 below. The differential is set at the maximum level of 4 times the lowest differential rate.
Retirement Villages	The General Rate will apply to all Retirement Village properties
Cultural and Recreational Land	There are two types of rebate offered <ul style="list-style-type: none"> • Non-Gaming Venues • Gaming Venues Assessments must meet the definition of cultural and recreational land in accordance with the <i>Cultural and Recreational Lands Act 1963</i> . Non Gaming Venues will be eligible for a rate rebate of 50% of the general rate, and Gaming Venues will be eligible for a rate rebate of 40% of the general rate. Each application is assessed on a case by case basis in accordance with the requirements of the Act. Additional rebate amounts are provided to two golf course assessments where land values have been impacted due to past changes in land zoning
Municipal Charge	Council applies a Municipal Charge in accordance with the Local Government Act.
Service Rates and Charges	A service charge is applied to Council's kerbside waste collection service. The service consists of collection areas and a mandatory three bin system within these collection areas. It includes the collection and disposal of household waste, recyclables and green waste
EPA Levy	The State Government EPA Levy on waste delivered to landfill is charged in addition to the waste charge and applies to each garbage bin service and will continue to be separately disclosed on the rates notice
Special Rates	Special Rates and Charges will continue to apply where special benefit can be shown to exist to a group of individual land owners for defined capital projects (e.g. gravel road sealing, footpaths etc.).
Rate Rebate for Land with a Deed of Covenant for Conservation Purposes	A Rates Rebate equating to a fixed amount of \$100 per property plus \$5 per hectare, will be available for land with a Deed of Covenant for Conservation purposes.
Payment of Rates and Charges	Council offers the option to pay rates by either the mandatory rate instalments option or the lump sum option in accordance with the Local Government Act.
Eligible Pension Rebate	Council continues to manage the State Government Pension Rebate scheme. Council does not provide any additional council rebate for eligible pensioners.

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1

What is a Rating Strategy and why have one?

The purpose of this strategy is to ensure that Council considers rate revenue and how the burden can be most equitably distributed among the community.

What is a Rating Strategy?

A Rating Strategy is the method by which Council systematically considers factors of importance that informs its decisions about the rating system. The rating system determines how Council will raise money from properties within the municipality. It does not influence the total amount of money to be raised. Rather, it concerns the share of rate revenue contributed by each property. The rating system comprises the valuation base for each property and the actual rating instruments allowed under the Act to calculate property owners' liability for rates.

The importance of a rating strategy

Latrobe City Council currently receives the majority of its Total Revenue by way of property-based rates and waste charges. The development of strategies in respect of the rating base is therefore of critical importance to both Council and the community.

The principles of good governance further require Council to provide ongoing or periodic monitoring and review of the impact of major decisions. It is therefore essential for Council to evaluate on a regular basis, the legislative objectives to which it must have regard and those other objectives which Council believes are relevant.

Council's approach to the raising of rate revenue is in line with its goal of providing transparency and accountability in its decision-making.



Rating – the Legislative Framework

The purpose of this section is to outline the legislative framework within which Council operates its rating system and the various matters that Council must consider when making decisions on rating objectives.

2.1 LEGISLATIVE FRAMEWORK

The *Local Government Act 1989*, Part 1A, Section 3C stipulates that the primary objective of Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of its decision. In seeking to achieve its primary objective, Council must have regard to a number of facilitating, or supporting, objectives, set out in section 3C(2) of the Act, one of which is to ensure the equitable imposition of rates and charges.

The issue of equity must therefore be addressed in the rating strategy, and this strategy has paid careful attention to this aspect.

2.2 CONSIDERATION OF EQUITY

Having determined that Council must review its rating strategy in terms of the equitable imposition of rates and charges, the difficulty becomes how to define and determine what is in fact equitable in the view of Council.

In considering what rating approaches are equitable, some concepts that Council may take into account are:

Horizontal equity, which refers to justice or fairness in the treatment of like properties, in other words, that similar rates are paid by similar properties. On the proviso that Council valuations fairly reflect the true valuation of like properties, horizontal equity will be achieved.

Vertical equity, which refers to justice or fairness in the treatment of properties in different circumstances. (e.g. different property types –

Residential/ Commercial/ Industrial / Farming/ Vacant / Developed).

In the case of property rates, it may be considered equitable for one type of property to have to bear more or less of the rates burden than another type of property. In achieving vertical equity in its rating strategy, Council must consider the valuation base it chooses to adopt to apply property rates and the application of the various rating tools available to it under the Act (e.g. differential rates).

Linkage of property wealth to capacity to pay, which recognises that the valuation of property is an imperfect system in which to assess a resident's ability to pay annual rates but one which Council is restricted to under the Act. A frequently raised example is pensioners who live in their family home which carries a high value, but live on a pension. The equity question for consideration however is whether Council should support residents in this situation with lower rates that will eventually be to the financial benefit of estate beneficiaries, or whether the ability to defer rates (in all or in a part) represents a more equitable outcome for all ratepayers.

The Benefit principle, which concerns one of the more misunderstood elements of the rating system, being that residents seek to equate the level of rates paid with the amount of benefit they individually achieve. The reality is however that rates are a system of taxation not dissimilar to PAYG tax.

In paying a tax on salaries, it is rarely questioned what benefit is received with it being acknowledged that tax payments are required to pay for critical services (Health, Education, etc) across the nation. Local Government is no different, with Rates being required to subsidise the delivery of services and capital works that would otherwise be unaffordable if charged on a case by case basis.

It is a choice of Council to what degree it pursues a 'user pays' philosophy in relation to charging for individual services on a fee-for-service basis. Similarly,

LATROBE CITY

RATING – THE LEGISLATIVE FRAMEWORK
2.2 CONSIDERATION OF EQUITY
(Continued)

Council must make a rating decision in terms of whether to use a fixed waste charge to reflect the cost of waste collection and a fixed municipal charge to defray the administrative costs of Council. Both of these choices are discussed later in this Rating Strategy.

The recommended approaches in this Rating Strategy in terms of equity are discussed further under each section.

What Rates and Charges may a Council declare?

Section 155 of the Act provides that a Council may declare the following rates and charges on rateable land-

General Rates under section 158;

Municipal Charges under section 159;

Service Rates and Charges under section 162; and

Special Rates and Charges under section 163.

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed in sections 8, 9 and 10 of this Rating Strategy.

Valuation Methodology available to Council

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates.

Section 157(1) of the Act provides Council with three choices in terms of which valuation base to utilise. They are Site Valuation, Capital Improved Valuation and Net Annual Value. The advantages and disadvantages of the respective valuation basis are discussed in section 5 of this Rating Strategy.

Declaring Rates and Charges

Section 158 of the Act provides that Council must, at least once in respect of each financial year, declare by 30 June the following for that year:

the amount which Council intends to raise by way of general rates, municipal charges, service rates and service charges;

whether the general rates will be raised by application of –

a uniform rate; or

differential rates (if Council is permitted to do so under section 161(1) of the Act; or

urban farm rates, farm rates or residential use rates (if Council is permitted to do so under Section 161A of the Act).

Council's approach to the application of differential rates is discussed in section 6 of this Rating Strategy.





Understanding the rating framework at Latrobe City Council

Latrobe City Council currently applies the Capital Improved Valuation method of valuation in order to levy its rates. Council applied three differential rating categories for 2018/19.

Council rates are calculated as follows:

Rate in the dollar X Property Value = Council rates

As an example the "rate in the dollar" for a residential occupied property valued at \$300,000 in 2018/19 would be \$1,405.12

(\$300,000 X 0.00468373 = \$1,405.12) plus municipal charge, waste charges and State Government charges

RATING CATEGORIES 2019/20 YEAR

2019/20 RATING CATEGORY	NO. OF RATING UNITS	CAPITAL IMPROVED VALUE	RATES REVENUE
Residential	35,015	\$9,132,903,000	\$42,635,679
Commercial	1,755	\$1,320,097,000	\$6,162,688
Industrial	933	\$504,584,000	\$2,355,580
Farm	1,026	\$723,138,000	\$2,531,901
Derelict Buildings	8	\$2,174,000	\$30,447
Recreational & Cultural Lands A	11	\$23,135,000	\$30,751
Recreational & Cultural Lands (Gaming)	4	\$18,923,000	\$53,004
Total Rateable Properties	38,752	\$11,724,954,000	\$53,800,050

In terms of the differential rates that Council applies, the below table sets out the existing differential rating structure.

RATING CATEGORY	2018/19 RATE IN \$	2018/19 RELATIVE TO GENERAL	2019/20 PROPOSED RATE IN \$	PROPOSED 2019/20 RELATIVE TO GENERAL
Residential	0.00468373	1.00	0.00466836	1.00
Commercial	0.00468373	1.00	0.00466836	1.00
Industrial	0.00468373	1.00	0.00466836	1.00
Farm	0.00351280	0.75	0.00350127	0.75
Derelict Buildings	0.01405120	3.00	0.01400508	3.00
Recreational & Cultural Lands A	Various	Various	Various	Various
Recreational & Cultural Lands (Gaming)	0.00281024	0.60	0.00280102	0.60

LATROBE CITY

UNDERSTANDING THE RATING FRAMEWORK AT LATROBE CITY COUNCIL
 RATING CATEGORIES 2019/20 YEAR
 (Continued)

Council currently utilises a service charge to fully recover the cost of fulfilling its waste collection and disposal function.

The following represents the waste charges. These charges are levied under section 162 of the Act.

CHARGE DESCRIPTION	NUMBER OF SERVICES	PROPOSED UNIT RATE 2019/20	ESTIMATED TOTAL INCOME 2019/20
Garbage Charge-120L	32,815	\$225.00	\$7,383,445
Garbage Charge-240L	1,172	\$332.00	\$389,237
Garbage Charge-240L-Special	1,277	\$256.00	\$326,912
Recycle	35,374	\$77.00	\$2,723,817
Green Waste	32,263	\$50.00	\$1,613,158
Landfill Levy	35,255	\$21.30	\$750,925
TOTAL			\$13,187,494

Council currently applies a municipal charge for the purpose of defraying administration costs of Council.

CHARGE DESCRIPTION	NUMBER OF SERVICES	PROPOSED UNIT RATE 2019/20	ESTIMATED TOTAL INCOME 2019/20
Municipal Charge	38,493	\$140.00	\$5,389,020





Determining which valuation base to use

As outlined above, under the Act, Council has three options for the valuation base it elects to use.

They are:

- a. **Capital Improved Valuation (CIV)** – Value of land and improvements upon the land
- b. **Site Valuation (SV)** – Value of land only
- c. **Net Annual Value (NAV)** – Rental valuation based on CIV. For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

4.1 CAPITAL IMPROVED VALUE

CIV is the most commonly used valuation base by Victorian Local Government with over 70 Councils applying this methodology. Based on the value of both land and all improvements on the land, it is relatively easy to understand for ratepayers as it equates the market value of the property.

Section 161 of the Act provides that a Council may raise any general rates by the application of a differential rate if it –

- a. **uses the capital improved value system of valuing land; and**
- b. **considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.**

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using CIV

- CIV includes all improvements, and hence is often supported on the basis that it more closely reflects “capacity to pay”. The CIV valuation method takes into account the full development value of the property and hence better meets the equity criteria than SV and NAV.
- With the increased frequency of valuations

(two year intervals), the market values are more predictable and this has reduced the level of objections resulting from valuations. The concept of the market value of property is far more easily understood with CIV rather than NAV or SV.

- Most councils in Victoria have now adopted CIV, which makes it easier to compare relative movements in rates and valuations across and between councils' municipal districts.
- The use of CIV allows councils to apply differential rates so as to equitably distribute the rating burden based on ability to afford rates. CIV allows Council to apply higher rating differentials to the commercial and industrial sector that offset residential rates.

Disadvantages of using CIV

- The main disadvantage with CIV is the fact that rates are based on the total property value, which may not necessarily reflect the income level of the property owner, as with pensioners and low income earners.

4.2 SITE VALUE

With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of SV would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector.

In many ways, it is difficult to see an equity argument being served by the implementation of SV.

Advantages of Site Value

- There is a perception that, under SV, a uniform rate would promote development of land, particularly commercial and industrial developments. There is however little evidence to prove that this is the case.

Disadvantages in using Site Value

- Under SV, there would be a significant shift from the Industrial/Commercial sector onto the residential and farming sector of Council.

LATROBE CITY

DETERMINING WHICH VALUATION BASE TO USE
 4.2 SITE VALUE
 DISADVANTAGES IN USING SITE VALUE
 (Continued)

- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units and townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on Council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. farm land, urban farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of SV.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The rate-paying community has greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by Council's Customer Service and Property Revenue staff each year.

4.3 NET ANNUAL VALUE

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is closely linked to CIV for Residential Land and Farm Land. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of Residential Land and Farm Land, NAV for Commercial and Industrial Land is assessed with regard to actual market rental. This differing treatment of has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not supported. For ratepayers in respect of Residential Land and Farm Land, actual rental values poses some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

In choosing a valuation base, councils must decide on whether they want to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the Act, it must adopt either of the CIV or NAV methods of rating.

4.4 SUMMARY

It is recommended that Council continues to apply CIV as the valuation base for the following reasons:

- CIV is considered to be the closest approximation to an equitable basis for distribution of the rating burden.
- CIV provides Council with the ability to levy a full range of differential rates. Only limited differential rating is available under the other valuation bases.
- It should be noted that an overwhelming majority of Victorian councils apply CIV as their valuation base and, as such, it has a wider community acceptance and understanding than the other rating bases.





Determining the Rating System - Uniform or Differential?

Council may apply a uniform rate or differential rates as a means of raising revenue. They are quite different in application and have different administrative and appeal mechanisms that need to be taken into account.

5.1 UNIFORM RATE

Section 160 of the Act stipulates that, if a council declares that general rates will be raised by the application of a uniform rate, the council must specify a percentage as the uniform rate. Rates will be determined by multiplying that percentage by the value of the relevant land.

Council has not adopted uniform rates. Since amalgamation, it has instead chosen to adopt a differential rating system.

5.2 DIFFERENTIAL RATES

Under the Act, Council is entitled to apply differential rates provided that it uses CIV as its basis for rating.

Council has since its inception adopted the differential rating system as it considers that this provides a greater ability to achieve equitable distribution of the rating burden, particularly considering the farming sector.

Differential rates in the dollar of CIV can be applied to different classes of property, which must be clearly differentiated and the setting of differentials must be used to improve equity and efficiency. There is no legislative limit on the number of differential rates that can be levied, however, the highest differential rate can be no more than four times the lowest differential rate.

Council, in striking the rate through the annual budget process sets the differential rate for set classes of properties at higher or lower amounts than the general rate. Currently there are only two different levels of rates being General and Farm rates.

Advantages of a differential rating system

The perceived advantages of utilising a differential rating system are:

- Greater flexibility to distribute the rate burden between all classes of property
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create inequitable outcomes (eg Farming enterprises)
- Allows Council discretion in the imposition of rates to 'facilitate and encourage appropriate development of its municipal district in the best interest of the community.

Disadvantages of Differential Rating

The perceived disadvantages in applying differential rating are that:

- Justification of the differential rate can at times be difficult for the various rating groups to accept, giving rise to queries, objections and complaints where the differentials may seem excessive or unjustified.
- Differential rating involves a degree of administrative complexity as properties continually shift from one type to another (eg residential to farm, vacant to improved) requiring Council to update its records. Maintaining the accuracy/integrity of Council's database is critical in ensuring that properties are correctly classified into their differential categories.
- Council may not achieve the objectives it aims for through differential rating. For example, Council may set its differential rate objectives to levy a higher rate on vacant land, hoping to encourage development, however, it is uncertain whether a differential rate would achieve such objectives.



What Differential Rates should be applied?

6.1 GENERAL RATE

The general rate is the particular rate in the dollar that applies to all land which is not defined within a differential rate and includes residential, commercial and industrial properties, both vacant and improved.

The actual rating burden applying to general properties is an outcome determined by decisions to apply either higher or lower rates in the dollar to other classes of property, such as farm, commercial/ industrial or recreational land.

In the setting of differential rates, Council consciously considers their relativity to the general rate.

6.2 FARM RATE

Council currently has 1,026 farm assessments.

Historically a lower rate has been applied to farms, the basis for this decision being that, in general, farmers require larger landholdings in order to run efficiently, and this would effectively result in disproportionately high rates in relation to the income or surplus able to be generated from these properties.

Farm properties represent 2.6% of Council's assessments, contributing 4.7% of rate revenue. Council recognises their responsibility to ensure that the farm rate is enjoyed by deserving ratepayers. The problem arises in identifying "genuine" farms, as opposed to "hobby farms".

The *Valuation of Land Act 1960* sets out the definition of Farm Land for valuation purposes, and defines "farm land" as any rateable land:

- that is not less than 2 hectares in area and;
- that is used primarily for grazing (including agistment), dairying, pig farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and

- that is used by a business
 - that has a significant and substantial commercial purpose or character; and
 - that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

This definition of farm land is also used for rating purposes.

In summary, it is Council's opinion that:

- due to the large tracts of land required to meet the definition of Farm Land it is recognized that if a differential rate was not in place then farmers would be required to contribute a disproportional amount of Council's rates revenue.
- evidence shows that returns able to be realised by farming from the assets employed (including land) are lower than for other forms of land, so that its capacity to pay is lower;
- rate relief should continue to be provided to farming/agriculture because of its importance to the local economy

6.3 DERELICT PROPERTIES

Latrobe City Council introduced in 2017/2018 a differential rate relating to derelict properties across the municipality. The differential rate is set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

The objective of the differential rate is to promote the responsible management of land and buildings through incentivising the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.

For the purposes of applying the differential rate, properties, which include both buildings and/or land, will be considered derelict where 1 and 2 apply –

1. The property is in such a state of disrepair that it is unfit for human habitation or other occupation, and has been in such a condition for a period of more than 3 months.
 - The definition of “unfit for human habitation or other occupation” is a property that is unsuitable for living or working in on a daily basis. The property is likely to lack, or have restricted access to, essential services or facilities including but not limited to water, and/or operational effluent discharge facilities, and the property is considered unsafe or unsuitable for use as a place of business or domestic inhabitation on a daily basis.

and

2. The property meets one or more of the following criteria –
 - a. The property has become unsafe and poses a risk to public safety, including but not limited to:
 - the existence on the property of vermin, rubbish/litter, fire hazards, excess materials/goods, asbestos or other environmental hazards; or
 - the property is a partially built structure where there is no reasonable progress of the building permit;
 - b. The property adversely affects public amenity;

- c. The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;
- d. The condition of the property has a potential to adversely impact the value of other properties in the vicinity;
- e. The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish.

The assessment of properties will be determined by Council's authorised officers.

6.4 RETIREMENT VILLAGES

Retirement village property is any property, which is defined as a Retirement Village under the *Retirement Villages Act 1986*. In accordance with the Ministerial Guidelines on Differential Rating, a Council must give consideration to reducing the rates burden through the use of a reduced differential rate for Retirement Village Land.

The determination of where a differential rate should apply should reflect the level of service provided and ensures that reasonable rate relativity is maintained between retirement village property and other classes of property.

Latrobe City Council has 9 registered retirement villages within the municipality.

The villages located within the municipality are largely non self-sufficient and residents continue to rely heavily on Council services. Therefore they are not seen to provide sufficient internal services to warrant the application of a differential rate. The introduction of a differential rate would result in a greater portion of the rates burden being shifted to other low income households and pensioners.

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Cultural & Recreational Land:

The *Cultural and Recreational Lands Act 1963 (CRL Act)* provides for a council to grant a rating concession in respect of any "recreational lands" which are rateable land under the Act.

The definition of "recreational lands" under section 2 of the CRL Act is lands which are:

- vested in or occupied by any body corporate or unincorporated body which exists for the purpose of providing or promoting cultural or sporting recreational or similar facilities or objectives and which applies its profits in promoting its objects and prohibits the payment of any dividend or amount to its members; and
- used for outdoor sporting recreational or cultural purposes or similar outdoor activities; or
- used primarily as agricultural showgrounds.

Section 169 of the Act, provides an opportunity for Council to grant a concession for properties described by definition as a sporting club under the CRL Act.

There are currently two levels of rebate provided based on the type of premises and include;

1. *Non-Gaming Premises (Rebate of 50% of the General Rate)*
Eligible assessments that do not have gaming/ gambling facilities at the premises
2. *Gaming Premises (Rebate of 40% of the General Rate)*
Eligible assessments that provide gaming/ gambling facilities on the premises

The division in rebates recognises that assessments with gaming facilities have a greater capacity to earn income, and therefore have a greater capacity to pay.

In addition to the standard rebate amounts there is also recognition that in 2010 the land associated with the Yallourn Golf Club was rezoned as part of a greater area rezoning initiated by an adjoining landowner. This resulted in a substantial increase in land valuation that would have ultimately resulted in a substantial increase in rates payable. It was recognised that the Golf Club would be unable to afford to continue operating should Council enforce the above calculation method so it was agreed to maintain the rates at the existing level prior to the rezoning plus annual indexation in line with the annual rate increase.

Similarly, an error in valuation at the Traralgon Golf Course associated with zoning was uncovered in 2012 which also resulted in a substantial increase in land valuation. The same methodology as Yallourn Golf Club was applied to the calculation of rates.

Both Traralgon and Yallourn Golf Clubs therefore received a rebate in excess of the 50% outlined above.

The rebate system is reassessed annually as part of the budget process.





Special Rates & Charges

Special rates and charges are covered under Section 163 of the Act, which enables Council to declare a special rate or charge or combination of both for the purposes of:

- Defraying any expenses, or
- Repaying with interest any advance made or debt incurred or loan raised by Council

In relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge.

Section 185 of the Act provides appeal rights to the Victorian Civil and Administrative Tribunal (VCAT) in relation to the imposition of a special rate or charge. VCAT has wide powers, which could affect the viability of the special rate or special charge.

Council currently utilises Special Charges to recover the costs of sealing urban residential streets, where the benefit can be attributed to the residents of those streets. Council is mindful of the issue of proving that special benefit exists to those that are levied the rate or charge.



Municipal Charge

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the Act, Council may declare a municipal charge to cover some of its administrative costs. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge. A Council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates.

The arguments in favour of a municipal charge are similar to waste charges. They apply equally to all properties and are based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Council's administrative costs can be seen as an equitable method of recovering these costs.

The argument against a municipal charge is that this charge is regressive in nature and would result in lower valued properties paying higher overall rates and charges than they do at present. The equity objective in levying rates against property values is lost in a municipal charge as it is levied uniformly across all assessments.

Council's current position is that all assessments should equally contribute to the administrative costs of running Council and therefore a Municipal Charge is currently applied.



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Service Rates and Charges

Section 162 of the Act provides Council with the opportunity to raise service rates and charges for any of the following services:

- a. the provision of a water supply;
- b. the collection and disposal of refuse;
- c. the provision of sewerage services;
- d. any other prescribed service.

Council currently applies a Service Charge for the collection and disposal of refuse on properties that fall within the collection area. Council's waste collection service consists of a three bin system which includes Garbage collected on a weekly basis and Recycle and Green Waste which is collected fortnightly on alternative weeks. Council retains the objective of setting the Waste Service Charge for waste at a level that fully recovers the cost of fulfilling the waste collection and disposal function.

The advantage of the Waste Service Charge is that it is readily understood and accepted by residents as a fee for a direct service that they receive. It further provides equity in the rating system as those residents who do not live in a collection area are not required to contribute to the cost of the service through general rates.

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EPA Levy Charge

The Victorian Government through the Environment Protection Authority (EPA) levies all landfill sites with a landfill levy which is based on the amount of waste entering landfills on an annual basis.

In 2010/11, Council decided to separately disclose the EPA Levy on the rates notice after the State Government substantially increased the annual charge.

This separate cost is shown on Rates Notices in the interests of greater transparency. The cost of the levy is influenced by two drivers – one is the volume of waste going into landfill, and the second is the price per tonne levied by the EPA.

Council estimates the average annual garbage waste to landfill per property at 0.65 tonnes.



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Rate Payment Options

There are only two options available under the Act for Council to set due dates for payment of rates. The first is an option of a lump sum payment on a fixed date (which is set as 15 February of each year) and the second is a mandatory instalment approach where quarterly payments are required at the end of September, November, February and May. Under this second approach, residents can elect to pay instalments in advance at any point.

Council has elected to maintain the options offered within the Act of both instalments and an annual payment option.

The current profile of rate payments shows a reasonably steady history over the last four years of approximately 60% of council's 38,752 ratepayers paying by the traditional means of instalments or annual payments with the balance being either agreed payment arrangements or other non-agreed payment arrangements.

36% (14,233) of ratepayers currently utilise the instalment program as their preferred method while 49% (19,473) pay in full by the 15 February under the lump sum option.

A future consideration of Council will need to be whether the full payment option should be retained. Council has experience a significant increase in the number of ratepayers seeking payment assistance through alternative payment arrangements and ratepayers defaulting on payments. The current annual payment option effectively restricts council from engaging ratepayers until after the full payment due date.

There are a number of advantages to consider regarding the removal of the option to pay by lump sum in February each year. These include;

Council has the ability to identify struggling payers much earlier in the process, which provides the ratepayer with additional time to implement payment arrangements than would be the case if Council does not become aware of the issue until February.

It provides improved cash flow. Council operates under a 1 July to 30 June financial year, and issues annual rates notices in August of each year. Under the lump sum payment arrangement Council needs to self-fund all expenditure through to February. During this time, Council is required to continue to provide operational services and capital works which will place considerable strain on council's cash flow as the impact of rate capping is realised.

It brings Council into closer alignment with virtually every other utility service provider.

Finally, it is the experience of Council that ratepayers are better able to manage and plan their household finances for four instalments, rather than the single, significant payment required under the lump sum payment option, which, falling mid-February, follows on the heels of the expense of Christmas.

Council considers its options annually as part of the budget process, any change to the current arrangement will require community consultation and a reasonable lead time to enable ratepayers to adjust.

Latrobe City Council

Information within this document was correct at time of print and is subject to change without prior notice.

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To obtain this information in languages other than English, or in other formats (including audio, electronic, Braille or large print), please contact Latrobe City on 1300 367 700.

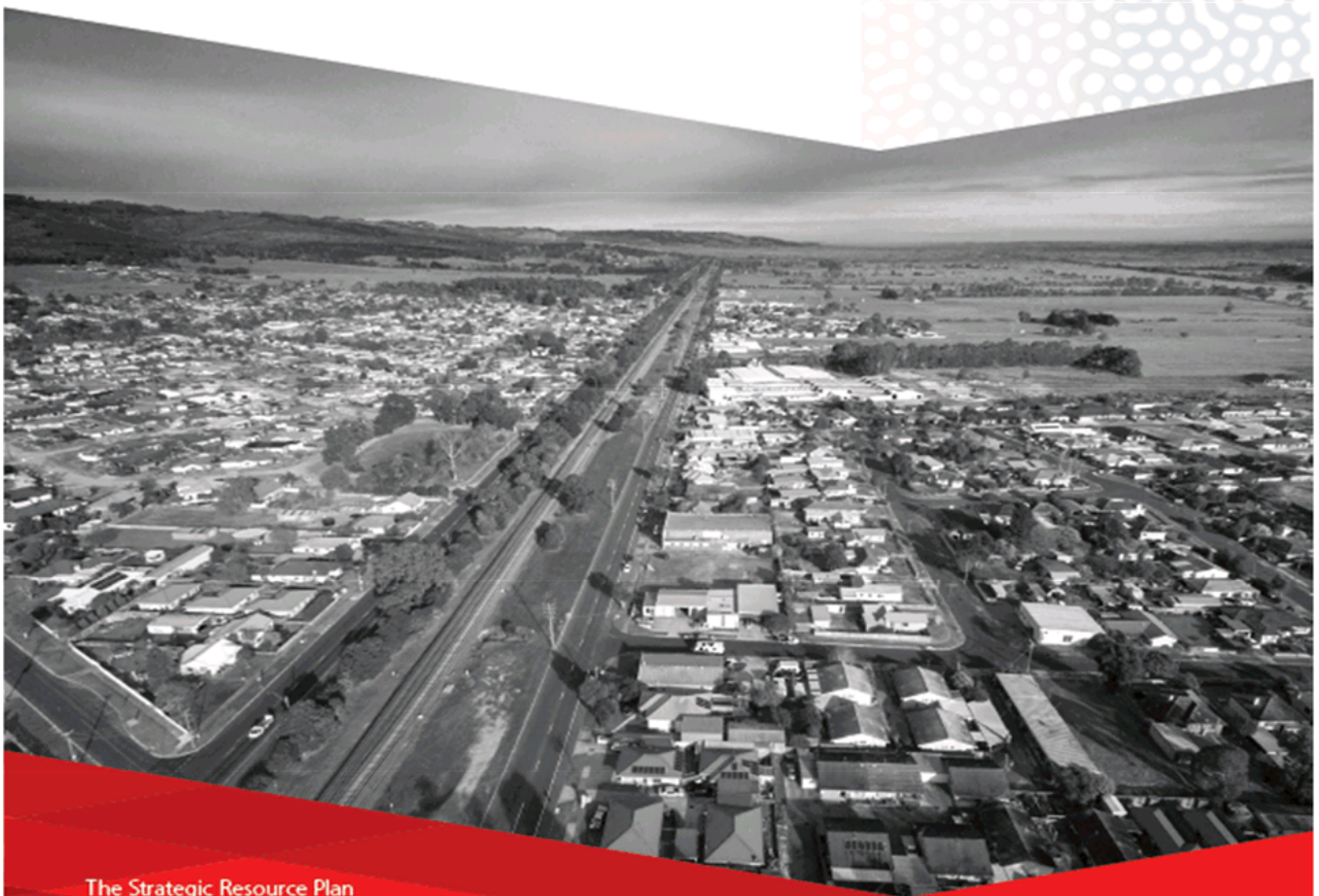


LatrobeCity

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STRATEGIC RESOURCE PLAN

2019-2023



The Strategic Resource Plan identifies the resources that will be required by Latrobe City Council over the next four years for the implementation of the Council Plan 2017-2021.



Comprehensive Income Statement

For the four years ending 30 June 2023

	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000
Income				
Rates and charges	80,250	81,965	83,717	85,506
Statutory fees & fines	2,266	2,311	2,358	2,405
User fees	12,657	12,910	13,168	13,432
Grants - Operating	25,858	26,117	26,378	26,642
Grants - Capital	41,925	6,577	2,360	2,360
Contributions - Monetary	90	92	94	96
Contributions - Non-Monetary	3,000	3,060	3,121	3,184
Net gain on disposal of property, infrastructure, plant & equipment	0	0	0	0
Other Income	3,587	3,629	3,671	3,715
Total income	169,633	136,661	134,867	137,340
Expenses				
Employee costs	60,267	61,929	63,292	64,684
Materials and services	35,429	35,467	36,111	36,592
Depreciation and amortisation	28,367	29,696	31,657	32,188
Bad and doubtful debts	9	10	11	11
Borrowing Costs	615	690	627	566
Other Expenditure	2,885	2,944	3,001	3,063
Total expenses	127,572	130,736	134,699	137,104
Surplus / (deficit) for the year	42,061	5,925	168	236
Other comprehensive income				
Net Asset Revaluation movement	23,836	25,978	26,449	26,597
Total comprehensive result	65,897	31,903	26,617	26,833

The Comprehensive Income Statement shows what is expected to happen over the next four years in terms of revenues, expenses and other gains/losses.

The 'bottom line' shows the movement in Council's financial position during the next four years which is reflected in the movement in net assets/total equity in the Standard Balance Sheet.

Key Assumptions

- Employee costs are projected rise 2.2% p.a. as a result of Enterprise Bargaining Agreements and banding increments.
- Overall rates and charges will increase by 2.8% in 2019/20 raising total rates & charges of \$80.25 million, including \$0.108 million generated from supplementary rates. General rates and municipal charge increase by 2.5% (as per the rate cap) or \$1.441 million while garbage charges increase by \$8.50 per service which equates to 2.3% or \$0.302 million. In addition the State Government imposed Landfill levy increases by 2.40%. In the following 3 years rates are projected to increase by 2.0% per annum based on the current rate cap projections under the Fair Go Rate System.
- User charges will increase by 2.0 percent annually in accordance with CPI.
- Recurrent operating grants and contributions are increased by 1.0 percent annually (CPI less 1%) except where actual funding is already known.
- Materials and consumables will increase by 2.0 percent annually.
- Finance costs vary according to Council's loan repayment schedules and for new borrowings, an interest rate of 4.5 percent is assumed for the Latrobe Creative Precinct and 1.6% for the Gippsland Regional Aquatic Facility and Traralgon Sports Stadium upgrade.

Balance Sheet

For the four years ending 30 June 2023

	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000
Assets				
Current assets				
Cash and cash equivalents	20,034	20,787	25,542	30,154
Trade and other receivables	8,623	9,628	9,600	9,796
Other financial assets	49,000	31,850	31,850	31,850
Financial Assets	3,015	3,015	3,015	3,015
Total current assets	80,672	65,280	70,007	74,815
Non-current assets				
Trade and other receivables	8	8	8	8
Other financial assets	2	2	2	2
Property, infrastructure, plant and equipment	1,298,919	1,338,531	1,357,382	1,376,290
Intangible assets	796	93	1,500	797
Total non-current assets	1,299,725	1,338,634	1,358,892	1,377,097
Total assets	1,380,397	1,403,914	1,428,899	1,451,912
Liabilities				
Current liabilities				
Trade and other payables	8,336	6,632	6,756	6,856
Trust funds & deposits	2,146	2,189	2,233	2,277
Provisions	18,334	15,927	16,227	15,733
Interest bearing liabilities	2,060	1,954	2,015	1,944
Total current liabilities	30,876	26,702	27,231	26,810
Non-current liabilities				
Provisions	17,126	14,869	14,723	13,268
Interest bearing loans and borrowings	21,012	19,057	17,042	15,098
Total non-current liabilities	38,138	33,926	31,765	28,366
Total liabilities	69,014	60,628	58,996	55,176
Net Assets	1,311,383	1,343,286	1,369,903	1,396,736
Equity				
Accumulated surplus	803,052	808,885	808,959	809,099
Other Reserves	508,331	534,401	560,944	587,637
Total equity	1,311,383	1,343,286	1,369,903	1,396,736

The Standard Balance Sheet provides a snapshot of the Council's expected financial position at the end of each of the next four years. The 'bottom line' of this statement is net assets/total equity which is the net worth of Council.

The change in net assets/total equity is the result of the total comprehensive result shown in the Standard Income Statement.

Statement of Changes in Equity

For the four years ending 30 June 2023

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2019/20				
Balance at beginning of the financial year	1,245,486	761,082	480,890	3,514
Surplus for the year	42,061	42,061	-	-
Net asset revaluation increment	23,836	-	23,836	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	(91)	-	91
Balance at end of the financial year	1,311,383	803,052	504,726	3,605
2020/21				
Balance at beginning of the financial year	1,311,383	803,052	504,726	3,605
Surplus for the year	5,925	5,925	-	-
Net asset revaluation increment	25,978	-	25,978	-
Transfer to reserves	-	(92)	-	92
Transfer from reserves	-	-	-	-
Balance at end of the financial year	1,343,286	808,885	530,704	3,697
2021/22				
Balance at beginning of the financial year	1,343,286	808,885	530,704	3,697
Surplus for the year	168	168	-	-
Net asset revaluation increment	26,449	-	26,449	-
Transfer to reserves	-	(94)	-	94
Transfer from reserves	-	-	-	-
Balance at end of the financial year	1,369,903	808,959	557,153	3,791
2022/23				
Balance at beginning of the financial year	1,369,903	808,959	557,153	3,791
Surplus for the year	236	236	-	-
Net asset revaluation increment	26,597	-	26,597	-
Transfer to reserves	-	(96)	-	96
Transfer from reserves	-	-	-	-
Balance at end of the financial year	1,396,736	809,099	583,750	3,887

Statement of Cash Flows

For the four years ending 30 June 2023

	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities				
Rates and charges	80,081	82,724	84,764	86,540
Statutory fees & fines	2,267	2,333	2,387	2,434
User Fees	13,256	13,030	13,333	13,594
Grants - operating	25,924	26,359	26,708	26,963
Grants - capital	41,925	6,638	2,389	2,388
Contributions - monetary	90	92	94	96
Interest received	1,500	1,500	1,500	1,500
Trust funds and deposits taken	42	43	44	45
Other Receipts	2,244	2,149	2,200	2,243
Net GST refund/payment	3,069	5,557	4,323	4,217
Employee costs	(60,243)	(65,008)	(65,284)	(66,724)
Materials and services	(43,893)	(37,434)	(37,451)	(37,952)
Trust funds and deposits repaid		-		
Other payments	(2,906)	(8,106)	(5,413)	(5,475)
Net cash from operating activities	63,356	29,877	29,594	29,869
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(108,605)	(44,324)	(23,075)	(23,508)
Proceeds from sale of property, infrastructure, plant and equipment	714	801	817	833
Payments for investments	(150,000)	(100,000)	0	0
Proceeds from sale of investments	191,000	117,150	0	0
Net cash used in investing activities	(66,891)	(26,373)	(22,258)	(22,675)
Cash flows from financing activities				
Finance costs	(615)	(690)	(627)	(566)
Proceeds from borrowings	12,650	0	0	0
Repayment of borrowings	(9,639)	(2,061)	(1,954)	(2,015)
Net cash provided by (used in) financing activities	2,396	(2,751)	(2,581)	(2,581)
Net increase/(decrease) in cash & cash equivalents	(1,139)	753	4,755	4,613
Cash & cash equivalents at beginning of year	21,173	20,034	20,787	25,542
Cash & cash equivalents at end of year	20,034	20,787	25,542	30,154

The Standard Cash Flow Statement shows the expected movement in cash over the next four years.

- The net cash flows from operating activities shows the expected cash available after providing services to the community. Surplus funds have been allocated to fund ongoing capital requirements.

Statement of Capital Works

For the four years ending 30 June 2023

	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000
Property				
Land	0	0	0	0
Buildings	79,306	19,451	3,347	3,384
Heritage Buildings	0	0	0	0
Total Property	79,306	19,451	3,347	3,384
Plant and Equipment				
Plant, Machinery & Equipment	2,652	2,411	2,460	2,509
Fixtures, Fittings & Furniture	10	10	10	11
Computers & Telecommunications	600	612	624	637
Artworks	15	15	16	16
Total Plant and Equipment	3,277	3,048	3,110	3,173
Infrastructure				
Roads	10,450	11,061	11,283	11,512
Footpaths & Cycleways	1,031	1,311	1,337	1,364
Bridges & Culverts	600	778	284	290
Off Street Carparks	50	276	282	288
Drainage	154	503	513	523
Recreational, Leisure & Community Facilities	6,116	51	52	53
Parks, Open Space & Streetscapes	3,569	602	614	626
Aerodromes	0	153	156	159
Waste Management	100	3,060	0	0
Other Infrastructure	3,953	0	0	0
Total Infrastructure	26,023	17,795	14,521	14,815
Total capital works expenditure	108,606	40,294	20,978	21,372
Represented by:				
New asset expenditure	74,254	16,905	766	766
Asset renewal expenditure	17,532	22,046	18,856	19,237
Asset expansion expenditure	0	0	0	0
Asset upgrade expenditure	16,819	1,344	1,356	1,368
Total capital works expenditure	108,605	40,295	20,978	21,371
Funding sources represented by:				
Grants	41,925	6,577	2,360	2,360
Contributions	0	0	0	0
Council cash	54,030	33,718	18,618	19,011
Borrowings	12,650	0	0	0
Total capital works expenditure	108,605	40,295	20,978	21,371

Statement of Human Resources

For the four years ending 30 June 2023

	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000
Staff expenditure				
Employee costs - operating	60,267	61,929	63,292	64,684
Employee costs - capital	1,547	1,581	1,616	1,651
Total staff expenditure	61,814	63,510	64,908	66,335
	FTE	FTE	FTE	FTE
Staff numbers				
Employees	606.0	606.0	606.0	606.0
Total staff numbers	606.0	606.0	606.0	606.0

Other Information

For the four years ending 30 June 2023

1. Summary of planned capital works expenditure

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2019/20										
Property										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	79,306	63,319	1,700	14,287	0	79,306	32,581	0	34,075	12,650
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
Total Property	79,306	63,319	1,700	14,287	0	79,306	32,581	0	34,075	12,650
Plant and Equipment										
Plant, Machinery & Equipment	2,652	0	2,652	0	0	2,652	0	0	2,652	0
Fixtures, Fittings & Furniture	10	0	10	0	0	10	0	0	10	0
Computers & Telecommunications	600	0	600	0	0	600	0	0	600	0
Artworks	15	15	0	0	0	15	0	0	15	0
Total Plant and Equipment	3,277	15	3,262	0	0	3,277	0	0	3,277	0
Infrastructure										
Roads	10,450	0	10,425	25	0	10,450	1,360	0	9,090	0
Footpaths & Cycleways	1,031	0	1,031	0	0	1,031	0	0	1,031	0
Bridges & Culverts	600	200	400	0	0	600	0	0	600	0
Off Street Carparks	50	0	0	50	0	50	0	0	50	0
Drainage	154	0	129	25	0	154	0	0	154	0
Recreational, Leisure & Community Facilities	6,116	3,709	75	2,332	0	6,116	3,338	0	2,778	0
Parks, Open Space & Streetscapes	3,569	3,059	510	0	0	3,569	2,079	0	1,490	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Waste Management	100	0	0	100	0	100	0	0	100	0
Other Infrastructure	3,953	3,953	0	0	0	3,953	2,567	0	1,386	0
Total Infrastructure	26,023	10,922	12,570	2,532	0	26,023	9,344	0	16,679	0
Total capital works expenditure	108,606	74,255	17,532	16,819	0	108,606	41,925	0	54,031	12,650

1. Summary of planned capital works expenditure (continued)

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2020/21										
Property										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	19,451	16,890	1,811	750	0	19,451	5,218	0	14,233	0
Building Improvements	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
Total Property	19,451	16,890	1,811	750	0	19,451	5,218	0	14,233	0
Plant and Equipment										
Plant, Machinery & Equipment	2,411	0	2,411	0	0	2,411	0	0	2,411	0
Fixtures, Fittings & Furniture	10	0	10	0	0	10	0	0	10	0
Computers & Telecommunications	612	0	612	0	0	612	0	0	612	0
Artworks	15	15	0	0	0	15	0	0	15	0
Total Plant and Equipment	3,048	15	3,033	0	0	3,048	0	0	3,048	0
Infrastructure										
Roads	11,061	0	11,035	26	0	11,061	1,360	0	9,701	0
Footpaths & Cycleways	1,311	0	998	313	0	1,311	0	0	1,311	0
Bridges & Culverts	778	0	778	0	0	778	0	0	778	0
Off Street Carparks	276	0	276	0	0	276	0	0	276	0
Drainage	503	0	503	0	0	503	0	0	503	0
Recreational, Leisure & Community Facilities	51	0	51	0	0	51	0	0	51	0
Parks, Open Space & Streetscapes	602	0	347	255	0	602	0	0	602	0
Aerodromes	153	0	153	0	0	153	0	0	153	0
Waste Management	3,060	0	3,060	0	0	3,060	0	0	3,060	0
Other Infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	17,795	0	17,201	594	0	17,795	1,360	0	16,435	0
Total capital works expenditure	40,294	16,905	22,045	1,344	0	40,294	6,578	0	33,716	0

1. Summary of planned capital works expenditure (continued)

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2021/22										
Property										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	3,347	750	1,847	750	0	3,347	1,000	0	2,347	0
Building Improvements	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
Total Property	3,347	750	1,847	750	0	3,347	1,000	0	2,347	0
Plant and Equipment										
Plant, Machinery & Equipment	2,460	0	2,460	0	0	2,460	0	0	2,460	0
Fixtures, Fittings & Furniture	10	0	10	0	0	10	0	0	10	0
Computers & Telecommunications	624	0	624	0	0	624	0	0	624	0
Artworks	16	16	0	0	0	16	0	0	16	0
Total Plant and Equipment	3,110	16	3,094	0	0	3,110	0	0	3,110	0
Infrastructure										
Roads	11,283	0	11,257	26	0	11,283	1,360	0	9,923	0
Footpaths & Cycleways	1,337	0	1,018	319	0	1,337	0	0	1,337	0
Bridges & Culverts	284	0	284	0	0	284	0	0	284	0
Off Street Carparks	282	0	282	0	0	282	0	0	282	0
Drainage	513	0	513	0	0	513	0	0	513	0
Recreational, Leisure & Community Facilities	52	0	52	0	0	52	0	0	52	0
Parks, Open Space & Streetscapes	614	0	354	260	0	614	0	0	614	0
Aerodromes	156	0	156	0	0	156	0	0	156	0
Waste Management	0	0	0	0	0	0	0	0	0	0
Other Infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	14,521	0	13,916	605	0	14,521	1,360	0	13,161	0
Total capital works expenditure	20,978	766	18,857	1,355	0	20,978	2,360	0	18,618	0

1. Summary of planned capital works expenditure (continued)

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2022/23										
Property										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	3,384	750	1,884	750	0	3,384	1,000	0	2,384	0
Building Improvements	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
Total Property	3,384	750	1,884	750	0	3,384	1,000	0	2,384	0
Plant and Equipment										
Plant, Machinery & Equipment	2,509	0	2,509	0	0	2,509	0	0	2,509	0
Fixtures, Fittings & Furniture	11	0	11	0	0	11	0	0	11	0
Computers & Telecommunications	637	0	637	0	0	637	0	0	637	0
Artworks	16	16	0	0	0	16	0	0	16	0
Total Plant and Equipment	3,173	16	3,157	0	0	3,173	0	0	3,173	0
Infrastructure										
Roads	11,512	0	11,485	27	0	11,512	1,360	0	10,152	0
Footpaths & Cycleways	1,364	0	1,038	326	0	1,364	0	0	1,364	0
Bridges & Culverts	290	0	290	0	0	290	0	0	290	0
Off Street Carparks	288	0	288	0	0	288	0	0	288	0
Drainage	523	0	523	0	0	523	0	0	523	0
Recreational, Leisure & Community Facilities	53	0	53	0	0	53	0	0	53	0
Parks, Open Space & Streetscapes	626	0	361	265	0	626	0	0	626	0
Aerodromes	159	0	159	0	0	159	0	0	159	0
Waste Management	0	0	0	0	0	0	0	0	0	0
Other Infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	14,815	0	14,197	618	0	14,815	1,360	0	13,455	0
Total capital works expenditure	21,372	766	19,238	1,368	0	21,372	2,360	0	19,012	0

Summary of planned human resources expenditure

	2019/20	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000	\$'000
Office of the Chief Executive				
- Permanent full time	759	779	796	814
- Permanent part time	-	-	-	-
Total Office of the Chief Executive	759	779	796	814
City Development				
- Permanent full time	6,679	6,862	7,013	7,167
- Permanent part time	1,902	1,954	1,997	2,041
Total City Development	8,581	8,816	9,010	9,208
Corporate Services				
- Permanent full time	6,912	7,102	7,258	7,418
- Permanent part time	1,427	1,466	1,498	1,531
Total Corporate Services	8,339	8,568	8,756	8,949
Infrastructure & Recreation				
- Permanent full time	11,710	12,031	12,296	12,566
- Permanent part time	2,153	2,212	2,261	2,311
Total Infrastructure & Recreation	13,863	14,243	14,557	14,877
Community Services				
- Permanent full time	8,522	8,756	8,949	9,146
- Permanent part time	12,631	12,978	13,263	13,555
Total Community Services	21,154	21,734	22,212	22,701
Waste & Landfill				
- Permanent full time	897	921	942	962
- Permanent part time	-	-	-	-
Total Waste & Landfill	897	921	942	962
Major Recreation Projects				
- Permanent full time	1,003	1,031	1,053	1,077
- Permanent part time	-	-	-	-
Total Major Recreation Projects	1,003	1,031	1,053	1,077
Capital Works				
- Permanent full time	1,547	1,581	1,616	1,651
- Permanent part time	-	-	-	-
Total Capital Works	1,547	1,581	1,616	1,651
Total casuals and other	5,672	5,836	5,965	6,096
Total staff expenditure	61,814	63,510	64,908	66,335
	FTE	FTE	FTE	FTE
Office of the Chief Executive				
- Permanent full time	5.0	5.0	5.0	5.0
- Permanent part time	-	-	-	-
Total Office of the Chief Executive	5.0	5.0	5.0	5.0
City Development				
- Permanent full time	60.0	60.0	60.0	60.0
- Permanent part time	23.2	23.2	23.2	23.2
Total City Development	83.2	83.2	83.2	83.2
Corporate Services				
- Permanent full time	61.0	61.0	61.0	61.0
- Permanent part time	15.5	15.5	15.5	15.5
Total Corporate Services	76.5	76.5	76.5	76.5
Infrastructure & Recreation				
- Permanent full time	119.6	119.6	119.6	119.6
- Permanent part time	26.7	26.7	26.7	26.7
Total Infrastructure & Recreation	146.3	146.3	146.3	146.3
Community Services				
- Permanent full time	80.0	80.0	80.0	80.0
- Permanent part time	162.4	162.4	162.4	162.4
Total Community Services	242.4	242.4	242.4	242.4
Waste & Landfill				
- Permanent full time	8.8	8.8	8.8	8.8
- Permanent part time	-	-	-	-
Total Waste & Landfill	8.8	8.8	8.8	8.8
Major Recreation Projects				
- Permanent full time	8.0	8.0	8.0	8.0
- Permanent part time	-	-	-	-
Total Major Recreation Projects	8.0	8.0	8.0	8.0
Capital Works				
- Permanent full time	14.6	14.6	14.6	14.6
- Permanent part time	-	-	-	-
Total Capital Works	14.6	14.6	14.6	14.6
Total casuals and other	21.2	21.2	21.2	21.2
Total staff FTE	606.0	606.0	606.0	606.0

Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

Indicator	Measure	Budget 2019/20	Strategic Resource Plan Projections			Trend +/-
			2020/21	2021/22	2022/23	
Operating Position						
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	(1.3%)	(2.0%)	(3.2%)	(3.1%)	-
Liquidity						
Working Capital	Current assets / current liabilities	261.3%	244.5%	257.1%	279.1%	+
Unrestricted Cash	Unrestricted cash / current liabilities	57.9%	69.7%	85.6%	104.0%	+
Obligations						
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	28.8%	25.6%	22.8%	19.9%	+
Loans & Borrowings	Interest and principal repayments / rate revenue	12.8%	3.4%	3.1%	3.0%	+
Indebtedness	Non-current liabilities / own source revenue	38.6%	33.7%	30.9%	27.0%	+
Asset renewal	Asset renewal expenditure / depreciation	63.5%	75.8%	61.0%	61.1%	-
Stability						
Rates concentration	Rate revenue / adjusted underlying revenue	63.7%	64.0%	64.1%	64.3%	o
Rates effort	Rate revenue / property values (CIV)	0.7%	0.7%	0.7%	0.7%	o
Efficiency						
Expenditure level	Total expenditure / no. of assessments	\$3,292	\$3,350	\$3,428	\$3,465	-
Revenue level	Residential rate revenue / No. of residential assessments	\$1,731	\$1,766	\$1,801	\$1,837	+
Workforce turnover	No. of resignations & terminations / average no. of staff	10.0%	10.0%	10.0%	10.0%	o

Key to Forecast Trend:

- + Forecast improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

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Information within this document was correct at time of print
and is subject to change without prior notice.

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141 Commercial Road, Morwell

Moe Service Centre
1-29 George Street, Moe

Traralgon Service Centre
34/38 Kay Street, Traralgon

Churchill and District Community Hub
9/11 Philip Parade, Churchill

For more information contact Latrobe City on 1300 367 700.



Agenda Item: 10.2

**Agenda Item: Collapsible Chevron Alignment Marker signs -
Application for funding and sample installation**

Sponsor: General Manager, Infrastructure and Recreation

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

Status: For Information

Proposed Resolution:

That Council:

- 1. Endorses as a trial installation, collapsible or flexible chevron alignment marker signs that in the event of a crash may present less injury risk to motorcyclists than rigid chevron alignment marker signs; and**
- 2. Endorses grant applications to fund the installation of the signage and other costs of any sample installation.**

Executive Summary:

On 25 March 2019 Councillors received a briefing on collapsible chevron alignment marker signs (CCAMs) that, when compared to standard chevron alignment marker signs (CAMs) on rigid poles, have the potential to reduce the severity of injury to motorcyclists who crash.

Although CAMs are common, CCAMs are not approved for use in Australia. They can be used with approval from Regional Roads Australia but are considered a sample installation only.

It is proposed to undertake such a sample installation subject to external funding. The location identified as the most likely candidate is Haunted Hills Road, Newborough due to the reported high use of the road by motorcyclists and the curvilinear road alignment.

Should a trial be implemented the potential cost to install CCAMs on one corner is in the order of up to \$40,000 (instead of \$2,000 for normal CAM) depending on the location chosen. It is important to consider the very high cost of installation and repair of the CCAM signage and the effect against the overall future budgets

should CCAMs be used more broadly than this sample installation.

Because of the high initial and potential renewal capital cost for CCAMs when compared to standard CAMs and the low likelihood of them being struck by a motorcyclist, it is proposed that this be funded from a 2019 Transport Accident Commission – Community Road Safety Grant.

The grant application has already been submitted for the program's maximum amount of \$30,000. Any funding shortfall would be covered from the 2019/20 Traffic and Pedestrian Safety program if included in the 2019/20 budget, or the project designed to meet the funding available.

The recommendation in this report is to endorse a sample installation (likely at the Haunted Hills site) and the application for funding. A Council report will be presented at a future meeting on the results of any sample installation should it proceed. There is no clear method to assess the installations success as it is not likely to be struck by a motorcyclist. The trial is more about the costs and whether any statistically significant change in crashes is noted. More detail on assessment would be provided if the trial was to go ahead.

Should Council not resolve to support the proposed action then the application will be withdrawn.

Background:

Chevron alignment marker signs (CAMs) provide the motorist with advanced warning of a deceptive or unexpectedly 'sharp' corner, so that the correct speed and alignment can be determined.

Any roadside object or signage can present a danger. Should a rider fall and hit a sign post the injury may well be more severe than if it were not there.

Glasdon International Limited has developed a signage system where, upon impact, the blades of the collapsible CAMs (CCAMs) flex or collapse to lessen the severity of injury. Initially developed in the United Kingdom, this system has now been exported to a number of countries including Australia.

CCAMs are not included in Australian Standard AS1742 and therefore approval must be obtained from the relevant authority – in this case Regional Roads Victoria. In Australia CCAMs have been trialled by the Tasmanian, Queensland, and Western Australian governments.

Data on the number of motorcyclists on local government roads is not readily available however Council Officers have been advised that Haunted Hills Road is popular with motorcyclists, and it already has CAM installations on several curves.

It is proposed to place a set of CCAMs on a corner on Haunted Hills Road following approval from Regional Roads Victoria and subject to funding. Council Officers will

engage with Regional Roads Victoria to obtain approval to undertake a sample of CCAMs.



Figure 2 – Collapsible CAM (Tasmania) – inset highlights large concrete base

Unlike a standard CAM that can often be mounted on the same post, when installed facing both directions the concrete pad will need to be duplicated or much larger to accommodate the CCAMs, adding significantly to the cost. It is estimated that the cost for a CCAM installation is \$30,000 for an average length corner, versus \$1,500 for a standard CAM.

The most pertinent grant for the works that is currently available is the 2019 Transport Accident Commission - Towards Zero Community Grants - Round 1. The maximum grant amount is \$30,000 and Round 1 closed 8 May 2019. In order to meet the grant deadline an application has been made to the program.

It has been assumed that a longer curve will be sampled at an estimated cost of \$40,000.

Although the 2019/20 budget has yet to be approved the draft includes \$25,000 for the Traffic and Pedestrian Safety program. This could be used to cover a minor shortfall of funding although a smaller curve might be chosen if the quotes are prohibitive.

As the cost for CCAMs is considerably higher than CAMs, the impact on the overall budget and delivering other services or safety initiatives should be considered when identifying potential installations.

Issues:

Strategy Implications

This briefing report is consistent with Council Plan Strategic Objective 5:

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

Strategy 14 of the Latrobe City Council Plan 2017-2021 states:

- *Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.*

The installation of CCAMs would increase the safety of the community as a whole, with particular emphasis on the motorcycle community.

Communication

Community wide communications have not been conducted as part of this report. Should the grant application be successful and Regional Roads Victoria approval be obtained for the use of CCAMs then a communications plan will be developed.

Financial Implications

The cost to install a set of flexible CAMs on a corner is expected to range between \$15,000 and \$40,000. The number of signs required on each corner will vary depending on the geometry of the corner, ranging from a minimum of 6 signs (3 each direction) to 14 signs (7 each direction).

In addition to the capital costs, in this situation resources would be required to conduct the engineering assessment, complete the design works for any trial, and liaise with Regional Roads Victoria for the use of CCAMs.

Currently there is no budget for the installation of CCAMs. An application has been made to Transport Accident Commission for funding of \$30,000 towards the cost of conducting a trial. This funding application will be withdrawn should Council not endorse it. If successful quotes will be sought and if there is a minor shortfall the balance would be made up from the Traffic and Pedestrian Safety program or other surplus in a roads related capital works program.

There is no notable additional requirement for ongoing maintenance to the signage beyond that undertaken for standard CAMs, however renewal and replacement when damaged would be much higher than for standard CAMs.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Driver distraction when noting the new signs causing a crash	3 (Possible)	Media campaigns to make the general community aware. Ensure installation is well considered and defensible, and consistent with the

		approved trials.
Actual quotes for the work exceeding the grant amount	2 (unlikely)	Choose the corner to trial to reduce costs or obtain surplus from other capital accounts.

Legal and Compliance

Any signage installed should comply with Australian Standard AS 1742.2 - 2009 Manual of Uniform Traffic Control Devices, as well as with Regional Roads Victoria Supplement to AS 1742.2:2009 Manual of uniform traffic control devices Part 2: Traffic control devices for general use.

As CCAMs are a new traffic control device, specific approval of Regional Roads Victoria will be required. This would likely be a research project using Tasmania and Queensland trials as references, identification of a trial site, and funding of a trial and investigation.

Community Implications

The reduced severity and likelihood of injury is a positive community implication. The cost of the installation is considerably higher than normal CCAMs and the likelihood of injury is relatively low.

If the cost is to be borne by Council alone, consideration should be given to the impact of the expenditure on providing other traffic safety initiatives.

Environmental Implications

There are no environmental implications that would arise as part of any implementation of CCAMs.

Consultation

No consultation is required as part of this report however should the grant application be successful and Regional Roads Victoria approve the use of CCAMs then consultation will be required with motorcycle user groups and the general public.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments
Nil

CORRESPONDENCE

11. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Nil reports

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

Nil reports

CITY DEVELOPMENT

14. CITY DEVELOPMENT

Agenda Item: 14.1

Agenda Item: Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct

Sponsor: General Manager, City Development

Council Plan Objective: Encourage improved education & training outcomes in Latrobe City.

Status: For Decision

Proposed Resolution:

That Council:

- 1. Provide preliminary in-principle support to Gippsland FM's expression of interest in relocating to the Latrobe Creative Precinct once completed, subject to Council adoption of future detailed design plans and Gippsland FM securing adequate funding; and**
- 2. Requests a further report on Gippsland FM's proposal for relocation prior to making a final decision.**

Executive Summary:

- Gippsland FM is proposing relocation from their current location in Morwell to the Latrobe Creative Precinct once it is completed.
- The proposal seeks radio station infrastructure and adjacent training and production facilities, with the proposed location being the Creative Industries Training Centre (former Latrobe Performing Arts Centre).
- The proposal includes plans to significantly increase the current level of training opportunities afforded to students and volunteers, including formal certificate level courses in media. This would provide collaboration with Latrobe City Council, TAFE Gippsland and Federation University in relation to the variety of creative industry training courses to be offered at the Precinct site.

Background:

Gippsland FM is a non-profit, volunteer run organisation which aims to provide an alternative radio service for the local community, complementing and supplementing the national and commercial radio networks. The station is 41 years old and is owned and operated by the Gippsland Community Radio Society Co-operative Limited.

The station has a strong history of community radio, including a high level of ethnic and indigenous programming, along with a robust youth engagement program.

The group are in liaison with the Latrobe Valley Authority and will be submitting an application under the *Socially Active Capacity Building* program to access funds toward fitout of the new premises if secured. Endorsement of the proposed resolution in this report may result in Gippsland FM seeking a confirmation in writing to support their funding application.

The group has made an application to the Community Broadcasting Foundation to secure funds for a part time station coordinator and to engage a consultant to create a five-year strategic plan.

Gippsland FM believes relocation to the Latrobe Creative Precinct would provide the following:

- Formal training opportunities for students and volunteers via the connection with TAFE Gippsland.
- Increased accessibility to the studio and adjacent facilities.
- Vibrancy in the surrounding area where pedestrian traffic is higher than their current location, allowing the station to be more community-friendly.

Within their proposal, Gippsland FM has provided the following preliminary requirements:

- 3 x soundproof accessible studios,
- Production suite,
- Editing area,
- Server room,
- Antenna (the antenna from the current site can be relocated),
- Amenities (kitchen, toilet, meeting/board room); these can be communal with other tenants,
- Security,
- Accessibility (ground floor, close to public transport, accessible toilet),
- Storage.

Issues:

Strategy Implications

The proposal provides alignment with Council’s commitment to provide learning and vocational training as part of the Latrobe Creative Precinct. This commitment is underpinned by the design of specialist facilities, strengthened by partnerships with key industry stakeholders, and will be demonstrated through relevant vocational program development and delivery.

A union with Gippsland FM aligns with those aims, as well as furthering Council’s obligations under the Victorian Government Grant Agreement to provide creative industry education and training.

Communication

If Latrobe City Council was to enter into a lease with Gippsland FM at a future time, the following requirements under Section 190 of the Local Government Act 1989 (*Restriction on Power to Lease Land*) will need to be adhered to:

If a future lease with Gippsland FM is over \$100,000 (which it will not be) or greater than 10 years (which is very likely), Council must:

1. “...at least 4 weeks before the lease is made, publish a public notice of the proposed lease”, and
2. Consider all submissions made on the proposed lease (under Section 223).

Financial Implications

Gippsland FM is a non-profit organisation which relies heavily on sponsorship and grants to meet their financial obligations.

The group holds the required infrastructure to run and manage a radio station, the majority of which is transferrable to any new location. Gippsland FM would be responsible for securing any additional funds required to continue their programming and operations.

Under the proposal, Council’s responsibility would be to provide an appropriate environment for the radio station, with a suitable leasing and rental arrangement determined and implemented.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Gippsland FM unable to secure adequate funding to meet the requirements under	3 (possible)	Potential amendment of Gippsland FM’s proposed scope

their proposal.		
Costs associated with enabling accessibility. The project has already identified that the cost of refurbishing the current Latrobe Performing Arts Centre to make it accessible is prohibitive and not within budget	3 (possible)	<ul style="list-style-type: none"> Any acceptance of the Gippsland FM proposal will clearly articulate the limits and parameters to building refurbishment to enable accessibility. Gippsland FM will be offered the opportunity to amend their expression of interest if required
Limited space to accommodate the Gippsland FM proposal	3 (possible)	<ul style="list-style-type: none"> Potential amendment of Gippsland FM's proposed scope. Negotiations with other "tenants" regarding the amount of space required.
Poor relationship with other "tenants"	2 (unlikely)	Leasing arrangements to include dispute resolution procedures.

Legal and Compliance

Should the proposal proceed, leasing arrangements will be determined which will protect Council's interests while building and retaining a professional relationship with Gippsland FM.

Leasing arrangements would include allowances for use of the studio spaces and production suite by other Precinct tenants.

Community Implications

Should the expression of interest for relocation proceed, it will add another tenant to the Precinct and increase community connectedness and vibrancy within the footprint.

Environmental Implications

There are no environmental implications deemed relevant within the context of this report.

Consultation

Further consultation will be made with Gippsland FM, as well as TAFE Gippsland and Federation University following Council's consideration of the matter.

Public notice will also be provided under Section 190 of the Local Government Act 1989 to ensure an open and transparent process.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

- 1 [↓](#). Gippsland FM Expression of Interest
- 2 [↓](#). TAFE Gippsland Letter of Support

14.1

Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct

- | | | |
|----------|--|------------|
| 1 | Gippsland FM Expression of Interest | 193 |
| 2 | TAFE Gippsland Letter of Support..... | 204 |



Gippsland FM: Creative Arts Precinct proposal

Our proposal

We wish to incorporate Gippsland FM into the new Creatives Arts Precinct in Traralgon and work with Latrobe City Council, the Latrobe Valley Authority, Federation Training and Federation University to create a broader strategy that will:

- Provide greater access to Community Radio in the Latrobe Valley
- Integrate formalised academic media training
- Produce quality content, including local news, driven by students and local volunteers
- Provide a recognised media outlet for members of our community and students to learn, experiment and have their voices heard
- Create a safe, accessible and inclusive community-focused environment.

Current state

The Gippsland FM studios are currently located in leased premises in Morwell, on the corner of Collins and Buckley Street (first floor, ETU building). Although the current facilities have served the station well over the past 15 years there are a number of shortcomings that if addressed would considerably improve the contribution that the station makes to our community, including:

- volunteer safety
- accessibility to and within the premises
- volunteer and community engagement
- technical capacity/ program quality.

This expression of interest seeks to address these major issues by upgrading our facilities through joining the Latrobe City Council's emerging Creative Arts Precinct.

About Gippsland FM

Gippsland FM (also known as 3GCR-FM) is a non-profit, volunteer-run organisation which aims to provide an alternative radio service for the local community, complementing and supplementing the national and commercial radio networks.

The station is 41 years old and is owned and operated by the Gippsland Community Radio Society Co-operative Limited, broadcasting on a frequency of 104.7 on the FM band. Gippsland FM evolved from the Gippsland Institute of Advanced Education (GIAE) Union, when an adhoc committee was formed to examine the possibility of a community radio station being established in Gippsland – [see the history timeline on our website](#).



In 2018 we are a diverse volunteer organisation, our vision is to connect our community by delivering unique, diverse and valued programming that celebrates the character and values of our Gippsland region, while promoting freedom of expression and the breaking down of isolation and cultural barriers. In addition, the station provides a valuable service through training of volunteers to build self-confidence and community connection.

Our future objectives

We believe that Community radio can contribute to the development of the artistic and cultural diversity that is essential to the success of the new Creative Arts Precinct. This link would be made even stronger if the role of the station was to be incorporated into academic qualifications and local government strategies.

Our principal aim is to partner with academic institutions such as Federation Training and Federation University. These relationships have the potential to provide quality program content, together with contributing to formal qualifications for students who will have access to first class facilities that meet the objectives of quality training, programming and personal security.

Why we are important to our local community

We offer a unique learning experience

Gippsland FM emerged from an academic setting and we are very keen on reigniting our relationship with academia and training. We currently have an active group of ninety volunteer broadcasters and technicians who are trained through both an initial and on air emersion.

We have a number of our alumni working at local commercial radio stations and the ABC, and we also have a number of senior volunteer broadcasters who have joined Gippsland FM after careers in commercial radio.

Given the major investment in the new Performing Arts Precinct and the aspiration to present quality performances, as well as providing an Arts training centre, it seems there is an ideal opportunity to locate the Gippsland FM studios within the new complex.

We serve our communities

Ethnic programming

Ethnic programming has been a big focus for the station, we have nine ethnic programs that provide a direct conduit and local context to our ethnic communities. A great example of supporting an aging ethnic community is our annual broadcast of the Morwell Greek Easter mass that allows those with transport or mobility concerns an opportunity to listen to the ceremony from the comfort of their own home.



Ethnic programming includes:

- Maltese
- Italian
- Greek x 3
- Farsi
- Filipino
- Indonesian
- South African
- German

Indigenous programming

We have three programs that include 100% indigenous content, and we have also welcomed a young Indigenous guy in 2017 who presents a local sports show, Energy Kick-off which also has a spotlight on indigenous sportspeople.

We amplify the voices of our community

Several regular programs focus on important issues that affect our community. Gippsland FM offers an engagement channel and a platform for community leaders to relay key messages across diverse community segments.

On 30 October 2018 Gippsland FM broadcast a live local candidate forum (Seat of Morwell) where all eight candidates and the current sitting member addressed the audience and also faced a Q and A session. This event was organised by Advance Morwell and AusIndustry Gippsland.

Our current affairs programs highlights local social issues, local services and local people:

- For your information
- Our world this week
- Traralgon and the Valley talks
- Youth Connect

We have a strong youth engagement approach

Our youth project has been inviting young people to learn media and broadcast skills for a number of years. In 2017 we hosted three rounds of youth specific training for those aged between 15 and 26, over the calendar year we achieved:

- 28 youth participating in training
- Diverse representation, including male, female, LGBTI, indigenous, disability employed and unemployed.
- 8 programs on air
- 3 programs up for awards at the annual SYN Radio Awards

Additionally, we support our young part-time employees to learn on the job so that they have the skills and confidence to take on commercial opportunities. Our Production Co-



ordinator has consistent casual work with HIT FM and previous volunteers are now working at ABC Gippsland, 3GG and TRFM.

We give people with disabilities a platform

A number of our broadcasting members have a physical or cognitive disability. We are also in talks with Moe's to commence a new program focusing on the local disability narrative, such as transitioning to the NDIS and other issues impacting local people with a disability.

We have broadcast Read 2 U for over 10 years, where a dedicated team read from the two weekly editions of the Latrobe Valley Express each Friday. This program is specifically for the vision impaired and those with reading difficulties and evolves from a Vision Australia initiative, now supporting by the Community Broadcasting Association of Australia (CBAA). Our station is unfortunately situated on the first floor, impacting accessibility for those experiencing mobility issues.

We care about our active ageing community

A large portion of our membership are over 60 years of age. This cohort is very active around the station and broadcast many programs from current affairs to golden oldies music, jazz, gospel and the read 2 U program. We are proud to have Les Hunt, Latrobe Valley Citizen of the year 2018 as one of our long-term broadcasters.

Additionally, we have a strong volunteer administration workforce made up of retired people, along with our two sales reps (commission-based) who are also in their 70's.

We support local sport

Our sports programs focus on local sport and local people. We provide a platform for local football (Australian Rules) each season with live broadcasts of either a Mid Gippsland, or North Gippsland league game each week during the season, as well as soccer broadcasts. We highlight local sportspeople and provide a voice to local armchair sportsman (our broadcasters) through a number of well-respected sports programs.

We are a learning workplace

Over the past three years we have welcomed xx work for the dole employees through the station.

This includes:

- Production roles
- Administration roles
- Technical roles

Our new transmission tower increases our reach

We are excited that our new transmission tower is in place as at April 2018, which has increased the strength of our signal across the Latrobe Valley and Gippsland. We have been able to implement a new tower through a combination of our own fundraising efforts and financial support from from the CBF.



Current funding sources

Our current funding sources include a blend of fundraising, sponsorship, membership and grants. Financials and our annual report are available for review.



Preliminary requirements for a new radio station space

Requirement	Detail
3 soundproof, accessible studios Minimum 4M ²	<p>2 for broadcast and recording</p> <p>1 for training, recording, voiceovers.</p> <p>Studios 1 and 2 require line of site between broadcasters in each studio.</p> <p>Multiple broadcasters require line of site with each other within each studio.</p> <p>Each desk would require wiring for computers, overhead microphones, radio panel, CCTV screen, two PCs minimum (for anchor – other sockets required for other broadcasters), phone for interview purposes and phone for listener calls</p> <p>The studios do not have to be identical in size, but all need to be fit for purpose and functional.</p> <p>i.e. one may be suited to a panel discussion/group broadcast and another to single broadcaster use, however the option to adapt all to various functionality is welcome.</p> <p>See images in Appendix 1</p>
Production suite	Room for minimum two people to conduct station editing/voiceovers, etc.
Edit area – room for 3 PC's	Communal area for broadcasters to edit their own recordings.
Server room	3M ² space for server and technical equipment – to be kept at approx. 21 degrees.
Antenna	<p>Outdoor antenna for relaying signal to main transmission tower.</p> <p>Specs?</p>



Refreshment station	Sink, taps, access to hot water and drinking water, fridge and microwave. Can be communal.
Toilets	Including disability access (and potentially gender neutral)
Meeting room/classroom/board room	Capacity for 30 people, can be communal Approx 100m ²
Admin area	Can be communal room for minimum two people to access phone and computers – used for managing emails, accounts, phone calls, marketing, etc
Car parking	Safe and secure/well-lit parking area for at least five cars at a time.
Security	Security code access, CCTV/Video surveillance, screens throughout premises to show entry and common areas, lighting, alarm, ability to provide access to visitors through release-lock button.
Accessible	Ground floor or lift, enough space in studios for wheelchair, access to disability toilet, braille signage Close to public transport and taxi access.
Storage	Lockable shelving for equipment/marketing items, CD library, etc. Approx 4M ² – can be shallow shelving
Lounge/Green room	Nice to have – prep area for broadcasters or waiting area for guests Potential to broadcast from this area if artist/s performing live.



Appendix 1

Examples of radio studio set-up











23 January 2019

Ms Amanda Harding
Chairperson
Gippsland FM
PO Box 579
MORWELL VIC 3840

Dear Amanda,

Thank you for meeting with Federation Training before Christmas regarding your proposal to incorporate Gippsland FM into the new Creative Arts Precinct in Traralgon.

The proposal for new radio station infrastructure with an adjacent training and production facility has strong community benefits and has the potential to integrate formal academic media training for students interested in the media/arts sector.

In line with your proposal, Federation Training would be pleased to take part in any discussions with the suggested participants - Latrobe City Council, the Latrobe Valley Authority and Federation University to help pursue a positive outcome for Gippsland FM. Accordingly, we are delighted to endorse your efforts to deliver a new production and training facility for community radio in Gippsland.

Please do not hesitate to contact me at Federation Training on (03) 5150 4211 should you require anything further from TAFE at this stage, or if you wish to provide additional information relating to this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Tim Weight", written over a white background.

Tim Weight
Executive Director Strategic Engagement

Cc Grant Radford

BAIRNSDALE | CHADSTONE | LAKES ENTRANCE | LEONGATHA | MORWELL | SALE | TRARALGON | WARRAGUL | YALLOURN

PO Box 3279 Gippsland Mail Centre Morwell VIC 3841 Australia enquiries@federationtraining.edu.au
1300 133 717 federationtraining.edu.au 42 624 574 808 FEDERAL GOVERNMENT NUMBER 0417

Agenda Item: 14.2

Agenda Item: Latrobe City Retail Strategy

Sponsor: General Manager, City Development

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Endorses the draft Latrobe City Retail Strategy for public exhibition as part of a planning scheme amendment; and**
- 2. Requests authorisation from the Minister for Planning to prepare and exhibit the draft Latrobe City Retail Strategy and the related proposed amendment to the Latrobe Planning Scheme.**

Executive Summary:

- In August 2018 Latrobe City Council engaged Essential Economics and Ethos Urban to prepare the *Latrobe City Retail Strategy* (the Strategy) which provides the foundation to co-ordinate the future planning and development of the municipality's retail sector and activity centres.
- The Strategy aims to positively guide retail planning and development in Latrobe City over the next 15 years by:
 - Outlining retail development opportunities;
 - Providing guidance on the appropriate location, format and timing of future retail development; and
 - Strengthening local planning policy to provide greater guidance for assessing development applications and to enhance the economic activity of the City.
- The formal exhibition of the final draft Strategy and the associated planning scheme amendment documentation will allow for further community and stakeholder input before the draft Strategy is finalised.

Background:

The Strategy has been created to provide a foundation to co-ordinate the future planning and development of retail developments within Latrobe City into the future (to 2033). It provides guidance on the appropriate location, format and timing of future retail developments, while considering competition, need and necessities for success to assist in creating ongoing employment opportunities. The project is expected to have a positive social impact by providing clearer direction to Council Officers and commercial developers, increasing competitiveness in the regional retail environment and providing a range of direct and indirect employment opportunities.

On the 9 August 2018 Essential Economics (in conjunction with Ethos Urban) were appointed as the successful consultant.

The project consisted of the following stages:

Stage 1 - The consultants undertook assessments of background reports, field visits and the preparation of an overview on the regional context within which Latrobe City's retail sector operates.

Stage 2 - Stakeholder workshops occurred on 19 October 2018. This included one on one meetings with key stakeholders including Mid Valley Shopping Centre Morwell and Stockland Traralgon.

On 16 January 2019 the *Latrobe City Retail Strategy - Background Research and Analysis* final report provided to Council (see Attachment 1). This document provides the analytical basis and background research supporting the Retail Strategy.

Stage 3 - consisted of the preparation of the *Latrobe City Retail Strategy and Implementation Plan* which was provided to Council on 11 April 2019 (see Attachment 2). This document provides the vision, objectives and actions to guide future decision-making with respect to retail centre development.

The *Latrobe City Retail Strategy - Background Research and Analysis* Strategy and the *Latrobe City Retail Strategy and Implementation Plan* should be read in conjunction.

Planning Scheme Amendment

Municipal Councils, as the Planning Authority, have a number of duties and powers. These duties and powers are listed at Section 12 of *the Planning and Environment Act 1987* (the Act). Under Section 12 a planning authority must have regard to (inter alia):

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

In accordance with Section 9 of the Act, the Minister for Planning may authorise a Municipal Council to prepare an amendment to State and Local standard provisions of a planning scheme in its municipal district.

It is now proposed to commence preparation of amendments to the Latrobe Planning Scheme required to give effect to the Strategy.

Council officers will prepare draft planning scheme amendment documentation to amend the Local Planning Policy Framework (LPPF), predominately to the Municipal Strategic Statement (MSS) at Clause 21.07 – Economic Development. The draft Strategy does not recommend any land zoning or overlay changes at this stage, but does recommend further work (which may include an Activity Centre Planning or Structure Planning process) to investigate particular commercial areas within Moe CBD South, Newborough, Morwell CBD North and Churchill to ensure current land zonings and overlays are appropriate to facilitate their future retail functions.

Additionally the Strategy identifies that limited scope exists for new local or neighbourhood centres to be developed (outside of already approved developments) in the 15-year horizon by virtue of the limited anticipated demand for food, liquor and groceries retail (noting that these centres should continue to form part of long-term strategic plans).

Issues:

Strategy Implications

The project meets the following Council Plan objectives:

- Objective 1: Support job creation and industry diversification to enable economic growth in Latrobe City;
- Objective 3: Improve the liveability and connectedness of Latrobe City by implementing a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City;
- Objective 5: Provide a connected, engaged and safe community environment, which is improving the wellbeing of all Latrobe City citizens; and
- Objective 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

Communication

In October 2018 two stakeholder workshops were conducted in addition to numerous one on one consultation with key stakeholders. The discussion within these forums, have assisted with the identification of regional-level issues and opportunities. Further details on the consultation findings can be found in Section 12 of Attachment 1 - the *Draft Latrobe City Retail Strategy - Background Research and Analysis January 2019*.

Council officers have committed to continue consultation with members of the community who participated in Stage 1 of the project. In addition it is anticipated that via a future planning scheme amendment process further consultation will be undertaken with land owners/occupiers, business owners, community groups, referral authorities and agencies, key stakeholders, traders associations and retailer who have expressed interest in investing in Latrobe City.

It is proposed that consultation will occur across a 4 week/1 calendar month period between September and November 2019. However, this is subject to authorisation being received by the Minister for Planning for the planning scheme amendment.

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

This will include advertising in the Government Gazette and local newspapers, as well as written notification to landowners and occupiers that may be materially affected by the amendment following authorisation of the amendment.

All statutory and servicing authorities likely to be materially affected will also be notified of the proposed amendment.

Council officers will also seek to engage with a wider audience through a number of engagement activities such as:

- Council Website (including 'Have a Say')
- Council Facebook
- Council Service Centres
- Media Releases
- Councillor Bulletins
- Invitation to attend 'drop in sessions'
- Written advice to key stakeholders and known interested parties

Formal consultation will commence shortly after receiving Authorisation to exhibit the planning scheme amendment from the Minister for Planning. Submissions will be sought on the draft Strategy and associated amendment documentation during the 4 week/1 calendar month period and presented to Council at a future Council Meeting.

Financial Implications

As part of the 2018/2019 budget, the development of a municipal wide Retail Strategy was identified as a major initiative for City Development. The last Retail Strategy was undertaken in 2007.

The existing 2018/2019 budget for the project is \$65,623.00. There are no external funding sources for the project.

Funds of \$30,000 are proposed to be allocated in the 2019/2020 budget year to enable planning scheme amendments to proceed. Subject to the adoption of the 2019/2020 budget funds exist within the budget to progress to a planning scheme amendment.

The prescribed fees for planning scheme amendments are detailed in the *Planning and Environment (Fees) Regulations 2016*. The costs associated with a Planning Scheme Amendment include: considering a request to amend a planning scheme, consideration of submissions, providing assistance to a panel and adoption and approval of an amendment.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Negative perception of Council if there are significant delays in presenting the findings of the retail strategy to the community (in particular participants of past workshop and one on ones).	3 (Possible)	Councillors to endorse the draft Strategy and progress to a planning scheme amendment.
Lost opportunity to: <ul style="list-style-type: none"> • support the trading performance and viability of Latrobe City's higher- order centres; • ensure convenient and accessible retail services through viable centres; • reduce retail vacancy rates and improve trading performance; • ensure retail centres in Latrobe City are well-designed places; and • support a dynamic retail sector that is responsive to changing consumer preferences and market trends. 	3 (Possible)	Councillors to endorse the draft Strategy and progress to a planning scheme amendment.
Inadequate retail policy within the Latrobe Planning Scheme to assist with the assessment and	3 (Possible)	Councillors to endorse the draft Strategy and progress to a planning scheme amendment.

guidance of retail development in Latrobe City.		
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* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

Legal and Compliance

It is considered that there are no legal implications or compliance matters relating to the proposal.

Community Implications

The project is expected to have a positive social impact by providing clearer direction to Council Officers and commercial developers, increasing competitiveness in the regional retail environment and providing a range of direct and indirect employment opportunities.

Environmental Implications

Public Realm improvements can provide a greater sense of pride which can result in a reduction in vandalism and shop vacancies and encourage active and safer activity centres.

Consultation

Council officers have committed to continue consultation with members of the community who participated in Stage 1 of the project. In addition it is anticipated that via a future planning scheme amendment process that further consultation will be undertaken with land owners, occupiers, business owners, community groups, referral authorities and agencies and key stakeholders on the project and proposed planning scheme amendment changes. The formal exhibition of the final draft Strategy and the associated planning scheme amendment documentation will allow for further community and stakeholder input before the Strategy is finalised.

Declaration of Interests:

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

Supporting Documents:

Latrobe City Retail Strategy Review 2007

Attachments

1. Attachment 1 - Latrobe City Retail Strategy - Background Research and Analysis January 2019 (Published Separately) (Confidential)
2. Attachment 2 - Draft Latrobe City Retail Strategy - Strategy and Implementation Plan April 2019 (Published Separately) (Confidential)

Agenda Item: 14.3

Agenda Item: Use of Land for a Rooming House and Associated Development (in retrospect) in the General Residential Zone at 15 Kevin Court, Traralgon

Sponsor: General Manager, City Development

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

Status: For Decision

Proposed Resolution:

That Council:

Issues a Notice of Decision to Grant a Permit for the use of land for a rooming house and associated development (in retrospect) in the General Residential Zone at 15 Kevin Court, Traralgon with the following conditions:

Endorsed Plans Condition:

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

Management Plan Condition

2. Before the use commences, a Management 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. All activities forming part of the use must comply with endorsed plan. The plan must include:
 - a) house rules for the purpose of protecting the amenity of the area;
 - b) provision of internal signage advising residents of the rooming house to respect the peace and quiet of the neighbourhood;
 - c) management and maintenance of the external common areas of the rooming house;
 - d) waste disposal and collection arrangements;
 - e) rules for use of nominated outdoor areas including curfews;
 - f) the management of on-site car parking, and
 - g) provision for the handling of all complaints to be directed to the operator of the premises and for the name and contact details of the operator (both during normal business hours and after hours) to be made

available to the public by means of a sign prominently displayed at the front entrance to the property on Gunyah Grove at all times while the use continues.

3. The measures set out in the endorsed Management Plan are to be adhered to at all times and must be enforced by the Site Manager delegated responsible for the site at any time.
4. Prior to any visitors or patrons entering the premises, staff must advise such persons of all conditions of this permit including detailed requirements set out in the Site Management Plan.
5. A copy of this permit and the Management Plan shall be displayed at all times in a prominent location within the premises to the satisfaction of the Responsible Authority.

Number of Tenants Condition

6. Not more than twelve (12) persons may be provided accommodation on the premises at any one time without the written consent of the Responsible Authority.

Amenity Conditions

7. The amenity of the area must not be detrimentally affected by the use or development through any of the following:
 - a. Transport of materials, goods or commodities to or from the land.
 - b. Appearance of any buildings, works or materials.
 - c. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, soot, ash, dust, waste water, waste products, grit or oil.
 - d. Presence of vermin.

Expiry Conditions

8. This permit will expire if one of the following circumstances applies:
 - a) The buildings and works are not started within two (2) years of the date of this permit.
 - b) The buildings and works are not completed and the use has not commenced within four (4) years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards if the development has not lawfully commenced prior to the expiry of the permit, or within 12 months afterwards if the development

has lawfully commenced prior to the expiry of the permit.

Executive Summary:

A planning permit application has been received to use and develop 15 Kevin Court, Traralgon as a rooming house for 12 residents, and for retrospective approval of minor alterations to the existing dwelling on the site which reconfigured the internal arrangement of the dwelling to create a total of nine bedrooms.

It should be noted that a Planning Permit was triggered for the proposal as the rooming house has a total floor area exceeding 300 square metres, being approximately 366 square metres.

Following advertising of the application, 24 objections and a petition containing 43 signatures were received. Issues raised include concerns regarding amenity, car parking, traffic, and safety issues.

The proposal has been considered against the relevant provisions of the Latrobe Planning Scheme (the Scheme), and the objections submitted and considered to have satisfied the purpose and decision guidelines of the General Residential Zone. Furthermore, it is considered that the proposal would add to the diversity of housing types in Latrobe City in a location offering access to employment, services and transport and would not impact the amenity of the area subject to appropriate conditions being imposed in particular the provision of a comprehensive Management Plan.

Overall, it is considered that the proposal is generally consistent with the relevant objectives and decision guidelines of the Scheme.

It is therefore recommended that a Notice of Decision to Grant a Permit, subject to appropriate conditions, be issued.

Background:

Summary

Land: 15 Kevin Court, Traralgon, known as Lot 18 LP114042

Proponent: PLC Consulting

Zoning: General Residential Zone Schedule 1

Overlay Nil

A Planning Permit is required for the use of the land as a rooming house in accordance with Clause 32.08-2 and to extend a residential building pursuant to Clause 32.08-9.

Proposal

The application is for the use of the site as a rooming house and for the retrospective approval for the associated works. The details of the proposal are as follows:

- A maximum of 12 people would reside at the premises at any one time.
- Visitors would be permitted on the property between 10:00 am to 9:30 pm.
- The building would have nine bedrooms with six provided on the ground floor and three on the first floor. It would also have a kitchen, living room, dining room, laundry and three bathrooms, two of which would be on the ground floor and one on the first floor.
- Three car parking spaces would be provided on site within the site frontage to Kevin Court. They would be accessed via an existing crossover from Kevin Court and would be located on an existing hard paved area as well as an additional gravel area.
- Some internal development works have already taken place to convert the previous double garage into two bedrooms, part of the living room into a bedroom and a store room into a bedroom.
- External works which have already taken place comprise of the installation of a window in the eastern and western walls of the existing garage for the proposed bedrooms.

A copy of the plans of the proposal can be viewed at Attachment 1.

Subject Land:

The subject site is generally regular in shape and is located on the south-eastern side of Kevin Court and Gunyah Grove in Traralgon. It has a frontage to Kevin Court of 14 metres, a frontage to Gunyah Grove of 43 metres and an overall area of 706 square metres. It has a 2 metre wide drainage and sewerage easement located adjacent to the southern boundary of the site. The site is relatively flat and does not contain any significant vegetation.

The site has been developed with a two storey dwelling constructed from brick on the ground floor and weatherboard cladding on the first floor with a pitched tiled roof. A double garage is incorporated into the roofline of the dwelling on its northern side. Vehicle access to the site is via a crossover located in the middle of the Kevin Court site frontage. Private open space is located at the rear and sides of the dwelling with two large sheds located in the rear.

Surrounding Land Use:

The site is located in an established residential area in the south-east of Traralgon with the following surrounding land uses:

North: Single storey brick dwelling

South: Single storey brick dwelling

East: Single storey brick dwelling

West: Single storey brick dwellings

Attachment 2 shows the location and context of the subject site.

Rooming Houses Definition:

A rooming house is defined in the Scheme as *'land used for a rooming house as defined in the Residential Tenancies Act 1997'*. The *Residential Tenancies Act 1997* defines a rooming house as:

- *'a building in which there is one or more rooms available for occupancy on payment of rent (a) in which the total number of people who may occupy those rooms is not less than 4; or (b) in respect of which a declaration under section 19(2) or (3) is in force.'* (Section 19(2) refers to instances where the relevant Minister declares that a building is a rooming house.)

Clause 52.23 (Rooming House) was introduced into the Scheme in October 2018. The clause purpose is *'to facilitate the establishment of domestic-scale rooming houses'*. It applies to the use and development of rooming houses and provides an exemption from planning approval if the following requirements are met:

- *Any condition opposite the use 'rooming house' in the table of uses in the zone or schedule to the zone is met.*
- *The total floor area of all buildings on the land does not exceed 300 square metres, excluding outbuildings.*
- *No more than 12 persons are accommodated.*
- *No more than 9 bedrooms are provided*

In this instance as the total floor area of the buildings on the land excluding outbuildings exceeds 300 square metres, a planning permit is required.

Reasons for Proposed Resolution:

The proposal is considered to be:

- Consistent with the strategic direction of the Planning Policy Framework and the Municipal Planning Strategy;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the General Residential Zone Schedule 1;
- Consistent with the 'Purpose' and 'Decision Guidelines' of Clause 52.06 Car Parking;
- Consistent with the 'Purpose' and 'Decision Guidelines' of Clause 55 Two or More Dwellings on a Lot and Residential Buildings;
- Consistent with Clause 65 (Decision Guidelines); and

- The objections received have been considered against the provisions of the Scheme and the relevant planning concerns have been considered. The objections do not form planning grounds on which the application should be refused.

Issues:

Strategy Implications

Strategy 9 of the Council Plan 2017-2021 seeks to “*Improve the liveability and connectedness of Latrobe City*”. An objective to achieve this strategy is to “*Provide a connected, engaged and safe community environment, which is improving the wellbeing of all Latrobe City citizens*”.

Communication

Notification:

The application was advertised pursuant to Sections 52(1)(a) and (d) of the *Planning and Environment Act 1987* (Act), with notices sent to all adjoining and adjacent landowners and occupiers, and a notice was displayed on site for a minimum of 14 days.

At the completion of the advertising period, 24 submissions in the form of written objections and a petition containing 43 signatures objecting to the proposal had been received.

A copy of the objections can be viewed at Attachment 3 of this report, with a map showing the location of the nearby objectors at Attachment 4.

The applicant’s written response to the objections can be viewed at Attachment 5.

The following issues were raised:

1. The types of people that will live there will impact the safety of the area, generate noise and generally disturb the area.

Comment:

The proposed rooming house is to be located within an established residential area of Traralgon, within close proximity to public transport, activity centres and public open space areas. Additionally the site is not located adjacent to highly sensitive uses such as schools, child care centres and hospitals.

The Scheme cannot discriminate against the ‘type’ of people permitted to reside within a rooming house. However, it is considered that amenity concerns can be appropriately managed through the enforcement of a comprehensive management plan.

A detailed management plan will be a condition of any approval issued to ensure the amenity of the residential area is maintained.

2. Not enough Car Parking and increased traffic.

Comment:

The Scheme requires 1 car parking space to be provided per 4 bedrooms within a rooming house due to the typically low vehicle ownership of rooming house residents. As such the proposal will be providing in excess of the Scheme car parking requirements.

With this in mind, it is therefore expected that any traffic generated by the proposal would not put undue pressure on Kevin Court or the surrounding street network.

3. Site is not near the Traralgon CBD where this type of density living would be acceptable.

Comment:

The site is located in a residential area and is approximately 1.65 kilometres from the Traralgon Activity Centre. As a residential use, the proposal is appropriately located.

4. Site is not close to public transport. There is only a limited bus service.

Comment:

The No. 43 bus service runs from Liddiard Road every hour and a bus stop for this service is approximately 500 metres from the site. The site is therefore considered to be relatively convenient to public transport. In addition, walking or cycling are also transport options given the site is only 1.65 kilometres from the main business area of Traralgon and the Traralgon railway station. A copy of Traralgon's No.43 bus route and aerial image showing the nearest bus stop can be viewed at Attachment 6 of this report.

5. How has the property been able to be renovated without a planning permit and were relevant building approvals in place? 'Proposed' work has already commenced.

Comment:

The property received a Building Permit and was renovated acting upon the previous requirements of Clause 52.23 Planning Scheme regulations for 'Shared Housing'. The amendment to Clause 52.23 of the Scheme in October 2018 now required the operator to obtain a planning permit for the use and development of the proposal. A building permit has been issued by a private building surveyor for the works which have been undertaken.

6. Property values will be affected.

Comment:

Property values are not considered to be a valid ground of objection to a planning permit application and cannot be considered as part of the assessment of the application.

7. Restricted social areas to be provided for the residents.

Comment:

Research of relevant VCAT cases on this matter affirm that the private and communal spaces proposed are in line with current best practice for social interaction within rooming houses. It is considered that rooming house tenants should be provided with opportunities to socialise in communal spaces as well as opportunity for private space within their individual bedrooms. It is considered that the proposed design includes appropriate space for both communal and private enjoyment.

8. Potential for 30 people to live there based on the number of bathrooms.

Comment:

The application is seeking approval for 12 residents to reside on the premises and a condition of any approval issued will restrict the number of residents able to reside on the premises to 12.

External:

The application was referred to Victoria Police under Section 52(1)(d) of the Act who objected to the granting of a planning permit. A copy of this objection can be viewed at Attachment 7 of this report.

Victoria Police raised the following concerns:

- *Increase in Crime within the Latrobe City.*
- *Disruption to the good order of the surrounding residential area.*
- *Safety to Members of the Public and Police.*
- *Influx of transient persons with criminal history to Latrobe City.*
- *Accountability of management of premises.*

The concerns raised are considered to focus on the background of the individual tenants of the proposed rooming house and are not concerns that form Planning considerations for the proposal. The Victorian Civil and Administrative Court (VCAT) has previously stated that *'whilst the Police equated calls to boarding houses as a drain on their resources, I do not consider that this should be a factor that carries weight in determining such a use should be prevented from occurring in a particular location. I would consider this was all part of policing.'*

The proposal is considered to provide an affordable housing option within an established residential area of Traralgon, close to public transport and within an appropriate distance away from highly sensitive uses.

It is considered that although Planning Permit conditions cannot discriminate against individuals due to their background or circumstance, conditions can manage the behaviour of the tenants within the rooming house. There are a number of examples,

including some within Latrobe City that demonstrate how when a management plan is enforced resulting in the premises being appropriately managed, rooming houses such as the proposed can operate without causing a detriment to the neighbouring area.

In the case of Latrobe City the boarding house at 7-11 Campbell Street, Traralgon a review of Councils data bases shows that a formal complaint has not been received since 29 June 2017 about the premises following enforcement of the management plan by Council resulting in proper management of the premises.

Therefore it is considered that any external amenity impact can be appropriately managed through the management plan requirements of any permit issued.

Internal:

The application was referred to the Council's Engineering Team and Environmental Health Team. Both teams did not object to the granting of a planning permit subject to conditions to be included on any permit that may be issued.

Details of Community Consultation following Notification:

The applicant provided a written response to the objectors' grounds of objection. The objectors were advised in writing of the response and were given the opportunity to withdraw their objections. No objections were withdrawn.

Financial Implications

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 7 business days with an additional three days required to attend and present at the appeal, totalling 10 business days.

This equates to a financial cost in the order of \$4,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$7,000.

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Risk to Councils reputation in supporting an application which has received 24 submissions	3 – Possible	The proposal has been considered against the Latrobe Planning Scheme and it is considered to be

and a petition containing 43 signatures which raise concerns regarding amenity, car parking, traffic, and safety issues.		consistent with the relevant provisions.
Reputational and a financial risk to Council not supporting the application and the applicant seeking review of the decision at VCAT.	3- Possible	To manage and limit the potential risk the recommendation has been considered against the Planning Policy Framework and Municipal Planning Strategy.

* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

Legal and Compliance

Latrobe Planning Scheme

Planning Policy Framework

- Clause 11.01-1S Settlement
- Clause 11.01-1R Settlement – Gippsland
- Clause 11.02-1S: Supply of urban land
- Clause 11.03: Planning for Places
- Clause 15.01: Built environment
- Clause 15.02: Sustainable Development
- Clause 16: Housing
- Clause 19: Infrastructure

Local Planning Policy Framework

- Clause 21.01-1 Municipal Profile
- Clause 21.02-1: Key Issue – Urban Growth
- Clause 21.02-2: Key Issue – Main Towns and Growth Corridors
- Clause 21.02-7: Key Issue – Liveability
- Clause 21.02-8: Key Issue – Healthy Urban Design

- Clause 21.06-1: Key Issue – Built Environment
- Clause 21.06-3: Key Issue – Township Identity
- Clause 21.09-4: Traralgon

Zoning (Clause 32.08)

The subject site is located in General Residential Zone Schedule 1 where a planning permit is required to use and develop the land for rooming house as the requirements of Clause 52.23-2 (Rooming House) cannot be met.

Particular Provisions

- Clause 52.06 (Car Parking)
- Clause 52.23 (Rooming House)
- Clause 55 (Two or More Dwellings on a Lot and Residential Buildings)

Decision Guidelines (Clause 65):

Clause 65.01 sets out the decision guidelines to be considered before deciding on any application

Incorporated Documents (Clause 72.04):

The following incorporated document is relevant to this application:

- Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Off-Street car parking, Standards Australia 2004

Strategic direction of the Planning Policy Framework and the Municipal Planning Strategy:

The key elements of the Planning Policy Framework and Municipal Planning Strategy have been considered in the assessment of the application.

It is considered that the proposal satisfactorily addresses the Planning Policy Framework, particularly Clause 16.01-1S Integrated Housing, Clause 16.01-3S Housing Diversity and Clause 16.01-4S Housing Affordability. The proposed rooming house would provide an affordable housing choice in Traralgon by providing low cost housing in an appropriate location. The proposed rooming house would be located in an area that is accessible to services, employment and transport in the nearby Traralgon town centre. This supports the objective of Clause 16.01-4S 'to deliver more affordable housing closer to jobs, transport and services' as well as 'increasing choice in housing type, tenure and cost to meet the needs of households as they move through life cycle changes and to support diverse communities'.

The proposal also addresses the Municipal Planning Strategy as it accords with the vision at Clause 21.02 Housing and Settlement which includes the objective 'provide

a diversity of choice in housing styles and designs'. Strategies to achieve this objective include:

- *Encourage housing that meets the needs of a diverse community.*
- *Encourage the provision of social housing within the municipality.*

The proposed use and development would provide affordable housing within Traralgon as well as providing an alternative housing type to meet the needs of the community. The site is located in an existing urban area as identified on the Traralgon Town Structure Plan. The proposed use is a residential use and is therefore appropriately located.

Planning Scheme Amendment C105 'Live Work Latrobe':

Live Work Latrobe has identified that further work in relation to rooming house accommodation is required to develop a coordinated approach to improve the location and quality of rooming houses within Latrobe City. Evidence suggests that the number of people within Latrobe City requiring this type of accommodation (rooming houses) is increasing. This includes people with complex needs, people seeking one-bedroom accommodation, young people, women, families and older people using rooming houses in the face of a tight rental market or lack of emergency accommodation being available. Until this strategic work is undertaken, the Local Planning Policy within the Latrobe Planning Scheme remains silent on this matter.

'Purpose' and 'Decision Guidelines' of the General Residential Zone Schedule 1

The land is zoned General Residential Zone Schedule 1 where a permit is required for the use and development of a rooming house where the Clause 52.23-2 requirements have not been met.

The application is required to be assessed against Clause 55 and has been found to comply (see discussion below). The development of the site, which has been undertaken, is relatively minor in nature and has not increased the footprint of the dwelling.

The proposal must also satisfy the garden area requirements of Clause 32.08-4 whereby a lot greater than 650 square metres must provide 35% of the site as garden area. The proposal satisfies this requirement.

As discussed, the number of residents proposed to be accommodated is 12. While the dwelling could accommodate 17 people using the figures provided in the Public Health and Wellbeing Regulations, a condition of any approval issued will restrict the maximum number of residents to 12.

A review of a number of VCAT cases for similar proposals has been undertaken with the following considerations found:

- In response to concerns in relation to amenity impact and compliance with conditions, VCAT stated that *'with appropriate management in accordance with*

a Site Management Plan to the satisfaction of the Responsible Authority the risk of anti-social behaviour would be considerably reduced’.

- When considering the external impacts of noise, behavior of future residents and safety issues, VCAT stated *‘the scheme does not contain policies seeking to regulate the behavior of individuals within a domestic scale residential development’.*

These cases highlight the need for a comprehensive management plan to be provided for the management of the use as well as the management of the protection of the amenity of the surrounding neighbourhood.

A management plan will therefore be made a condition of any approval issued. It will set out the requirements for the provision of house rules to ensure the protection of the amenity of the area including the implementation of visiting hours as well as the requirements for the daily management and maintenance of the site, including waste disposal and collection arrangements, car parking, and garden maintenance issues. The management plan will also include that the contact details for the operator of the building should be available for any inquiries or complaints to be logged and dealt with on an expeditious basis. Subject to the operator responding with due care and timeliness to any such complaints, the prospects of any ongoing negative impacts or unresolved issues arising with the operation of the rooming house should be minimised.

Overall, it is considered that the proposal meets the purpose and satisfies the decision guidelines of the zone as it:

- Implements the Municipal Planning Strategy and the Planning Policy Framework by providing affordable housing in an appropriate location, and adding to the diversity of housing types particularly in a location offering good access to employment, services and transport;
- The built form respects neighbourhood character as the development that has already been undertaken on the site maintains the appearance of the building on the site;
- The proposed use is appropriately located as it is residential in nature and would take place in an existing dwelling in a residential zone; and
- With appropriate conditions imposed including the submission and implementation of a management plan, the proposed use should not impact on the amenity of the area.

‘Purpose’ and ‘Decision Guidelines’ of Clause 52.06 Car Parking

Table 1 to Clause 52.06 requires one car parking space per four bedrooms to be provided for a rooming house. As there would be nine bedrooms, two car parking spaces are required to be provided. Three car parking spaces would be provided on

site which exceeds the requirements of the clause. The proposal also complies with Clause 52.06-8 Design Standards for Car Parking.

Clause 52.23 Rooming House

This clause provides an exemption for the use and development of rooming houses from planning approval where certain requirements are met. As discussed, the proposal cannot meet the maximum floor area provision as the floor area of the proposal would exceed 300 square metres. The clause therefore does not provide an exemption from planning approval.

Clause 55 Two or More Dwellings on a Lot and Residential Buildings:

It is proposed to use the existing dwelling on the site with the only external modifications being the provision of two windows in the existing garage to create two bedrooms and an additional car parking space within the front setback to Kevin Court. The dwelling would therefore continue to blend in with the surrounding residential neighbourhood. It would not impact on the amenity of adjoining properties by way of overlooking or overshadowing, and internal amenity such as the provision of private open space will continue to be provided. The proposed residential building therefore satisfies the objectives and standards of Clause 55.

Clause 65 (Decision Guidelines):

The relevant decision guidelines set out in Clause 65.01 have been considered and found:

- The proposal satisfies the Municipal Planning Strategy, the Planning Policy Framework and the purpose of the applicable zone and particular provisions.
- The proposal would contribute to the orderly planning of the area as it will provide a residential use within a residential area.
- With appropriate conditions imposed including the provision and implementation of a management plan, the amenity of the area should not be impacted.

Further work

Options

Council has the following options in regard to this application:

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

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

Declaration of Interests:

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

Supporting Documents:

Nil

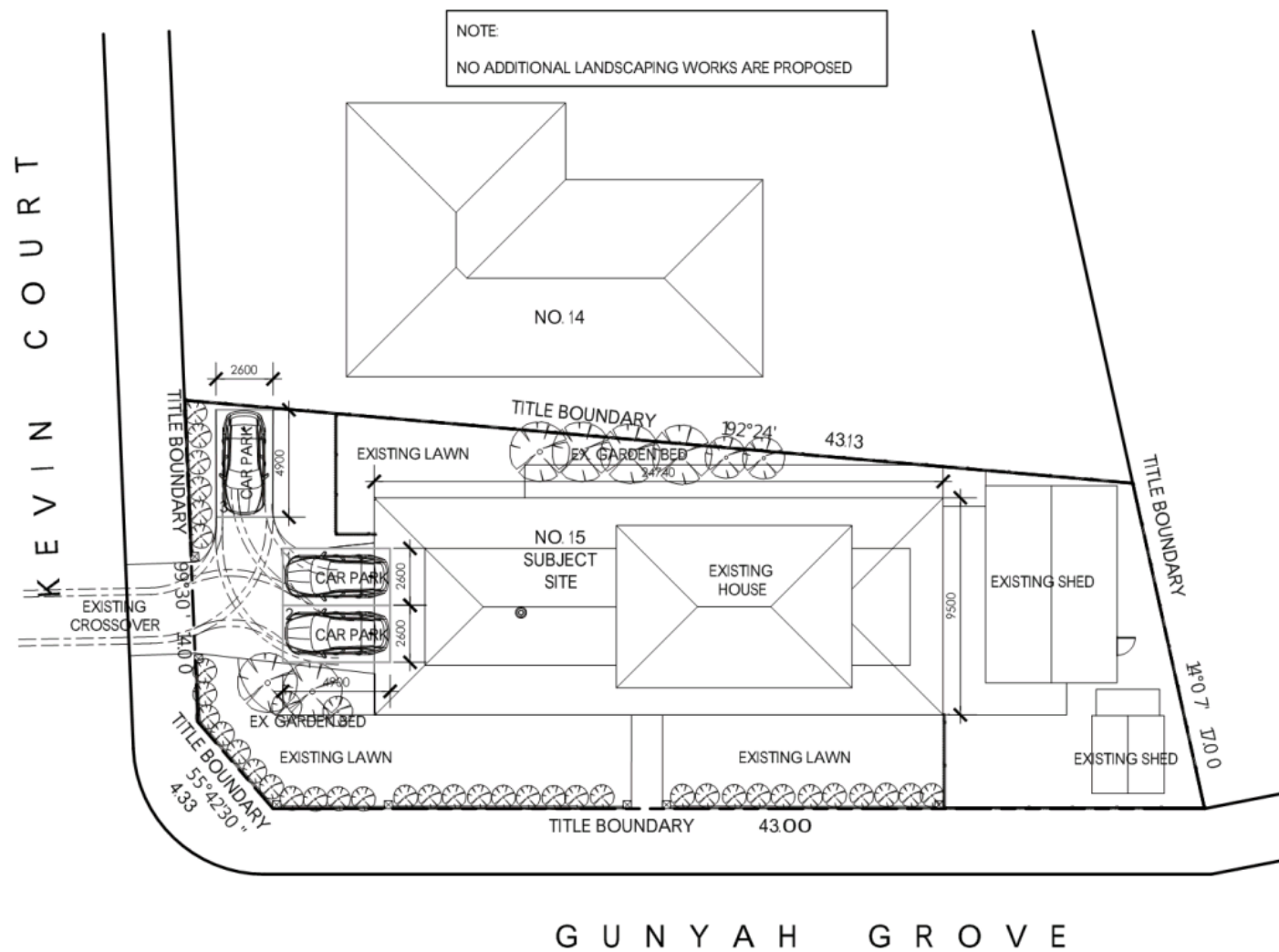
Attachments

- 1 [↓](#). Proposed Plan
- 2 [↓](#). Site Context
3. Objections (Published Separately) (Confidential)
4. Objector locations (Published Separately) (Confidential)
- 5 [↓](#). Applicants response to objections
- 6 [↓](#). Bus Route 43 and Bus Stop
7. Victoria Police Objection (Published Separately) (Confidential)

14.3

Use of Land for a Rooming House and Associated Development (in retrospect) in the General Residential Zone at 15 Kevin Court, Traralgon

1	Proposed Plan.....	227
2	Site Context.....	233
5	Applicants response to objections	234
6	Bus Route 43 and Bus Stop.....	236



LOCALITY PLAN
SCALE 1:200



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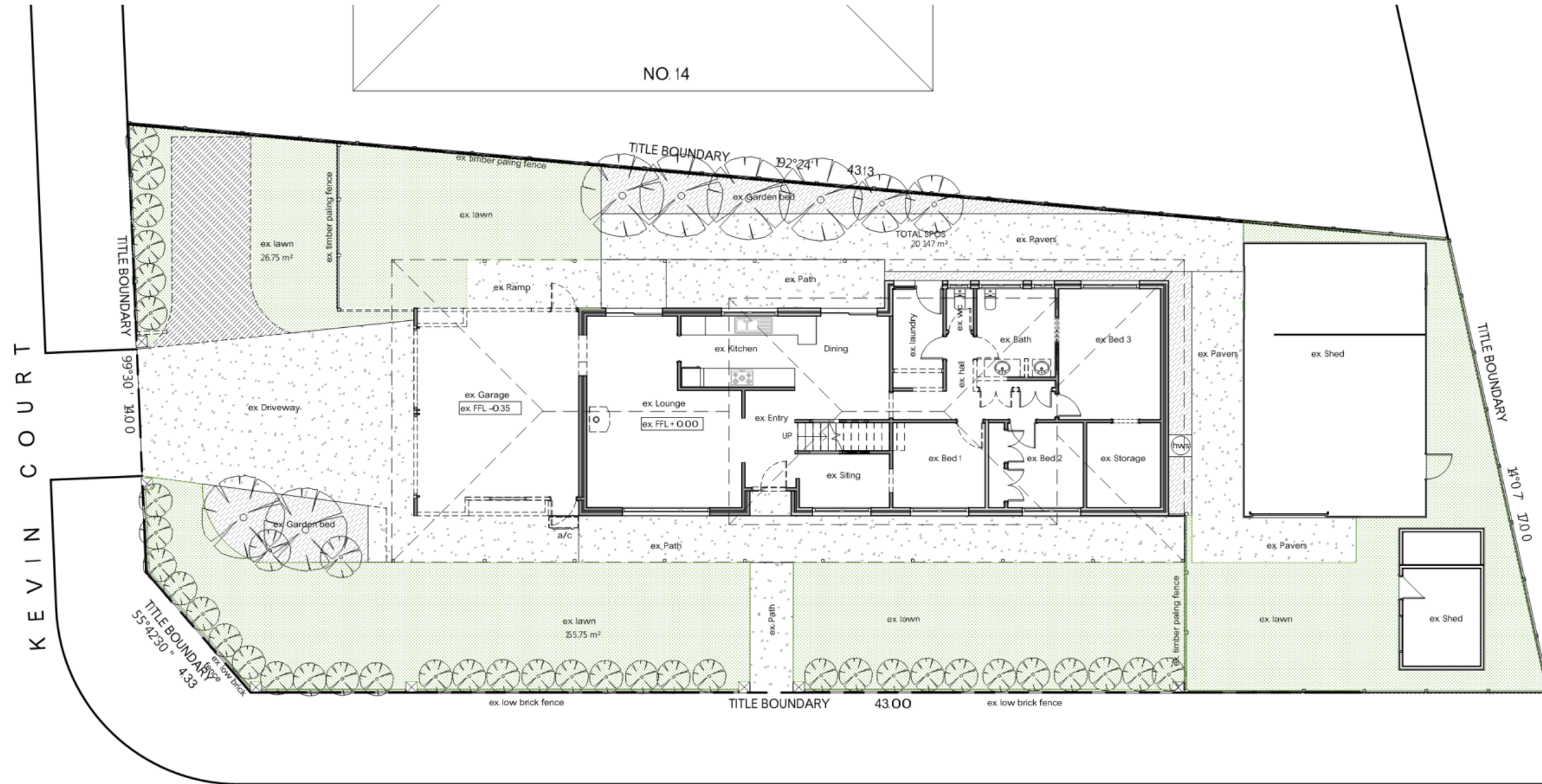
PROJECT
15 KEVIN COURT
TRARALGON
VICTORIA

DRAWING
LOCALITY PLAN



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B	25.02.19	TP RFI ISSUE	DS	DT

01 EX GROUND FLOOR PLAN
SCALE: 1:100

LEGEND

--- EXISTING WALLS, ROOFS, FLOORS, WINDOWS AND DOORS TO BE DEMOLISHED

— EXISTING WALLS TO REMAIN

LEGEND - SURFACE MATERIAL

- CONCRETE SURFACE
- EXISTING GRASS LAWN
- EXISTING MULCH
- EXISTING LAWN TO BE REMOVED



CLIENT
COLE WILLIAMS

PROJECT
15 KEVIN COURT
TRARALGON
VICTORIA

DRAWING
EXISTING & DEMOLITION
GROUND FLOOR PLAN



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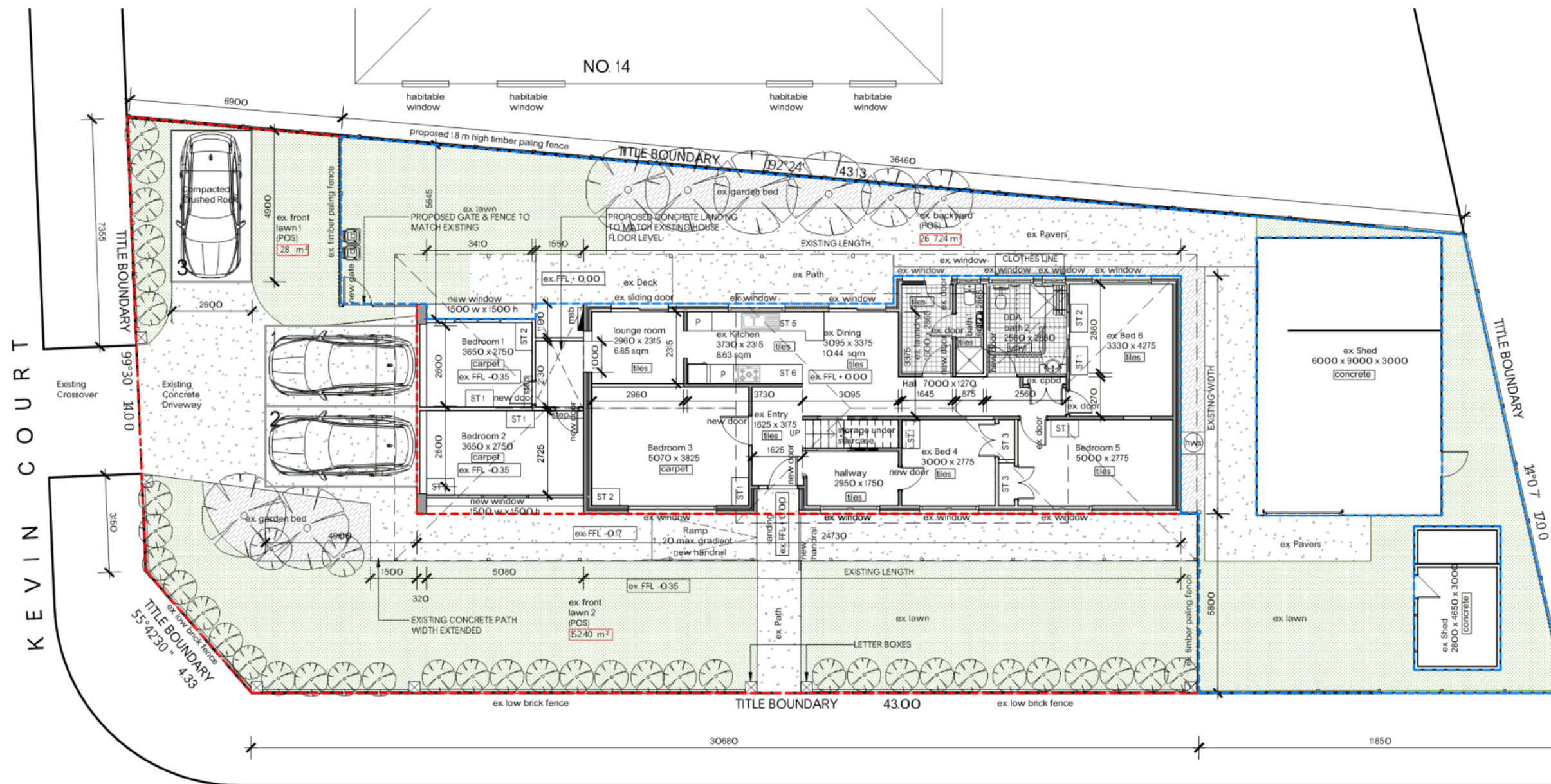
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C	08.05.19	TP FURTHER RFI ISSUE	DS	DT



01 GROUND FLOOR PLAN
SCALE 1:100

G U N Y A H G R O V E

LEGEND

- BIR BUILT IN ROBE
- TR LAUNDRY TROUGH
- SS STAINLESS STEEL SINK
- PAN PANTRY
- SH SHOWER BASE
- WC TOILET SUITE TO OWNERS SELECTION
- V VANITY TO OWNERS SELECTION
- DP DOWN PIPE
- OH OVERHEAD CUPBOARD
- LOH LIFT OFF HINGES
- HWS EXISTING HOT WATER SERVICE TO BE CHECKED ON SITE

WALL TYPES

- PROPOSED 90mm F5 PINE TIMBER FRAME WALL
- EXISTING INTERNAL TIMBER FRAME WALL
- EXISTING TIMBER POSTS
- EXISTING BRICK VENER WALL
- EXISTING LOAD BEARING WALL

GARDEN AREA
TOTAL GARDEN AREA = 340 m²
(46 % of total site area)

LEGEND - SURFACE MATERIAL

- CONCRETE SURFACE
- EXISTING GRASS LAWN
- COMPACTED CRUSHED ROCK
- EXISTING MULCH
- EXISTING LAWN TO BE REMOVED

LEGEND - STORAGE

- ST1 550 H X 900 W X 550 D DRY STORAGE CONTAINER
- ST2 1200 H X 900 W X 500 D CHEST DRAWER
- ST3 2000 H X 1500 W X 600 D BUILT IN ROBE
- ST4 2400 H X 1100 W X 600 D PANTRY
- ST5 800 H X 3600 W X 600 D BENCH STORAGE
- ST6 800 H X 2800 W X 600 D BENCH STORAGE
- ST7 2000 H X 1260 W X 600 D BUILT IN ROBE
- ST8 2000 H X 1680 W X 600 D BUILT IN ROBE

LEGEND - SURFACE MATERIAL

- SECLUDED PRIVATE OPEN SPACE AREA = 201.34 sqm
- PRIVATE OPEN SPACE AREA = 291.15 sqm
- CARPET FINISH
- VINYL TILES FINISH
- FLOOR BOARD FINISH
- CONCRETE FINISH
- VINYL FINISH TO DDA STANDARD
- EXISTING CERAMIC TILES
- RUBBISH BINS
- CLOTHES LINE

CLIENT
COLE WILLIAMS

PROJECT
15 KEVIN COURT
TRARALGON
VICTORIA

DRAWING
PROPOSED
GROUND FLOOR PLAN



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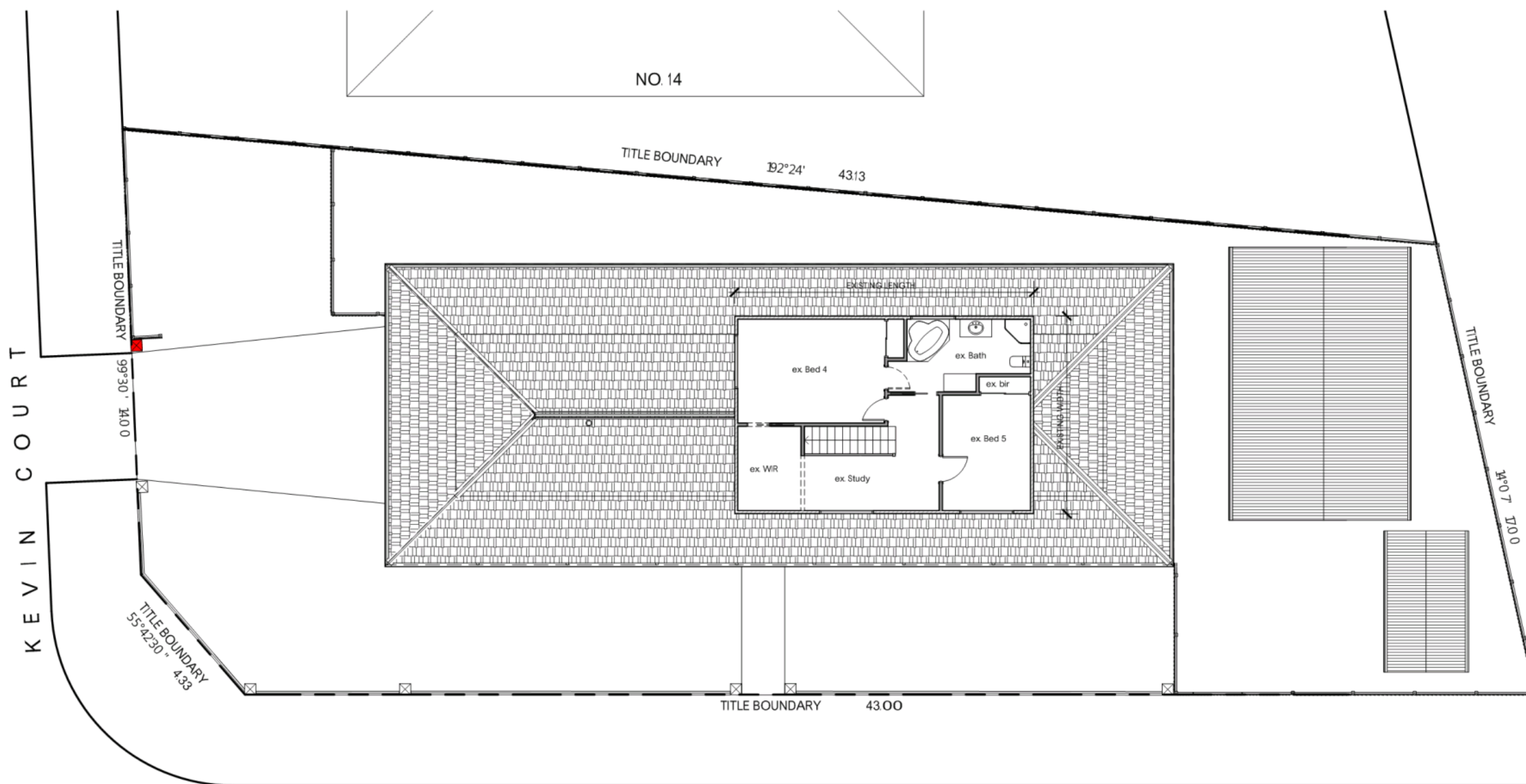


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EX GROUND FLOOR PLAN
SCALE 1:100

G U N Y A H G R O V E

LEGEND

EXISTING WALLS, ROOFS,
FLOORS, WINDOWS AND DOORS
TO BE DEMOLISHED

—
EXISTING WALLS TO REMAIN



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COLE WILLIAMS

PROJECT
15 KEVIN COURT
TRARALGON
VICTORIA

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EXISTING & DEMOLITION
FIRST FLOOR PLAN



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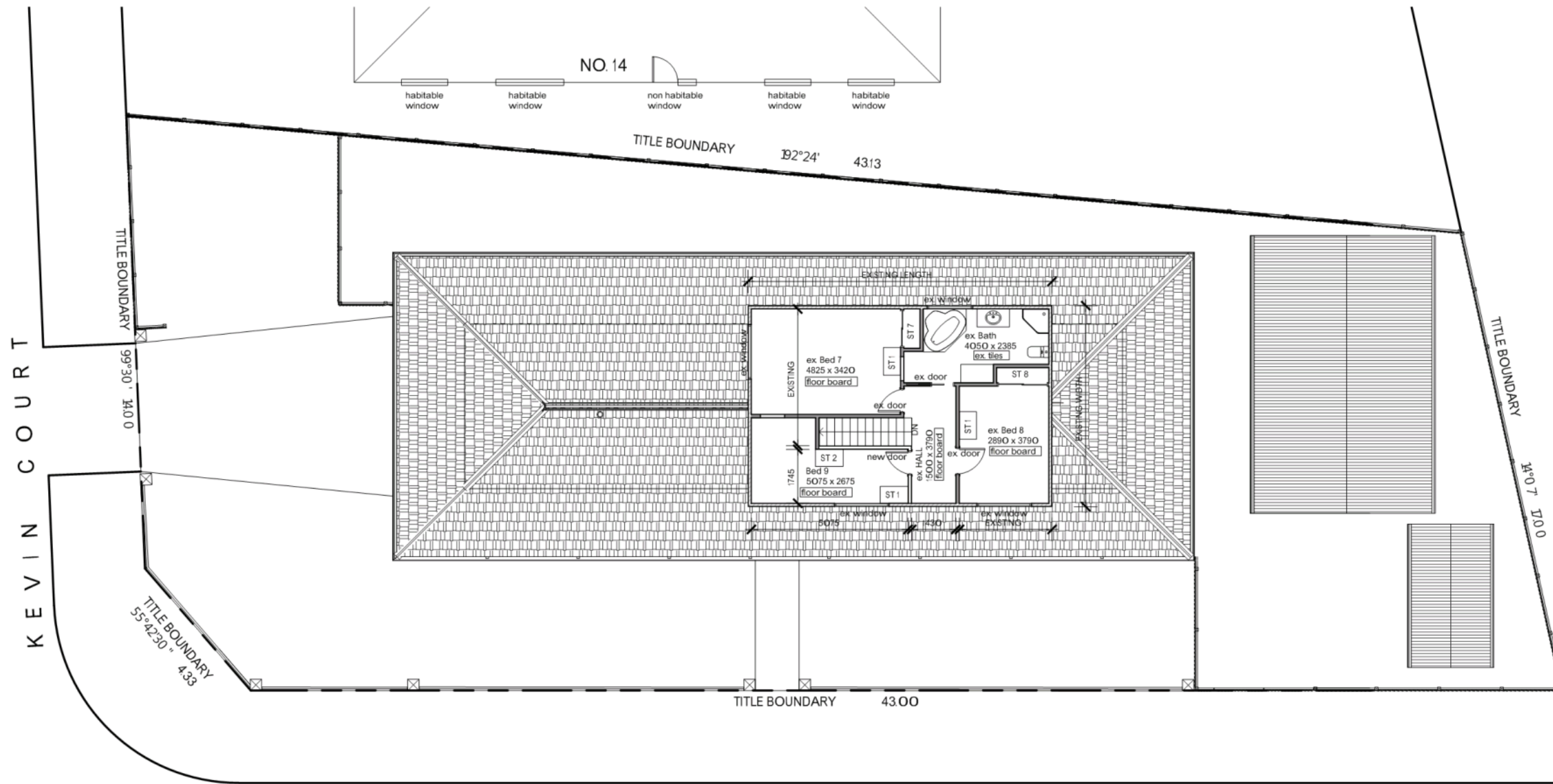
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GROUND FLOOR PLAN
SCALE: 1:100

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COLE WILLIAMS

PROJECT
15 KEVIN COURT
TRARALGON
VICTORIA

DRAWING
PROPOSED
FIRST FLOOR PLAN

G U N Y A H G R O V E

LEGEND

- BIR BUILT IN ROBE
- TR LAUNDRY TROUGH
- SS STAINLESS STEEL SINK
- PAN PANTRY
- SH SHOWER BASE
- WC TOILET SUITE TO OWNER'S SELECTION
- V VANITY TO OWNER'S SELECTION
- DP DOWN PIPE
- OH OVERHEAD CUPBOARD
- LOH LIFT OFF HINGES
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- EXISTING INTERNAL TIMBER FRAME WALL
- EXISTING TIMBER POSTS
- EXISTING BRICK VENEER WALL
- EXISTING LOAD BEARING WALL

LEGEND - SURFACE MATERIAL

- CONCRETE SURFACE
- EXISTING GRASS LAWN
- COMPACTED CRUSHED ROCK
- EXISTING MULCH
- EXISTING LAWN TO BE REMOVED

LEGEND - STORAGE

- PRIVATE OPEN SPACE AREA
- CARPET FINISH
- VINYL TILES FINISH
- FLOOR BOARD FINISH
- CONCRETE FINISH
- VINYL FINISH TO DDA STANDARD
- EXISTING CERAMIC TILES
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
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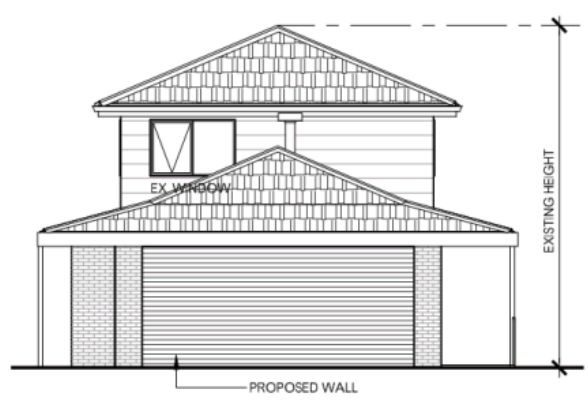
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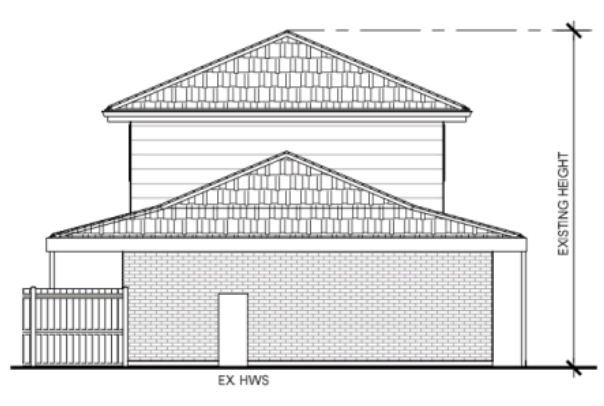
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MATERIAL SCHEDULE

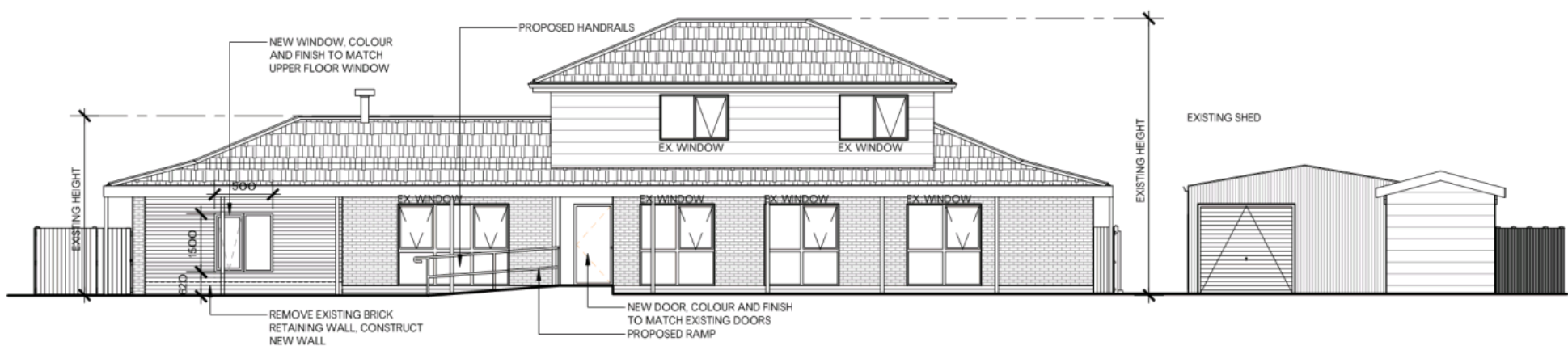
-  EXISTING BRICK VENEER CLADDING TO BE MAINTAINED
-  COLORBOND HORIZONTAL METAL CLADDING - COLOUR TO MATCH EXISTING EAVES AND WEATHERBOARD CLADDING
-  EXISTING WEATHERBOARD CLADDING TO BE MAINTAINED
-  EXISTING ROOF TILING TO BE MAINTAINED



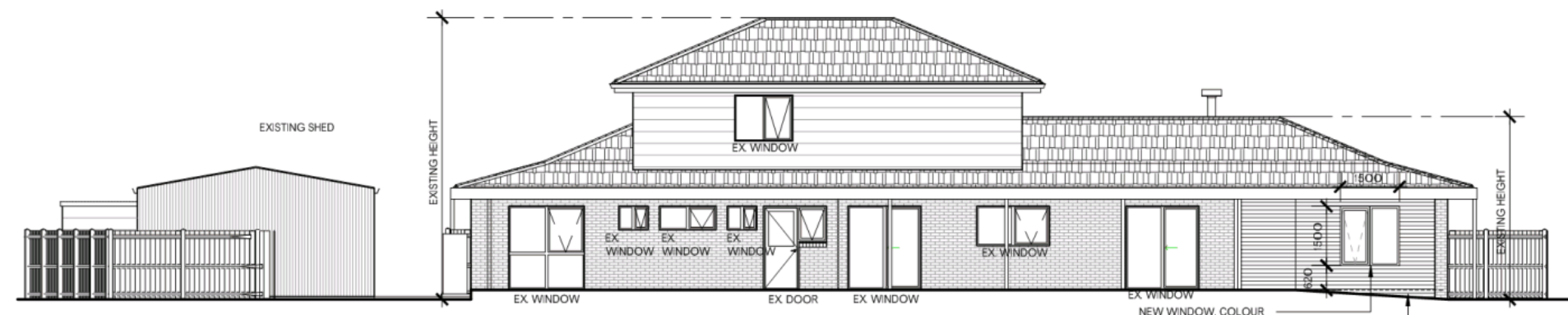
01 NORTH ELEVATION
SCALE 1:100



04 SOUTH ELEVATION
SCALE 1:100



02 WEST ELEVATION
SCALE 1:100



03 EAST ELEVATION
SCALE 1:100

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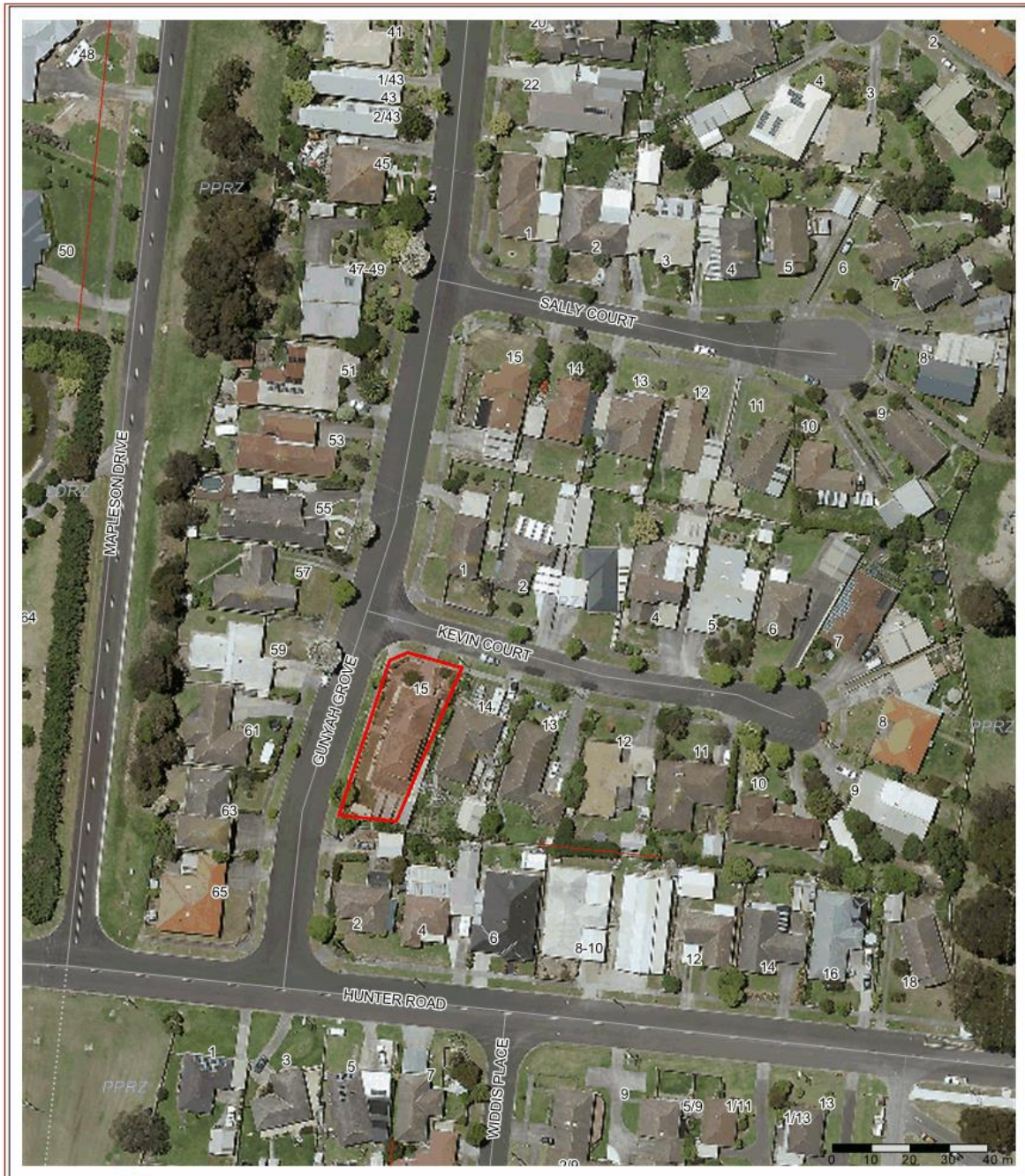
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<p>1:1500</p>		



MELBOURNE

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ABN 80 605 049 054

02-May-19

Jarrold Raun
Senior Statutory Planner
Latrobe City Council
PO Box 264 Morwell VIC 3840

Dear Jarrod,

**RE: PLANNING APPLICATION No. 2019/19
RESPONSE TO ISSUES RAISED IN OBJECTIONS
PROPOSED USE AND DEVELOPMENT OF A ROOMING HOUSE
15 KEVIN COURT, TRARALGON**

Thank you for the opportunity to review and provide a response to issues raised by submitters with regard to planning application 2019/19.

1. Introduction

This planning application seeks the use and development of land for the purposes of a rooming house. The rooming house will consist of 9-bedroom, communal facilities and associate carparking. A maximum of 12 people will be permitted to reside in the proposed rooming house.

2. Response to issues raised in objections

A number of issues were raised in objections. We provide a response to these issues for your consideration as follows:

Use of land – Rooming House

The use of land for accommodation is broadly consistent with the prevailing land use found within the surrounding area which consists of other forms of accommodation. In 2018, planning provisions were introduced across Victoria triggering a planning permit for the use of such facilities over 300sqm in area. Previously, the use of land for a rooming house would not have required a planning permit. The purpose of introducing requirements for Rooming Houses at Clause 52.23 was to facilitate the appropriate integration of this form of accommodation within residential neighbourhoods and to ensure that the demand for this form of accommodation could be met. We submit the proposed rooming house is appropriate and has considered its surrounding context.

Car Parking

The proposed use and development meets the requirements of Clause 52.06 of the Latrobe Planning Scheme by providing three (3) car parking spaces (1 carparking space to every 4 bedrooms). We believe the provision of on-site car parking to be sufficient in this instance.

Internal Amenity

The internal layout of the proposed rooming house has been specifically designed to satisfy DDA requirements AS 1428.1-2009, the minimum standards for a Rooming House as outlined by the Consumers Affairs and the standards and regulations outlined by the Department of Health and Human Services Victoria.



Noise

In order to mitigate any potential noise impact on the surrounding properties, strict visiting hours will be implemented. Visiting hours to the rooming house will be between 10am – 9.30pm. Tenants will also be made aware of the house rules, which include minimum noise before 9am and after 9.30pm. This will ensure that noise is kept to a minimum at night and in the morning and does not negatively impact on the surrounding properties.

3. Other issues

We note that a number of other non-planning related issues have also been raised. To assist Council to provide additional assurance to the community regarding these matters, we provide the following:

Management and maintenance

The proposed rooming house will be professionally managed and maintained. The locally based property manager will regularly conduct inspections of the rooming house to ensure that it is maintained in accordance with occupancy permit and public health and well-being standards.

Occupants

There is strong local demand for this form of housing in Traralgon. Tenants of the rooming house are expected to comprise members of the local Traralgon community seeking more affordable accommodation. Tenants will predominantly consist of low-risk individuals looking for more affordable long or short-term housing.

Tenants will be required to go through a vetting process before taking residence within the Rooming House which will include a face to face interview, check of credentials (driver's license, passport), background check of names with other rooming house operators.


A record of all past and present tenants will be recorded and maintained in accordance with Consumers Affairs requirements.

4. Closure

We trust that we have addressed all relevant planning objections and have satisfied Council that the proposed development represents an acceptable outcome. Should you have any queries regarding the above matter, please do not hesitate to contact me.

Yours sincerely,

Mathieu Maugueret,

A handwritten signature in black ink, appearing to read 'M. Maugueret', with a horizontal line extending to the right.

Urban Planner

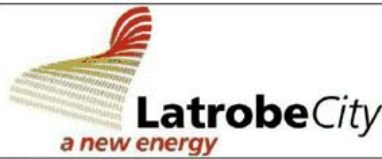

PLC Consulting



43 Traralgon East





		
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	<p>1:1500</p>	

Agenda Item: 14.4

Agenda Item: Infrastructure Barriers to Latrobe City Growth and Investment

Sponsor: General Manager, City Development

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Seeks the release of the Red Tape Commissioners Report '*Reducing Red Tape and Regulatory Barriers to Growth in the Latrobe Valley – March 2017*'; and the Latrobe Valley Authority report and advise regarding the establishment of alternative funding mechanisms in order to resolve identified infrastructure barriers;**
- 2. Continues advocacy to Government for the establishment of a 'Regional Infrastructure Fund', by seeking regional support, preparation of a submission to relevant Minister's and media campaign;**
- 3. Commences a review of policy, regulations and funding arrangements governing the provision of utility services and infrastructure, including exploration of a possible Council led funding assistance model;**
- 4. Advocates for changes to legislation that allow for Developer Contributions Model to include funding of enabling infrastructure by utility providers, to be repaid overtime.**

Executive Summary:

A key issue to enabling new housing growth and job creation opportunities within Latrobe City is the deficiency of utility services and infrastructure; whereby prospective developers, businesses and industry are essentially hamstrung due to long standing absence of enabling infrastructure (i.e. roads, sewer, gas, electricity etc.). This issue remains a critical impediment to Latrobe City continuing to grow and develop as one of Victoria's four Major Regional Cities.

This issue is influenced by a range of factors. Most commonly it is the misalignment of infrastructure planning and provision with residential and industrial zoned land development opportunity, which is further compounded by funding models whereby individuals are required to fund significant upgrades or extensions

to infrastructure and services. With limited or prohibitive bank finance options available in regional areas, approved development and new investment proposals continue to stagnate, in some instances for over a decade.

Recognising that the economic multipliers of service based infrastructure investments extend beyond immediate or individual developer interest and benefit, it is considered necessary and appropriate that Government and service providers explore alternative mechanisms to intervene in what is considered by Council officers to be a market and regulatory failure.

In response previous requests made by Latrobe City Council, the State Government (via the LVA) has undertaken its own investigations into these matters, however to date no new direction or alternatives to resolve infrastructure barriers have been released.

To ensure Latrobe City (Gippsland's Regional City) has land that is 'shovel ready' for new development and investment; this report advises that an increased effort in advocacy and action by Council is again required in order to bring about improved awareness and collaborative action of utility providers and Government to resolve identified infrastructure barriers.

Accordingly a range of immediate and short term actions are now recommended.

Background:

The issue of 'infrastructure barriers' refers to either the absence, capacity and / or prohibitive cost in providing or upgrading infrastructure services (including water, sewer, gas, electricity or roadways / intersection etc.).

Difficulties in providing new or upgraded infrastructure to enable new developments or investments to proceed are influenced by a range of factors including:

- Misalignment of utility service infrastructure planning and availability with current rate of development or investment opportunity;
- Current 'pioneer developer' or 'user pays' funding models whereby individuals are required to fund significant upgrades or extensions to infrastructure services.
- A feeling of inequity from individuals that funding infrastructure would benefit other parties;
- Prohibitive or absent bank lending available in regional areas to assist in financing necessary infrastructure;
- In many instances utility provision is predominantly reactive, whereby service providers work on a basis of '*just enough – just in time*';
- The return on investment in many instances is cost prohibitive due to the extent of infrastructure upgrades required and/ or current models being applied by

utility providers (i.e. higher order infrastructure is requested beyond what may reasonably be necessary);

- Regulatory arrangements currently governing the provision of infrastructure are insufficient in the provision of enabling or leading infrastructure; and are significantly impacting on new development and investment opportunities within the municipality;
- The absence of shared contribution schemes, or similar, are not available for the provision of utility services under current regulations.

Planning for Growth

Commencing 2004 Latrobe City Council has undertaken significant urban growth area planning across large and small townships; completing Structure Plans and Development Plans which subsequently enabled 800 Ha of residential land releases across the municipality in 2012/2013 financial year. An additional 600 Ha of land was later released in 2015 as part of the Lake Narracan Precinct Structure Plan.

Council has been active in the preparation of Development Plans, Development Contribution Plans and Precinct Structure Plans to ensure land is available for growth. Large areas of industry zoned land have also been approved or released for development and new investment. However current and future growth opportunities across a number of key precincts continue to be delayed due to the absence or capacity of critical services (i.e. sewer, gas, electricity etc.).

The realisation of residential and industry growth opportunities is therefore in many instances determined not by market demand, interest or opportunity, rather is inadvertently being restrained by the capacity or extent of utility services and infrastructure.

It is acknowledged that the requirement for an individual developer or business to fund necessary infrastructure is common and accepted. However within Latrobe City there are a number of instances where the cost and benefit of infrastructure extend well beyond any reasonable nexus with an individual development.

For example, current advice from utility service providers indicates that current regulatory arrangements result in circumstances whereby the 'last or first property / business connection' is required to pay the cost of what may necessitate a whole system upgrade if they wish to connect to a service. The cost of achieving such a connection is often prohibitive and extends far beyond the benefit of an individual development.

Consultation with utility providers undertaken as part of the *Morwell – Traralgon Employment Precinct Master Plan* and *Servicing Strategy* has revealed a number examples where substantial infrastructure asset upgrades are needed (i.e. the Gippsland Water Factory which is nearing capacity and the need for large scale gas pipeline upgrades). Council's economic development team have identified this as a consistent challenge to securing new industry investment and job creation

opportunities, due to uncertainty surrounding the capacity and cost of infrastructure expansion and capacity.

Overcoming infrastructure barriers is not isolated to Latrobe City. The *Implications of Population Growth on Infrastructure and Resources in Regional Cities* (Essential Economics 2012) identifies the need to ensure infrastructure updates (including community infrastructure) occur sequential with development. This report identified that population projections (under any of the growth scenarios), require significant additional infrastructure and resources in Regional Cities across Victoria in order to support population expansion, business growth, employment and liveability. The importance of this issue is also reflected within the Gippsland Regional Growth Plan, which acknowledges that growth has occurred without adequate consideration of infrastructure needs which can frequently result in existing infrastructure being inadequate or undersized', stating: '*the major constraints that appear common across most Gippsland local government areas is the availability of funding for existing and new infrastructure*'.

Furthermore, in March 2017 the Red Tape Commissioner finalised a report on removal of regulatory barriers to economic development. The finalised report has not been released to the public. Latrobe City Council has requested the release of the report multiple times through the Red Tape Commissioner, Department of Environment Land Water and Planning (DELWP) and Planning in the Economic Growth Zone Steering Committee. This includes a meeting with the Chief Executive Officer and the current Red Tape Commission (Anna Cronin) in February 2019.

Latrobe City Council can request the report through a Freedom of Information request if further attempts to have the report released are unsuccessful.

The provision of necessary infrastructure will not likely be achieved under current user pay arrangements; rather it is the assessment of Council officers that targeted intervention is required to bring about coordinated and deliberate strategic investment in enabling infrastructure utilities and services.

Issues:

Strategy Implications

The proposal supports the economic growth of the region by advocating for funding infrastructure to enable sites for industrial, housing and commercial land to be developed.

Strategies:

- *Develop projects that will enable the joining up of Latrobe City and reaffirm our position as a regional city.*
- *Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City.*

Communication

Since 2016 Latrobe City Council has continued to highlight this critical issue with Government, including submissions made to the Red Tape Commissioner, Victorian Planning Authority (VPA), Latrobe Valley Authority (LVA) and the Premier in his capacity as Chair of the Latrobe Valley Task Force. However no change has yet been achieved.

A summary of advocacy effort and actions undertaken from 2016 to 2019 are summarised in Attachment 1 and includes advocacy work with the Red Tape Commissioner, VPA, utility authorities, and Premier of Victoria (in his capacity as the Chair of the Latrobe Valley Taskforce). None of the actions listed have however resulted in a desired outcome or change to current circumstances.

Council officers advise that the issue of infrastructure barriers is increasing with current strategic work and new development planning occurring across strategically significant residential, commercial and industrial growth corridors. Consultation with infrastructure providers indicates that significant capacity issues and / or expansion will be necessary for further growth and investment opportunities to be realised.

Specific examples are included within the Morwell – Traralgon Employment Corridor (MTEC) Servicing Strategy which is available as supporting information to this report.

Further consultation and engagement is to be undertaken with a range of agencies, authorities and industry representatives during the completion of planned actions recommended by this report.

Financial Implications

Whilst it is acknowledged that there are a range of factors which will influence and contribute to sustained growth and development of Latrobe City, there is a tangible need for coordinated investment in infrastructure to enable growth and secure new business and industry investment. This is of critical importance to assisting efforts to diversify the regional economy and transition from a reliance on the electricity and mining sectors.

The effects of such investment would extend beyond any particular site or precinct, rather are multiplied to the benefit of the broader community.

This point is demonstrated by the *Morwell / Traralgon Employment Corridor Precinct – Industry / Commercial Investment and Employment Opportunities Assessment (2018)*. This report highlighted that for the Alexanders Road (east) industrial zoned

property; that if enabling sewer infrastructure and intersections were in place (totalling an estimated \$12 million); that a potential 1787 jobs may be created, equating to an estimated \$140 million in wages and resulting in \$1 billion in total economic output once fully developed.

As is demonstrated above, investment in priority utility services and infrastructure is considered paramount to attracting and retaining population growth, securing business and industry investment and resultant employment growth – all of which are critical to securing Latrobe City’s capacity for growth and investment as a Regional City.

It is therefore considered that greater attention and action is now required to bring about alternative funding mechanisms for strategic infrastructure planning and investment.

One option is that Latrobe Council explore possible funding and / or financial assistance models in order to enable necessary infrastructure to be provided to strategically significant development precincts where significant job creation opportunities would result.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Alternative infrastructure mechanisms not identified or supported.	3 - Possible	Continue to advocate with State Government around funding opportunities.
Negative perception of Council not acting to support or enable continued residential and industrial development.	3 - Possible	Keeping landowners informed of the progress of the project. Continue to advocate with State Government around funding opportunities.
Utility service and infrastructure providers consider Council’s increased attention to infrastructure barriers to be detrimental to community perception of their role and function.	3 - Possible	Seek to work in partnership with key stakeholders, identifying opportunities for collaborative action and intervention. Acknowledge limitation and challenges of regulatory environments in which utility providers

		operate.
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Legal and Compliance

The impediment of delayed infrastructure provision and associated regulatory environment in which infrastructure agencies and authorities operate, continue to present significant challenges to the resolution of identified infrastructure barriers. A detailed assessment of current regulatory environment is to be included as part of further work recommended by this report.

Latrobe City Council must ensure continued transparency in advocating for intervention in resolving identified infrastructure barriers.

Community Implications

There have been news releases in the Latrobe Valley Express from developers regarding the time taken by State Government around announcement in relation to funding critical infrastructure.

It is considered that greater community awareness of identified infrastructure barriers and implications of this to continued growth, new industry investment and job creation within Latrobe City. Greater awareness of this matter is expected to aid in future advocacy efforts for intervention by State Government.

Environmental Implications

There is not considered to be any direct environmental implications regarding matters outlined by this report.

Consultation

As mentioned earlier within this report, consultation has been ongoing with a range of key stakeholders including VPA, LVA, VicRoads, Gippsland Water and other utility service providers. This work is to continue during the completion of actions recommended by this report.

Increasing awareness of infrastructure barriers to current and future growth and investment opportunities within Latrobe City will be a primary focus of further engagement with the community, which is anticipated to commence as part of planned media and advocacy campaign recommended by this report.

Other

The actions recommended by this report are to be progressed utilising internal Council resources.

Declaration of Interests:

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

Supporting Documents:

Unblocking Planning and Infrastructure Barriers to development (Victorian Planning Authority 2017).

Implications of Population Growth on Infrastructure and Resources in Regional Cities (Essential Economics 2012)

Morwell / Traralgon Employment Corridor Precinct – Industry / Commercial Investment and Employment Opportunities Assessment (2018).

Morwell – Traralgon Employment Corridor Servicing Strategy (Latrobe City Council 2019)

Attachments

1 [↓](#). Summary of Latrobe City Council Advocacy Actions 2016-2019

14.4

Infrastructure Barriers to Latrobe City Growth and Investment

- 1 Summary of Latrobe City Council Advocacy Actions
2016-2019 247**

Summary of Latrobe City Council advocacy effort actions undertaken over the period 2016 – 2019:

- **October 2016** Latrobe City Council provided its submission to Infrastructure Victoria's 30 Year Strategy, which sought acknowledgement of the importance of infrastructure and service investments required to meet Latrobe City's critical role in the region now and in the future.
- **November 2016** the Red Tape Commissioner was appointed to provide recommendations to the Treasurer and (now also Minister for Economic Development) to remove regulatory barriers to economic development in the Latrobe Valley. Latrobe City Council's submission to the Red Tape Commissioner highlighted the matter of infrastructure as a barrier to growth. It is understood that the matter of infrastructure barriers was addressed by the Commissioner's report (completed March 2017) however this has not been released.
- **December 2016** Latrobe City Council submitted an application to the VPA under the *Streamlining for Growth* program for funding and assistance to resolve identified infrastructure barriers. This resulted in the VPA completing its report '*Unblocking Planning and Infrastructure Barriers to development (August 2017)*.'

A central issue this report identified was that '*Councils have identified that the most important issue to resolve is the provision of infrastructure required for the completion of live planning permit/subdivision applications.*' This remains a critical issue whereby despite land being zoned with approved development opportunity (for both residential and industrial investment) it is the limitation and access of infrastructure which is seeing such opportunities halted.

A priority recommendation of this report was to:

Convene or chair regular "unblocking infrastructure barriers" working meetings with Gippsland Water, VicRoads and relevant Councils to resolve infrastructure issues and negotiate resolutions in order to unlock development opportunities.

In review of the draft version of this report, Latrobe City Council have submitted a 2017-18 *Streamlining for Growth* Application to enable Priority Action 1A (refer to Section 3 – Action Plan) to commence. The application requested assistance for the VPA to run working meetings with relevant agencies to resolve the current list of infrastructure blockages that are delaying development within the Latrobe Valley.

Despite a number of meetings being held and the assistance of the VPA being sought to these discussions, no change to the current situation, no resolution or implementation activities have resulted (as outlined by the *Unlocking Infrastructure Barriers Process* diagram included within the VPA August 2017 report – Attachment 5).

- **October 2017**, the LVA commenced investigations into alternative funding models, at which time a consultancy and legal firm were appointed by the LVA to complete this work during 2018. Council officers understand that one option that was to be explored was the establishment of a 'Regional Infrastructure Fund' which would provide upfront

capital – to be repaid overtime. Council officers strongly support such a proposal. A draft report was completed late 2018 and provided to the Treasurer, however this report has not been released.

- At the **3 April 2018** Council meeting, Council resolved to provide a submission to Premier as Chair of the Latrobe Valley Task Force (LVTF) requesting – *“Fast track the establishment of an infrastructure funding mechanism in order to facilitate development, in particular within the Alexanders Road Industrial area.”*

Within this submission Council explained:

“Council understand that the LVA is to consider the establishment of a special fund or scheme to facilitate the provision of infrastructure. Council supports this initiative and ask that it be actioned as a matter of urgency. Latrobe City Council has previously requested assistance around funding for infrastructure in this precinct, however a significant amount of time has elapsed (approximately 12 months) with the matter yet to be resolved. Efforts must now be fast tracked to assist in making land available for new industry investment.”

- At the **5 May 2018** ordinary Council meeting, in response to the VPA’s report (referenced above), Council identified and prioritised four priority industrial and residential development precincts which had ‘stalled’ as a result of infrastructure barriers. At this time the VPA committed to working to resolve infrastructure barriers within identified precincts during the 17/18 financial year, however no solutions have been forthcoming.
- **February 2019** Planning in Economic Growth Zone (PEGZ) working group meeting: The Premier declared the Latrobe Valley as a recognised Economic Growth Zone November 2016. Part of this initiative included the establishment of the Planning in the Economic Growth Zone committee to focus on streamlining land and development opportunities. The issue of infrastructure barriers was recently raised by Council officers and echoed by members at the PEGZ working group meeting held 19 February 2019, with members voting infrastructure funding and provision as the highest priority for growth in our region.

Unfortunately, the PEGZ Steering Committee has been unsuccessful in its request to the LVA to release its report into the establishment of a ‘Regional Infrastructure Fund’ (described above); and has been unable to identify any other options to progress the issue of infrastructure barriers.

Agenda Item: 14.5

Agenda Item: Submission to the consultation process associated with the Draft Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019

Sponsor: General Manager, City Development

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

Status: For Decision

Proposed Resolution:

That Council endorses the submission on the draft Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019.

Executive Summary:

The purpose of this report is to update Councillors on the draft *Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019* (draft Regulations) and the *Regulatory Impact Statement* (RIS). It advises on the key changes proposed and requests retrospective endorsement of the officer's submission in relation to these proposed changes.

The draft Regulations largely remake the current regulations, with changes to the following areas:

- streamlining of the information requirements for licence applications/renewals;
- requiring performance standards to be included in risk management plans and the introduction of the ability for the licence holder to rely upon compliance with a Code of Practice for certain risks (Code yet to be developed);
- improved requirements in relation to details required in rehabilitation plans for new or varied work plans to strengthen the rehabilitation, post-closure and engagement obligations;
- introduction of more flexibility to allow alternative methods of advertising/notice of licence applications in accordance with a proposed guideline approved by the Department Head (yet to be prepared);
- changes to reporting requirements, including improvements to the reporting

requirements associated with rehabilitation; and

- introduction of additional infringement offences.

A lot of the key detail around how these changes will operate in practice is proposed to be contained in guidelines or in the context of the risk management plan, a Code of Practice, which have not yet been completed.

Overall, Officers do not consider that the changes materially alter the general risk profile for Council and its community but is noted that the RIS does not assess the current level of fees, rents, royalties or levies.

Background:

The minerals sector is made up of 'minerals' (including coal, gold and heavy mineral sands) and 'extractives' (e.g. quarrying stone). 'Minerals' are defined under the *Mineral Resources (Sustainable development) Act 1990* (the Act) as any substance that occurs naturally as part of the earth's crust, including gold, oil shale and coal. Water, peat, petroleum or stone, however, are not considered minerals for the purposes of the Act. With respect to 'stone', the regulations do not cover the 'extractive industry' – these are covered by the *Mineral Resources (Sustainable Development) (Extractive Industries) Regulations 2010*. Attachment 1 includes a map of the distribution of mineral resources in Victoria.

The minerals sector is an important segment in Victoria's economy, particularly its regional economy. There were 435 active mineral licences as at 30 June 2018, a 5.8 per cent increase compared to 411 in 2016-17. The amount spent on exploration increased by 51 per cent from \$44.3 million to \$67.0 million. The production of coal decreased by 19.7 per cent from 56 to 45 million tonnes.

In 2017-18, a total of \$102.3 million was payable from industry in royalties and fees under the relevant Acts. This was an increase of 18 per cent (\$15.7 million) compared to \$86.6 million payable in 2016-17. This increase was mainly attributable to an adjustment in the royalty rate for brown coal from \$0.0776 per gigajoule to \$0.2324 per gigajoule, which came into effect on 1 January 2017.

The Victorian Government is engaged in a major program of reform for earth resources regulation informed by the report of the Commissioner for Better Regulation, *Getting the Groundwork Right* and the reports of the Hazelwood Mine Fire Inquiry. In August 2018 the Government released its *State of Discovery: Minerals Strategy for 2018–2023*.

In response to these reports, the Victorian Government also plans to amend the Act. The *Mineral Resources (Sustainable Development) Amendment Bill 2018* was introduced into the Victorian Parliament in August 2018, but lapsed owing to the November 2018 election. This legislative proposal sought to establish a Mine Land Rehabilitation Authority, clarify rehabilitation and post-closure obligations, and set up

a post-closure fund. The Government intends to re-introduce the Bill into Parliament in 2019.

Against this background, there is increasing interest in Victoria's earth resources and considerable efforts have been made by the Victorian Government to reduce red tape and reform the regulatory process to facilitate growth in the sector. The draft Regulations include improvements to the regulatory framework in response to these reports and further the Government's commitment to a modern, fit-for-purpose regulatory regime built around increased investment and community confidence.

As a result, the Department of Jobs, Precincts and Regions (DJPR) requested feedback from all interested members of the public on any matters they feel would improve the proposed Regulations. DJPR were particularly interested in feedback in relation to the following areas:

- Information requirements- licence applications, licence renewals, work plan approvals, annual reporting;
- Work Plan – Risk Management Plan;
- Rehabilitation plan;
- Licence Advertising/Notice Requirements;
- Reporting Requirements; and
- Infringements.

A table of the main proposed changes is included in Attachment 2.

As stated within the draft submission to DJPR (Attachment 3), Council considers that the majority of proposed changes to be reasonable and beneficial, in the sense that they clarify and streamline a number of requirements as well as introduce sensible improvements, particularly in relation to rehabilitation requirements.

However, a lot of the key detail around how these changes will operate in practice is proposed to be contained in guidelines or in the context of the risk management plan, a Code of Practice, which have not yet been completed.

As a result, it is apt to use the adage that *'the devil is in the detail'* and at present this detail is unknown. The draft submission therefore seeks to ensure that further consultation opportunities are provided, particularly in relation to the Code of Practice, once it and other guidelines have been developed. Council also request opportunities to participate in the planned revision to the Act in the interest of Local Government regulatory responsibilities and potential implications to the community and environment.

Issues:

Strategy Implications

The draft submission in relation to the draft Regulations aligns with the following Objectives and Strategies of the *Latrobe City Council Plan 2017-2021*:

Objectives:

- 1 - Support job creation and industry diversification to enable growth in Latrobe City;
- 3 - Improve the liveability and connectedness of Latrobe City; and
- 6 - Ensure Council operates openly, transparently and responsibly.

Strategy:

- 3 - Provide support for the established major industries in Latrobe; and
- 9 - Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City.

Communication

Consultation associated with the RIS process commenced on Monday 25 March 2019. DJPR met directly with Council Officers to discuss the RIS process.

Council Officers at that stage raised concerns that due to the timeframes involved in which submissions were required, this submission has been prepared by Council Officers and has not been formally endorsed by a Council resolution. As a result Council may require the opportunity to provide an addendum to the submission following consideration of the matter.

Financial Implications

None directly applicable however it is noted the scope of the review does not include changes to key areas of interest to Latrobe City Council, in particular the allocation of coal royalties.

Risk Analysis

Risk has been considered as part of this report and the recommendations. A summary of primary risk areas are outlined in the following table.

Identified risk	Risk likelihood*	Controls to manage risk
Council not making a submission within the required timeframes on the draft Regulations and the associated RIS	5 (Almost Certain)	Given the timeframes involved Council Officers put in a submission that has not been formally endorsed by a Council resolution. Council may

		require the opportunity to provide an addendum to the submission following consideration of the matter. This has been outlined in the Council Officers submission.
Negative impact of the proposed changes outlined in the draft Regulations on our community	2 (Unlikely)	Overall it is considered that the changes do not materially alter the general risk profile for Council and its community, but is noted that the RIS does not assess the current level of fees, rents, royalties or levies.

* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

Legal and Compliance

The impact of the proposed changes outlined in draft Regulations has been considered in the Council Officers submission. Legal advice has been obtained in relation to the proposed changes.

Community Implications

Overall it is considered that the changes do not materially alter the general risk profile for Council and its community.

Environmental Implications

All relevant environmental consideration has been considered in the Council Officers submission.

Consultation

This has been outlined previously in the *Communication* section of this report.

Based on the *Engage Victoria* website, 10 submissions have been received as part of the consultation process including one from the Latrobe Valley Mine Rehabilitation Commissioner. These submissions are available for viewing on the *Engage Victoria* website.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

- 1 [↓](#). Map of the distribution of mineral resources in Victoria
- 2 [↓](#). Table of the main changes
- 3 [↓](#). Draft submission to DJPR

14.5

Submission to the consultation process associated with the Draft Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019

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Summary of major changes – Proposed Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019

Area of regulations	Current state	Change	Policy objective	Impacts
Information requirements: licence applications, licence renewals, work plan approvals, annual reporting.	Differential survey requirements for mining and retention licences may cause a competitive disadvantage to those applications Information obligations spread across regulations and schedules (complex and difficult to manage). Forms prescribed in Schedules are legalistic and inflexible	Mining and retention licence applications only required to include a survey when the Department Head is satisfied it is necessary Information spread across regulations and Schedules consolidated in the regulations. Level of prescription reduced where possible Forms to be set by Department Head	Applications for licences should only collect information which is relevant to the decision to issue a licence and the amount of information collected should be proportionate to the type of licence which is being applied for. Improve regulatory practice and industry compliance: <ul style="list-style-type: none"> simplify processes sharpen risk focus provide clear and timely information. <i>(Action Area 5: Mineral Resources Strategy)</i>	Reduction in cost for mining and retention licence applicants Reduction in administrative burden to industry Reduction in length and complexity of regulations (fewer schedules) Greater flexibility gives scope for Department to design user friendly forms and process. Easier to interpret and administer
Work Plan – Risk Management Plan	Stakeholder and regulator feedback suggest that the current Regulations are overly prescriptive and lack necessary flexibility to allow operators and the regulator to respond to obligations in a timely, cost effective way Not scalable Implementation has caused delays and uncertainty	Regulations clarify risk management plan requirements and allow parties to meet obligations to manage risk by either: <ul style="list-style-type: none"> complying through a code of practice made under Part 8A of the Act; or providing a risk management plan that is consistent with any guidelines issued by the Minister under section 120A of the Act; or a risk management plan which incorporates elements from the code of practice and the guidelines. 	Outcomes-based and risk-based approaches (<i>Getting the Groundwork Right</i>) Compliance for industry and regulatory effort proportionate to risk	Reduced regulatory burden Risks are managed effectively and proportionately Major change for ERR to ensure: <ul style="list-style-type: none"> code of practice and guidelines are developed expectations are transparent work plans contain information required by referral authorities decisions are consistent
Rehabilitation plan	The rehabilitation framework in the Act is largely conceptual, with vague requirements that are difficult to apply and measure consistently, which poses the following issues: <ul style="list-style-type: none"> information required for a rehabilitation plan is unclear, with limited context, scope or clarity for the prescribed components, compliance standards, and basis for certification of completed rehabilitation; no assessable parameters for progressive rehabilitation; and long-term risks arising from rehabilitated land are included only vaguely under the work plan requirements. Current approach criticised as ineffective by <i>Hazelwood Mine Fire Inquiry</i> .	Creates requirements for new or varied work plans that a rehabilitation plan must: <ul style="list-style-type: none"> identify a post-mining land use and achieve a safe, stable and sustainable rehabilitated land form capable of supporting that use; set out objectives and completion criteria that will be used to measure rehabilitation success (how a safe, stable and sustainable land form will be achieved); set out rehabilitation milestones; and identify risks arising from a rehabilitated land form that will not be self-sustaining and set out a management plan for those risks. 	Strengthen rehabilitation, post-closure and engagement obligations (<i>Mineral Resources Strategy</i>) <i>(Hazelwood Mine Fire Inquiry)</i>	Strengthened risk management Potential increase in industry compliance costs for new or varied work plans.
Licence Advertising/Notice Requirements	Prescriptive requirements to advertise in a specific way (specified newspapers on specific days)	More flexibility for the Department Head to permit alternative approaches licence applicants to choose how they will advertise	Ensure interested parties are informed and able to express their views on potential mineral exploration and development projects, while providing industry with the flexibility to avoid unnecessary costs by adopting alternative methods for advertising. <i>(Mineral Resources Strategy)</i>	Reduces compliance and administrative costs without compromising community engagement
Reporting Requirements	Information obligations for reporting spread across regulations and schedules (complex and difficult to manage)	Reporting requirements streamlined and simplified where possible Rehabilitation reporting requirements updated to align	Reporting requirements are the minimum required to permit the Government to efficiently and effectively administer the Act	Reduces compliance and administrative costs.

Area of regulations	Current state	Change	Policy objective	Impacts
	Forms prescribed in schedules legalistic and inflexible	with new definitions of progressive rehabilitation and rehabilitation milestones	Greater flexibility to design user friendly forms and processes <i>(Mineral Resources Strategy)</i> Information for informed decisions on rehabilitation progress and liabilities (bonds)	
Infringements	Infringements not available for some statutory offences Infringements not available to enforce some key regulations. In these cases, an offence exists, whose penalty and enforcement mechanism may not be proportional to the activity without an infringement (e.g. failure to report a reportable event).	Added infringements to cover issues raised by compliance.	Proportionate penalties to encourage compliance <i>(Attorney-General's Guidelines to the Infringements Act 2006: Policy and Legislation)</i>	Compliance with Attorney-General guidelines Supports ERR compliance and enforcement strategy



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GROWTH
DIVERSITY
SOCIAL INFRASTRUCTURE
INVESTMENT ATTRACTION
INFRASTRUCTURE
TRANSPORT
STRONG COMMUNITY
GROWTH

FINAL DRAFT

Latrobe City Council Submission to:

**Mineral Resources (Sustainable Development)
(Mineral Industries) Regulations 2019**

April 2019



DATE	PREPARED	REVIEWED	REVIEWED
18 April 2019	Nathan Misiurka, Senior Strategic Planner, Latrobe City Council	Lorrae Dukes, Coordinator Strategic Planning, Latrobe City Council	Jody Riordan, Manager Planning Services, Latrobe City Council



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EXECUTIVE SUMMARY

Latrobe City Council welcomes the opportunity to provide this submission to the draft *Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019* (Draft Regulations). Maintaining and developing further relationships with regulating agencies such as Earth Resources Regulation branch, is vital for ensuring that consideration is given to Local Governments interests and Latrobe City Councils community's needs are represented in processes undertaken by Department of Jobs, Precincts and Regions (DJPR).

The Latrobe City community has a long history and association with the coal mining operations due to the large coal reserves which underlay the municipality. Whilst Council and the broader community understand the economic importance of the coal resource, there is also a high level of sensitivity about existing and future land use conflicts, as well as associated community health and safety concerns.

Present sensitivity follows events including mine batter collapses adjoining the Latrobe River, the Hazelwood Mine fire, Princess Highway closure due to road subsidence and the recent AGL Loy Yang submission to Planning Scheme Amendment C87 Traralgon Growth Areas Review (which highlighted landslip and subsidence concerns resulting from open cut mining to both future and existing urban areas). The recent closure of the Hazelwood Mine area and the subsequent initiation of work to now determine a safe and stable rehabilitation solution is considered to be a particular priority for improvement within Governing regulations.

It is Council's understanding that the draft regulations have been prepared as the current 2018 Regulations are due to sunset 30 June 2019. The Draft Regulations are proposed to replace them and therefore the scope of this review does not include changes to key areas of interest to Latrobe City Council, in particular the allocation of royalties. In this regard, Latrobe City Council notes its position of advocacy for the establishment of a Brown Coal Royalties Fund that would underpin the economic diversification of coal resources and the Latrobe City economy.

Council considers that the majority of proposed changes to be reasonable and beneficial, in the sense that they clarify and streamline a number of requirements as well as introduce sensible improvements, particularly in relation to rehabilitation requirements.

It is our understanding this review of the regulations is expected to be followed by further changes to the Code of Practice and *Mineral Resources (Sustainable Development) Act 1990* (the Act). Latrobe City Council requests that opportunities to participate in these further reviews is made available to Council, recognising the multifaceted role of Local Government as an advocate for the community and responsible authority.

It is noted that due to the tight timeframes in which submissions were required, this submission has been prepared by Council Officers and has not been formally endorsed by Council resolution. Council may therefore require the opportunity to provide an addendum to this submission, following a Councillor briefing session to be held 20 May 2019.

Should the DJPR have any questions regarding this submission, please contact Jody Riordan, Manager Planning Services via phone 03 5128 6178 or email Jody.Riordan@latrobe.vic.gov.au.



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INTRODUCTION

This submission provides a response to both the Draft Regulations and the *Regulatory Impact Statement* (RIS) prepared for the Draft Regulations.

The Draft Regulations largely remake the *Mineral Resources (Sustainable Development) (Mineral Industries) Interim Regulations 2018* (Current Regulations), with changes to the following areas:

- streamlining information requirements for licence applications/renewals and removing the requirement for a survey unless required by the Department Head;
- requiring performance standards to be included in risk management plans and the introduction of the ability for the licence holder to rely upon compliance with a Code of Practice for certain risks (Code yet to be developed);
- improved requirements in relation to rehabilitation plans for new or varied work plans to strengthen the rehabilitation, post-closure and engagement obligations;
- introduction of more flexibility to allow alternative methods of advertising/notice of licence applications in accordance with a proposed guideline approved by the Department Head (yet to be prepared); and
- changes to reporting requirements, including improvements to the reporting requirements associated with rehabilitation; and introduction of additional infringement offences.

Further detail about each of the above areas of change and possible implications for Council and the community is provided within the body of this submission.

Council considers that the majority of proposed changes to be reasonable and beneficial, in the sense that they clarify and streamline a number of requirements as well as introduce sensible improvements, particularly in relation to rehabilitation requirements. This is largely due to the fact that the key requirements and overall framework for the regulation of mining activities in the State is contained within the ACT with further, supporting detail contained in the Regulations.

However, a lot of the key detail around how these changes will operate in practice is proposed to be contained in guidelines, in the context of the risk management plan and a Code of Practice document, which have not yet been finalised. The RIS also indicates the intention to make amendments to the Act during 2019.

Given the above, Council requests that adequate consultation opportunities are provided, particularly in relation to the Code of Practice, once it and other guidelines have been developed.

Putting aside the need for forthcoming details, Council does not consider that the changes materially alter the general risk profile for Council and its community associated with mining activities within the municipality.



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BACKGROUND

The Act provides the legal framework for the regulation of Victoria's mineral resources sector. The purpose of the Act is to encourage economically viable mining and extractive industries that make the best use of resources, compatible with the economic, social and environmental objectives of the State.

The current Regulations have been made under the Act to operationalise and provide further controls regarding key elements of the Act. In particular, key matters which are dealt with under the current Regulations include:

- the information required to be included in licence applications/renewals, including advertising/notification requirements;
- the information that is required to be included in work plans;
- reporting requirements;
- requirements for declared mines; and
- infringements.

Where a change in regulations is proposed, the *Subordinate Legislation Act 1994* requires the preparation of a RIS which includes a summary of the changes proposed by the Draft Regulations compared with the Current Regulations, as well as an assessment of other regulatory and non-regulatory options.

The RIS acknowledges that in recent years the regulatory framework for the mineral industry sector has been subject to a number of investigations and review, including the Hazelwood Mine Fire Inquiry (2016) and the Commissioner for Better Regulation's report *Getting the Groundwork Right – Better regulation of mines and quarries* (2017). A common theme of the recommendations of these inquiries is a call for a modern, responsive and outcome-based regulation which underpins a number of the proposed changes in the Draft Regulations.

The RIS also notes that the Victorian Government plans to amend the Act. Proposed amendments to the Act include establishing a Mine Land Rehabilitation Authority, clarifying rehabilitation and post-closure obligations and setting up a post-closure fund. Latrobe City welcomes the attention being paid to these matters.



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ASSESSMENT OF PROPOSED CHANGES TO THE REGULATIONS

With support of independent advice sought by Council in preparation of its submission, comments are provided to the following changes proposed to the regulations:

1. information requirements for licence applications/renewals;
2. risk management plans which form part of the work plan, including the proposal to introduce the ability for the licence holder to rely upon compliance with a Code of Practice;
3. rehabilitation plans for new or varied work plans to strengthen the rehabilitation, post-closure and engagement obligations;
4. licence advertising/notice requirements to introduce more flexibility to allow alternative methods of advertising approved by the Department Head;
5. reporting requirements, particularly in relation to rehabilitation; and
6. introduction of additional infringements to encourage compliance.

Each of these areas of change are considered in further detail below.

The Draft Regulations do *not* propose any changes to the quantum of fees, rents, royalties or levies. This is consistent with the recommendation of the Commissioner for Better Regulation in the *Getting the Groundwork Right* report (2017) which recommended fee changes occur no earlier than 1 July 2020.

1. Information Requirements for licence applications/renewals

The key changes to the information requirements proposed by the Draft Regulations are:

- consolidating all of the information requirements into the one division of the Draft Regulations (cl. 13-19) rather than having these requirements spread across the regulations and schedules;
- reducing the level of prescription by authorising the Department Head to determine the form and procedure for the provision of this information, rather than prescribing forms to be used within schedules to the regulations; and
- only requiring mining and retention licence holders to include a survey when the Department Head is satisfied it is necessary, rather than always requiring a survey.

The consolidation of the information requirements within the Regulations and removing prescribed forms from the schedules does not have a significant impact on the substance of the information requirements. These changes do, however, make the Draft Regulations easier to navigate by reducing complexity.

The proposed survey requirement is also logical as it removes the obligation for a survey unless the location of the application is uncertain or there is the possibility of a boundary dispute. However, we recommend that the following matters be clarified in the final drafting of the Regulations in relation to this change:



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- The current proposed wording in clause 24 of the Draft Regulations states that the Department Head may “request” a survey if satisfied that it is required to ensure the location of the application area is specified accurately or to avoid the possibility of a boundary dispute with a nearby licence. Whereas the obligation for the licence holder to provide the survey is if they are “required” to do so. For consistency, we recommend that the word “request” be replaced with “require” in Clause 24 of the Draft Regulations; and
- The Draft Regulations should clearly specify that the Department Head can require a survey at any time during the licence application process if they become satisfied that it is required.

For example, if a possible dispute or uncertainty as to location is identified following the advertising of the licence application, it should be clear that the Department Head can require a survey be prepared at this point, even if a survey has not previously been required.

2. Risk Management Plan Requirements

The current Regulations require the work plan to include a risk management plan that includes an identification of risks and specifies what the licensee will do to address those risks “as far as reasonably practicable”.

The RIS notes that industry has expressed concern that these current requirements are too prescriptive and do not enable proportionate approaches to risk management. This view is supported by an independent analysis of the regulatory burden of the Current Regulations, prepared by ACIL Allen Consulting. The RIS also notes that the *Getting the Groundworks Right* report (2017) found that:

“The costs associated with producing a risk management plan can be considerable – enough to cause operators to defer works that would trigger a variation. This conceivably includes new or changed works that would reduce risk overall or facilitate better, lower-cost compliance outcomes”.

To address these concerns, the Draft Regulations propose amendments to the risk management plan requirements by:

- clarifying that risk management plans should be expressed as performance standards; and
- allowing parties to meet obligations to manage risks by incorporating performance standards contained in a Code of Practice.

These changes are proposed to be supported with Ministerial Guidelines for risk assessment. The proposed introduction of a Code of Practice for risk management is a substantive proposed change. It is proposed to provide suitable measures to address hazards as well as performance standards that these measures would need to achieve. The Code of Practice has not yet been developed, however a consultation outline of the proposed Code has been prepared as part of RIS for the Draft Regulations.

This outline notes that the current risk management guidelines would provide much of the basis for developing the proposed Code, in terms of the types of hazards, the applicable measures or “controls” and also the relevant performance standards to identify that the risk has been adequately managed. It also notes that the measures in the Code could only be adopted for a particular activity if:

- The adoption of the measure listed in the Code would achieve the relevant performance standard contained in the Code; *and* the residual risk would be low, as assessed in accordance with the relevant guideline.



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If both these criteria were not met for a particular hazard, a case-specific risk management plan would still be required for that risk. Whilst this dual-level of satisfaction is a good protection measure, we consider the key challenge associated with the proposal to introduce the Code of Practice is ensuring adequate review and consideration of the circumstances where the Code of Practice is proposed to be relied upon in order to ensure:

- the Code of Practice standards are not being used where the standards are inadequate to address the risks; and/or
- risks that are not covered by the Code of Practice are still being adequately considered and captured in a case-specific risk management plan.

The consultation outline for the proposed Code of Practice sets out examples of how the Code is proposed to work and poses specific questions for feedback as part of the consultation process. Given the specific and technical nature of both the possible hazard scenarios and also the performance standards specified in the consultation outline, we request that Council be included in the development of this Code, or at a minimum, be further consulted prior to the Code being finalised.

3. Rehabilitation Plan Requirements

The Current Regulations require a work plan to contain a rehabilitation plan that:

- (a) *addresses concepts for the end utilisation of the mine site; and*
- (b) *includes proposals for the progressive rehabilitation, stabilisation and revegetation of extraction areas, waste disposal areas, stockpile areas, dams and other land affected by the operation; and*
- (c) *includes proposals for landscaping to minimise the visual impact of the mine site; and*
- (d) *includes proposals for the final rehabilitation and closure of the site, including the security of the site and the removal of plant and equipment, taking into account any potential long-term degradation of the environment.*

(Schedule 14, Part 1, 5.1 of Current Regulations)

The RIS notes that these requirements are vague and were subject to criticism in the Hazelwood Mine Fire Inquiry, particularly in relation to the lack of clarity around what the scope and criteria for progressive rehabilitation should be.

The Draft Regulations seek to address some of the recommendations from the Hazelwood Mine Fire Inquiry by providing greater clarity about the rehabilitation requirements. In particular, the Draft Regulations introduce much more extensive and clear standards for what must be included in a rehabilitation plan, including rehabilitation objectives, progressive rehabilitation milestones and completion criteria which will enable more comprehensive monitoring and assessment of the rehabilitation activities.

The requirements for a rehabilitation plan under the Draft Regulations are:

- (a) *proposed land uses for the affected land after it has been rehabilitated, that considers community views expressed during consultation; and*
- (b) *a land form that will be achieved to complete rehabilitation, which must—*
 - (i) *be safe, stable and sustainable; and*



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- (ii) *be capable of supporting the proposed land use referred to in paragraph (a); and*
- (c) *objectives that set out distinct domains that collectively amount to the land form described in paragraph (b);*
- (d) *criteria for measuring whether the objectives described in paragraph (c) have been met; and*
- (e) *a description of, and timing schedule for, rehabilitation milestones; and*
- (f) *an identification and assessment of risks that the rehabilitated land may pose to the environment, to any member of the public or to land, property or infrastructure in the vicinity of the rehabilitated land that will require monitoring, maintenance, treatment or other ongoing land management activities after completion of the work and rehabilitation under the licence, including—*
 - (i) *the type, likelihood and consequence of the risks; and*
 - (ii) *the activities required to manage those risks; and*
 - (iii) *the projected costs to manage the risks; and*
 - (iv) *any other matter that may be relevant to risks arising from the rehabilitated land.*

The RIS notes that these requirements are proposed to be supported by a Ministerial Guideline which provides additional guidance to industry on compliance. They also set out in more detail the basis for the Minister or their delegate to approve or reject a rehabilitation plan and to ultimately certify if rehabilitation is complete.

It is intended that licensees will be empowered to set their own rehabilitation objectives and completion criteria, but they must meet the prescribed outcome of a *safe, stable and sustainable land form*. Supporting guidelines are also proposed to assist with this task and the proposed objectives and completion criteria will also be subject to the approval via the work plan approval processes under the Act (which includes the review of the work plan by referral authorities such as Council as part of the statutory endorsement process).

The requirements to include 'rehabilitation milestones', including a timing schedule for delivery will enable meaningful monitoring and assessment of rehabilitation works being undertaken during the life of the mine. This is considered to be a necessary inclusion, given the demonstrated inadequacies of current reactionary effort to resolve present mine void rehabilitation within Latrobe City. The introduction of a requirement to identify any post-closure risks and obligations associated with ongoing land management activities (e.g. monitoring and maintenance) will help ensure that there is a better consideration and understanding of the long-term risks and costs post closure which, in turn, is hoped to:

- inform decisions on appropriate rehabilitation objectives and completion criteria; and
- help inform the Government of the long-term implications of approving the works and rehabilitation plan.

However, the RIS also notes that licensees would not be responsible for delivering these ongoing land management responsibilities under the Act and instead responsibility for this delivery would



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depend on the specific land tenure arrangements which do not form part of the RIS. What this means in practice is that the inclusion of the post-closure risks and obligations within the rehabilitation plan is really for 'information only', and will not be able to be enforced against the licence holder under the Act.

This may enable sale of land assets (and associated liability) to a third party who may, have limited capacity to undertake ongoing land management responsibilities. This is a significant matter to which Council considers necessary to correct as part of future revisions to the Act.

4. Licence advertising/notice requirements

Under the Current Regulations, exploration, retention, mining and prospecting licence applicants are required to advertise the licence application:

- in a Wednesday edition of a newspaper circulating generally in Victoria;
- in a newspaper circulating in each location of the licence application area (i.e. a local newspaper); and
- on an internet site maintained by the applicant for at least 21 days after the newspaper advertisements – or, if an internet site is not available – by including the information in a notice or by another method approved by the Department Head on application from the applicant.

The Draft Regulations propose to introduce greater flexibility to advertising requirements. They propose to provide licence applicants the choice between the current advertising requirements specified above or an alternative method approved by the Department Head in a guideline published in the Government Gazette. The RIS noted that these guidelines would contain a list of alternative media (such as social media and radio) and specify necessary characteristics. The guidelines would also be able to be updated with greater frequency than the Regulations as information technology. Council provides the following observations in relation to the above:

- as the proposed guidelines have not yet been established it is not possible to comment on their adequacy. Council may also wish to request that they are consulted in relation to any proposed guidelines before they are finalised; and
- consideration of a transition period where the use of alternative media still also requires advertising in at least one newspaper.

As a final consideration regarding advertising, Council is aware that the Act currently makes it clear that the onus is on the applicant to advertise the application. As a result, the RIS notes that this limits the ability for the Government to support greater community awareness and participation through providing a platform for advertising or placing advertising itself.

Whilst it is understood that the scope of the Draft Regulations does not consider introduction of changes to Government responsibilities for advertising, this position is something that Council suggests would be a valuable addition, whereby a centralised platform for the advertising of mining licence applications and variations would be introduced.

Regardless, Latrobe City Council (and community) should be made aware and have access to mine licence applications and variations. Awareness of possible and likely implications of any changes to mining licences and/or resource mining activity. This awareness would enable Latrobe City Council to respond and plan for changes on the surrounding land use.



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5. Reporting requirements

The Current Regulations require licensees to provide information to DJPR about their operations, expenditure, risk and compliance. The RIS identifies a number of shortfalls with the current approach including:

- reporting on rehabilitation activities in the expenditure and activities return is limited by a narrow definition of “rehabilitated” which does not align with all of rehabilitation obligations under the Act in their totality. Not only does this potentially create regulatory confusion but it also does not support informed decision making regarding changes to rehabilitation liabilities and bonds;
- the reporting requirements are currently spread across the Regulations and schedules making it unduly complex to identify each of the requirements; and
- the large volume of reports being made in the June quarter each year.

To address these issues, the Draft Regulations propose:

- to remove the narrow definition of ‘rehabilitated’ and update the reporting requirements on rehabilitation to include:
 - (a) reporting on rehabilitation (including progressive rehabilitation) that specifies progress towards achieving the rehabilitation milestones; and
 - (b) an estimation of the net change in rehabilitation liability from the previous reporting period (the balance of new land disturbance because of mining or prospecting and progressive rehabilitation).
- to incorporate all of the reporting requirements into the body of the regulations to reduce duplication and assist readability; and
- to require reports for exploration and retention licences granted after 1 July 2019 to be submitted on the anniversary of the date the licence was granted in order to smooth out the receipt of reports throughout the year.

The amendments to the rehabilitation reporting requirements are considered to be substantive and significantly improve the level of information that DJPR will receive on rehabilitation requirements which in turn should help DJPR improve its monitoring, oversight and compliance role in relation to rehabilitation.

Section 116 of the Act currently provides that information provided to the Minister by licensees can be made publicly available:

- *at any time after the licence ceases to be in force; or*
- *if the licensee consents to the Minister doing so; or*
- *if the licensee refuses consent, but the Minister is satisfied that the licensee is acting unreasonably in refusing to consent and that it is in the public interest that the information should be released while the licence is still in force.*

Whilst strictly outside the scope of the Draft Regulations, Council request that certain information, particularly in relation to progress on rehabilitation should be made publicly available in a broader range of circumstances. It is expected that this would support greater compliance license conditions for rehabilitation whilst lowering overall risk and associated liabilities.



6. Infringements

The Draft Regulations introduce a small number of additional infringements offences. Each of the new infringement offences are each existing offences under the Act or Regulations so the impact of the amendment is limited to broadening the type of enforcement action that can be taken in relation to these offences by enabling an infringement notice to be issued rather than requiring proceedings to be commenced.

The RIS notes that the Infringements System Oversight Unit within the Department of Justice and Community Safety have reviewed the infringements and penalties proposed under the Draft Regulations and consider them to be suitable.

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CONCLUSION

As stated within this submission, Council considers that the majority of proposed changes to be reasonable and beneficial, in the sense that they clarify and streamline a number of requirements as well as introduce sensible improvements, particularly in relation to rehabilitation requirements.

However, a lot of the key detail around how these changes will operate in practice is proposed to be contained in guidelines or in the context of the risk management plan, a Code of Practice, which have not yet been completed.

As a result, it is apt to use the adage that *'the devil is in the detail'* and at present this detail is unknown. Council therefore seeks to ensure that further consultation opportunities are provided, particularly in relation to the Code of Practice, once it and other guidelines have been developed. Council also request opportunities to participate in the planned revision to the Act in the interest of Local Government regulatory responsibilities and potential implications to community and environment.

Putting aside the need for forthcoming details, Council does not consider that the changes materially alter the general risk profile for Council and its community associated with mining activities within the municipality. Suggested changes to the regulations outlined by this submission are considered to result in further improvements to what is proposed.

Agenda Item: 14.6

Agenda Item: International Engagement and Investment Strategy

Sponsor: General Manager, City Development

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Endorse the International Engagement and Investment Strategy for community consultation for a four week period;**
- 2. Advises the International Relations Committee of Council's decision.**

Executive Summary:

The International Relations Committee is an advisory committee to Council. It had an adopted strategy that provided guidance and detailed strategies for its activities. That strategy expired in 2014.

A new strategy has been prepared for the period 2019-2023 (Attachment 1). The new strategy reflects Council's intention that future international relations activities provide quantifiable benefit to the community and that there be a greater focus on trade and investment.

Key highlights of the new strategy include:

- A realignment of the Terms Of Reference for the Committee to reflect Council's intention;
- Committee change of name to *International Engagement and Investment Committee* to better reflect future activities;
- Realignment of Sister City relationships;
- Introduction of new types of relationships;
- Greater clarity of role for inbound delegations;
- Greater clarity of focus for trade and investment;
- Greater inclusivity and roles for Committee members;
- Better reporting mechanisms to Council.

Stakeholder engagement and interviews were undertaken to ensure the strategy canvassed views from all parties with an interest in Council's international relations

program.

The International Relations Committee has endorsed the new strategy and the next steps are to present it to Council for consideration and adoption.

Background:

Latrobe City Council has had a strong international relations program operating since 2000. This program is a formal structured program to promote and enable international relations, principally with Council's Sister Cities; Taizhou in China and Takasago in Japan.

An International Relations Committee was established by Council to oversee the activities of the international relations program. This committee is an advisory committee of Council and its role is to provide oversight and guidance on Sister City activities and any other international activities. The current Committee membership includes Councillors (up to four Councillors), community members (up to nine members) and up to eight co-opted members (e.g. education).

In recent years, Latrobe City Councillors have expressed a desire that trade and investment activities be given greater prominence in delegation and exchange activities. Whilst trade and investment have always been an objective, the cultural activities have consumed most of the officer time, budget and activities between the Sister Cities. Whilst maintaining a commitment to the cultural activities, trade and investment activities need to have equal prominence.

Councillors have also requested a robust analysis be undertaken prior to any delegation to ensure that the Latrobe City Community will derive a benefit from the delegation. This benefit could be a significant cultural benefit and/or an economic benefit.

The *Latrobe City International Relations Plan 2011-2014* was prepared in 2011 to provide direction for international relations. This plan expired in 2014. A review of the plan indicates that most of the actions were completed. This new strategy sets a new direction for international relations and engagement for the next four years.

The key focus areas of the new strategy are:

- Guiding Principles for the Committee;
- Analysis of International Engagement and Investment in Latrobe City;
- A review and realignment of the International Relations Committee;
- Development of direction and strategies for Cultural outbound and inbound delegations;
- Development of direction and strategies for Trade and Investment outbound and inbound delegations.

Research and consultation was undertaken with stakeholders and persons with an interest in Council's international relations programs. These included State Government representatives, regional organisations (e.g. Destination Gippsland), committee members, interested parties (e.g. local business people) and officers in other Local Government areas. A review of other international relations strategies and relevant documents (e.g. Asia Link and Invest Victoria reports) were undertaken. This research and consultation provided guidance when developing the strategy.

Issues:

Strategy Implications

OBJECTIVE 1

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

OBJECTIVE 1.3:

Deliver Council's Economic Development Strategy

OBJECTIVE 2

Encourage improved education & training outcomes in Latrobe City

Communication

Stakeholder engagement and interviews were undertaken to ensure the strategy canvassed views from all parties with an interest in Council's international relations program. The interviews included:

- Regional Development Victoria;
- Invest Assist;
- Destination Gippsland;
- Federation University;
- TAFE Gippsland;
- Committee Members;
- Local Business People;
- City of Greater Dandenong Officer;
- City of Geelong Officer;
- Internal Officers.

There has been no public consultation undertaken for this strategy. It is intended that a public promotion of the Strategy occur after adoption of the Strategy by Council.

Financial Implications

There will be financial implications if the Strategy is adopted by Council. The indicative budgets for the activities detailed in the draft Strategy are:

Year	Committee	Cultural Activities	Cultural outbound	Cultural Inbound	20 th Anniversary	T&I Marketing	T&I Outbound	T&I Inbound
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	Operations	support	Delegations	Support	Book and Events	Materials	delegations * Indicative provision	Marketing and Events
2019/20	\$2,000	\$9,500	\$30,000	\$15,000	\$20,000	\$10,000	\$15,000*	\$19,000
2020/21	\$2,000	\$9,500		\$15,000		\$10,000	\$15,000*	\$19,000
2021/22	\$2,000	\$9,500	\$30,000	\$15,000		\$10,000	\$15,000*	\$19,000
2022/23	\$2,000	\$9,500		\$15,000		\$10,000	\$15,000*	\$19,000

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Future for the role of the Committee if the Strategy is not adopted	Possible	Information provision to Council
Adopted Strategy not implemented	Unlikely	Adequate planning and resourcing
Social licence issues	Possible	Good communication with community/stakeholders

* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

Legal and Compliance

There are no known legal or compliance issues with this report

Community Implications

It will be important to promote the benefits of international relations and Councils continued role in supporting cultural and trade activities

Environmental Implications

There are no environmental implications of this report

Consultation

Consultation was undertaken in the preparation of the new Strategy.

Community consultation will be required whenever a cultural or business delegation is proposed

Other

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1 [↓](#). Draft International Engagement and Investment Strategy

14.6

International Engagement and Investment Strategy

- 1 Draft International Engagement and Investment Strategy 279**

DRAFT International Engagement & INVESTMENT STRATEGY

2019-2023





Executive Summary

The previous International Relations strategy was for the period 2011-2014. It set out a series of strategies, primarily directed towards the Sister City relationships with Taizhou (China) and Takasago (Japan) and cultural exchanges.

This strategy is for the period 2019-2023 and the strategies contained within reflect a new direction in our international relations. Whilst acknowledging the history and importance of the strong cultural relationships with Taizhou and Takasago, Council would like to see a greater focus on the development of trade and investment opportunities for businesses in Latrobe City. Future outbound business delegations need to provide strong justification for the delegation and the proposed benefits to the local economy by the delegation.

To enable a new direction this strategy provides for a change in structure and member composition of the International Relations Committee. It will be renamed to the *International Engagement and Investment Committee*. This change of name reflects the new direction. A change of structure will create split terms for members and provide for export orientated business representatives to be able to participate. A quarterly report will be provided to Council detailing the activities of the Committee and any recommendations.

The continuance of the cultural activities is supported in this strategy. The relationships that have been built up over the past twenty years with Taizhou and Takasago are very important culturally to Latrobe City. Whilst recognising the history and previous delegation structure, this strategy changes the Sister City program to one outbound delegation every two years that encompasses both Sister Cities, or only one as appropriate. The Committee will make recommendations to Council as to the focus area for the delegations, such as STEM, sport, arts or student exchanges, so that Council can deliberate the merits of the delegations and make the final decisions.

The Committee will provide support to Council for all cultural inbound delegations. This support will include helping to organise homestay, functions and events during the visit. The Committee will also continue to assist Latrobe City Council's events team in the organisation of the Sister Cities Festival.

It is apparent that there is a significant amount of historical records, gifts, photographs and memorabilia from the Sister City relationships stored in various locations. There is also a significant amount of knowledge and history known by the early participants in the Sister City (and pre Sister City) international relationships that is not recorded. A book detailing all of this history will be produced before all of the knowledge and collections are lost. Appropriately, this book will be produced for launch during the 20th anniversary celebrations of the relationships.

All requests for new Sister City or Friendship City relationships will be referred to the Committee for assessment. The Committee will determine whether the request should be supported and a recommendation submitted for Council to consider and make the final decision. All recommendations will include a rationale for the recommendation.

A greater focus on trade and investment is reflected in strategies that will support international trade by Latrobe City businesses. It is important that Council works closely with other government and industry agencies to assist local industry and not duplicate support mechanisms. The strategies include helping businesses that are interested in export get support for planning, in-market experience and introductions. Council outbound trade/business delegations should be on an as needs basis and subject to a justification and benefits analysis. The Committee should undertake the initial assessment and make recommendations to Council for deliberation and the final decision as to whether the delegation should proceed.

**Latrobe City Council
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Introduction

Latrobe City Council (LCC) has had a strong international relations program operating since 2000. This program is a formal structured program to promote and enable international relations. However, Latrobe City's involvement in international relations commenced much earlier.

In the 1980's, the City of Morwell hosted more than 200 Japanese families as part of a project initiated by Kobe Steel to utilise the brown coal in Morwell. These families assimilated into the community and many enduring friendships were established. The strength of these relationships led to the development of a Sister City proposal between the City of Morwell and Takasago City, home to many of the families that stayed in Morwell. A formal Sister City agreement was signed between the two cities in October 2000.

In 1998, a delegation from the City of Taizhou (China) visited Latrobe City to investigate the potential for a relationship – their intent was to determine whether there were 'business opportunities and the potential for friendly relations.' In November 1999, Latrobe City Council determined that a Sister City relationship would be mutually beneficial and invited the Mayor of Taizhou to visit Latrobe City to formalise a Sister City agreement. In March 2000, a Sister City agreement was signed by both cities.

Since the establishment of the Sister City agreements, there have been many exchanges between Latrobe City and Takasago and Taizhou. These have included student exchanges, official business delegations, sporting exchanges (e.g. soccer, table tennis, tennis, basketball) and cultural exchanges (e.g. music, bands, arts).

The economic return of these exchanges can be significant. For example, one local school has calculated the value over the past ten years of inbound student and teacher delegations, long term teacher exchange, international fee paying students and visiting parents to be \$2.5 million.

In addition, Latrobe City and Takasago have established an Assistant Language Teacher program that has enabled young Latrobe City residents to teach basic English in Takasago schools. The program is fully subsidised by the City of Takasago.

An International Relations Committee was established by Council to oversee the activities of the international relations program. This committee is an advisory committee of Council and provides oversight and guidance on Sister City activities and any other international activities. Community membership of the Committee has predominantly come from people with an interest in exchange activities (e.g. education, sports, music), with a number of these people serving on the committee for many years.

In recent years, Latrobe City Councillors have expressed a desire that trade and investment activities be given greater prominence in delegation and exchange activities. Whilst trade and investment have always been an objective, the cultural activities have consumed most of the officer time, budget and activities between the Sister Cities. Whilst maintaining a commitment to the cultural activities, trade and investment activities need to have equal prominence.

The Latrobe City International Relations Plan 2011-2014 was prepared in 2011 to provide direction for international relations. A review of this plan indicates that most of the actions were completed. It is now time to prepare a new strategy to set the direction for international relations and engagement for the next four years. This strategy encompasses new direction and objectives to Open Doors to the World!

VISION:

Latrobe City will be a globally connected economy in trade and culture for the benefit of the community

Guiding Principles



Benefit Latrobe City ratepayers, residents and businesses



Strengthen trade connections



Link key decision-makers and businesses in international markets



Attract foreign investment



Focus on international promotion of Latrobe City



Position Latrobe City as a great place to live, work, study, visit and do business



Develop closer relationships with other international cities



Add to the exchange of cultural awareness, knowledge, skills and experiences



Engage and influence key decision makers

International Engagement & Investment IN LATROBE CITY

From inception, the International Relations Committee has had a focus on cultural activities in Sister City exchanges and expanding the relationships. To quote one of the founding committee members,

“The intention was to provide young people with the opportunity to experience another country – meet different people and have different experiences. Hopefully, that will broaden their horizons.”

Most of the Sister City exchanges have focused on student exchanges, sporting, music and arts related exchanges and official government exchanges.

This strategy will take Latrobe City in a new direction. There will be a greater emphasis on trade and investment in international engagement activities, but not to the detriment of the existing Sister City relationships and cultural activities. This change in direction will be achieved by creating two streams of activity in the strategy – Cultural (incorporating Sister City relationships) and Trade and Investment.

What’s in a Name?

The committee has been known as the *International Relations Committee* since it commenced in 2000. At that time, this name reflected the activities and direction of the committee.

To better reflect the activities that will be undertaken over the next four years, the committee name will be changed to the *International Engagement and Investment Committee*. This strategy will provide guidance as to the type of activities and exchanges that will be undertaken by the *International Engagement and Investment Committee* (IEIC).

Sister City or Friendship City or International Alliance

The choice of the type of relationship has implications for both parties. Council needs to consider implications before proceeding to establish a formal relationship. The distinctions are:

Sister Cities

Sister Cities are a form of legal or social agreement between towns, cities, counties, prefectures, provinces, regions, states, and even countries in geographically distinct areas to promote cultural and commercial ties. There is an implicit agreement that activities will be undertaken in accordance with the conditions contained within the agreement.

Friendship Cities

Friendship Cities can be between the same types of geographically distinct areas as Sister Cities. The key difference is that there does not need to be such a formal agreement and the conditions can be less onerous on the parties and arrangements can be more flexible.

There is another category that the *International Engagement and Investment Committee* should consider when investigating the potential for a relationship. Similar to the Friendship City, Council could consider an **International Alliance**. A flexible agreement can be prepared with minimal conditions on either party. The notion of an International Alliance is more apt for a trade/investment related arrangement rather than cultural activities however, it could be applied to a new cultural relationship. Whilst many potential trading partners would have no need for such arrangements, when investigating relationships with those that do, particularly the Asian countries, Council should consider the International Alliance type of arrangement.

The IEIC needs to develop a matrix to assess which of the categories are appropriate when considering an agreement.

International Engagement & Investment COMMITTEE

The first international relations committee established by Latrobe City Council was the Sister City Committee, established in 1998, with 17 members.

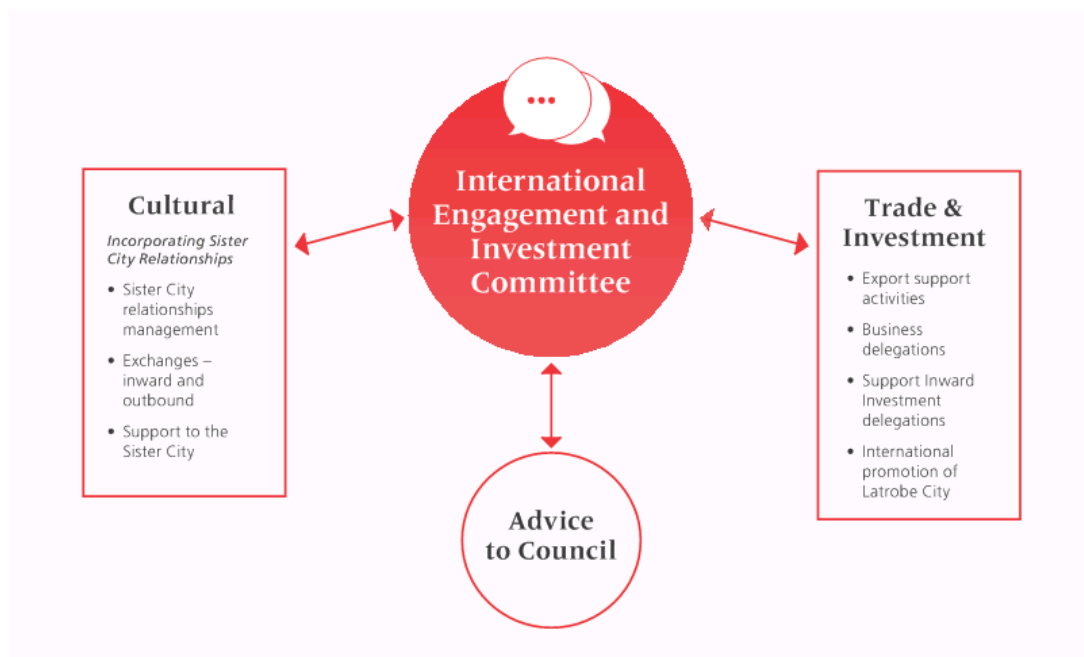
In 2000, Latrobe City Council established the International Relations Committee. The purpose of the committee was to promote and foster friendship, communication, understanding and economic development initiatives between the residents of Latrobe City and those of nations through the establishment and management of sister cities and other international relationships.

The current Committee membership includes up to four Councillors, up to nine community members and up to eight co-opted members (eg. education and industry). The current Terms of Reference for the International Relations Advisory Committee appoint all community members for three years. This can result in total changeover of members, resulting in a loss of 'corporate memory' and stability. The Terms of Reference should be altered so that a percentage of memberships expire at different times to the other memberships.

Presently, there is no direction as to the type of skillsets required for membership. Given the direction of the strategy, the IEC Community membership should reflect a mix of members with an interest in the cultural activities and plans and members with an interest and knowledge in trade and investment. As vacancies arise, this mix of skillsets should be promoted to attract new members. When appropriate, special working groups should be established for specific tasks (e.g. cultural or business delegation).

The Committee meets monthly and this should continue through this strategy. Activities in the meetings will be widened to include interesting presentations that are relevant to international engagement (e.g. JPower presenting on the Hydrogen Project).

Regular reports need to be prepared and presented to Council (quarterly) to ensure Council is kept abreast of IEC activities and an annual review conducted to ensure the Committee is performing to expectations.



STRATEGIC ACTIONS

Committee Structure & Operation**Ensure the Committee reflects the current direction.**

NUMBER	ACTIONS	TIMEFRAME	RESPONSIBILITY	BUDGET
1.1	Review the Terms of Reference	30/09/2019	Officers	\$0
1.1.1	Change name of Committee to 'International Engagement and Investment Committee'	30/09/2019	Officers	\$0
1.1.2	Introduce split terms so that the Community Membership of the Committee is not appointed at the same time	30/09/2019	Officers	\$0
1.1.3	Consider skillset requirements of Community Membership – Cultural & Trade and Investment	30/09/2019	Officers	\$0
1.1.4	Special working groups from the membership established to undertake defined tasks (e.g. Sister City Festival)	Ongoing	Committee	\$0
1.2	Committee meetings to be conducted monthly	Ongoing	Committee	\$2000 p/a
1.3	Committee Agenda to include 'What advice does the Committee want to give to Council?'	Ongoing	Committee	\$0
1.4	Arrange for appropriate presentations to Committee	Ongoing	Officers	\$0
1.5	Quarterly reports of international engagement activities to be provided to Council	End of each quarter	Officers	\$0
	<i>** When appropriate, report directly to Council</i>			
1.6	Committee to consider issues referred by Council and develop actions where appropriate	Ongoing	Committee	\$0
1.7	Review the Committee activities and structure to ensure it is meeting Council and community expectations	Annually	Committee and Officers	\$0
1.8	Develop an assessment matrix to assess the desirability of establishing new cultural relationships; e.g. Sister City, Friendship City, other model. Make recommendations to Council.	Ongoing	Committee	\$0

Cultural

INCORPORATING SISTER CITY RELATIONSHIPS

Background

Latrobe City Council has a strong history in supporting the cultural development opportunities for the community through the ongoing support of the Sister City program. This support is reflected in the results of activities, including:

- Over 520 Latrobe City residents have visited the Sister Cities for cultural and educational exchanges;
- Over 230 Latrobe City youth have participated in Latrobe City initiated exchange programs since 2000. Programs have included sport, arts and education exchanges;
- Over 210 youth from Takasago in Japan and Taizhou in China have visited Latrobe City;
- Four schools in Latrobe City have sister school arrangements with equivalent schools in Takasago and Taizhou: Lowanna Secondary College, Kurnai College, Traralgon College and Liddiard Road Primary School in Traralgon;
- Federation University is finalising negotiations to bring students from Taizhou to Gippsland in 2019 to study a range of disciplines. Latrobe City has used the sister city relationship to assist Federation University.

In recent years, the accepted protocol for exchanges with Takasago and Taizhou has been delegations visiting the Sister City every second year and delegations coming from the Sister Cities in alternate years. This has resulted in an outbound delegation every year with corresponding inbound delegations each year. Council has provided adequate budget to support the inbound

and outbound delegations.

Future Activities

The continuance of the cultural activities is supported in this strategy.

However, it is very important that the community understand and support the program. Any future international exchange or delegation should be supported by a communications strategy that clearly articulates the benefit of the cultural activity and why Council is involved. It is the role of the IEIC to help develop and disseminate the communications strategy. Where possible testimonials should be used to support the importance of the exchanges/delegations and detailed reports should be presented to Council and the community upon return.

The IEIC should develop an agreed process to determine whether it is in Latrobe City's interest to establish a relationship with an international region, state or Country. The key options are:

- Sister City;
- Friendship City;
- New name for relationship – e.g. International Alliance.

It will be the responsibility of the IEIC to determine the appropriate relationship and make a recommendation to Council. The recommendation should include a cost/benefit analysis.

Rather than having Council organise and participate in Sister City cultural exchanges annually, an outgoing delegation should be organised every two years that will include one or both Sister Cities. Council will only support one outgoing delegation every two years. It will be the responsibility of the IEIC to develop a schedule for the exchanges/

delegation and determine the benefits of the exchange/delegation.

If a special exchange is proposed (for example, external funding for a delegation or an invitation by another country), the IEIC will review the proposal and make a recommendation to Council.

Latrobe City Council also hosts inbound cultural exchanges from the Sister Cities and other international cities. Inbound delegations expectations need to be managed through communication with Sister City representatives. Young people and students will be invited to stay in a homestay arrangement with people that Council has 'pre-approved' as suitable homestay hosts. This process will meet Council's risk matrix requirements. Council will maintain a homestay register.

The IEIC will arrange the program for the exchange and assist in the hosting activities where possible (e.g. a barbeque, tourism opportunities) through the exchange. If the exchange delegates are a specialist group (e.g. athletes) an appropriate organisation will be asked to assist (e.g. Traralgon Harriers).

In addition to the exchange programs, the Committee has overseen the annual Sister Cities Festival. This festival brings together Japanese and Chinese exhibitors, performers and entertainment to highlight the different cultures. Often inbound delegations participate in this festival. The operation of the festival has moved to the Latrobe City Council Events Team with the Committee supporting the program. The Committee will assist in the development of future festivals.

There is a significant amount of historical information, photographs and testimonials that has built up since the commencement of the international program in the 1980's. This information should be recorded and published to document the relationships to coincide with the 20th anniversaries of the two Sister City Relationships.



STRATEGIC ACTIONS

Cultural Activities Outbound

NUMBER	ACTIONS	TIMEFRAME	RESPONSIBILITY	BUDGET
2.1	Develop a program for cultural exchanges to Sister Cities. One exchange every two years commencing in 2019/2020	31/07/2019	Committee	\$0
2.1.2	Present to Council for consideration. Rationale and benefits must be included	30/09/2019	Officers and Chair	\$0
2.1.3	Implement exchange program	01/10/2019	Committee and Officers	2019/2020 - \$30,000 2021/2022 - \$30,000
2.2	Prepare Communications Strategy for each exchange	Ongoing	Committee, Officers, Comms team.	\$0
2.3	Continue to support the Assistant Language Teacher program	Ongoing	Committee, Officers	\$2,000 p/a
2.4	Participate in a joint working group to conduct the Sister Cities Festival	Ongoing	Events team, Committee, Officers	\$4,000 p/a*
2.5	Continue with membership of Sister Cities Australia and attend the annual conference	Ongoing	Committee, Officers	\$3,500 p/a
2.6	Coordinate 20th Anniversary Sister City Celebrations	2020	Committee, Officers, Events team	\$10,000
2.7	The IEIC shall determine the recommendation for a relationship: - Sister City - Friendship City - Another name, e.g. International Alliance - No recommended relationship	Ongoing	Committee	\$0

* The I.E. and I.C. contributes to the Sister City Festival conducted by the Latrobe City Council Events team. The total budget for this festival is \$40,000.

STRATEGIC ACTIONS

Cultural Activities Inbound

NUMBER	ACTIONS	TIMEFRAME	RESPONSIBILITY	BUDGET
2.8	Support inbound cultural exchanges from Sister Cities	Ongoing	Committee, Officers	\$5,000 p/a
2.8.1	Coordinate a homestay register for students/young people with local families	Ongoing	Officers	\$0
2.8.2	Ensure any proposed exchange program complies with Council's risk matrix	Ongoing	Officers	\$0
2.8.3	Organise a program of events and activities for delegates	Ongoing	Committee, Officers	\$10,000
2.8.4	Arrange appropriate communiques and media to promote the relationships	Ongoing	Officers, Comms Team	\$0
2.9	Support inbound business delegations and delegations from countries other than the Sister Cities	Ongoing	Officers, Eco dev team	\$0
2.10	Collate and publish a history of the Sister City relationships to preserve and protect the history	31/03/2020	Officers	\$10,000



Trade & Investment

Background

Given the investment in the local economy by international businesses, such as Nippon Paper, Energy Australia and Alinta Energy, the local community understands the importance of international businesses to the local economy. Latrobe City Council has always considered trade and business engagement as a key component of its international strategy.

In recent years the focus of outbound exchanges and delegations has focused more on the cultural activities than trade. When in Japan, delegations have visited senior management at companies such as Nippon Paper, Kawasaki and JPower. These visits have been greatly appreciated by the companies as Local Government is viewed as a very important level of government in Asian societies.

There have been minimal business to business introductions arranged by Council internationally.

In relation to inbound delegations, there have been significant numbers of inbound delegations visiting Latrobe City and meeting with Council. The International Engagement and Investment Officer works with the Economic Development team to coordinate these meetings, in conjunction with the Mayor, CEO and nominated Councillors. Council's international relationships are viewed very favourably by government and have assisted with inward investment.

Where Does Latrobe City Council Fit?

It is important for Latrobe City Council to understand where it fits in the international engagement space. Many government agencies and industry groups provide support and activities to assist business in international engagement. These include:

Federal Government:

Austrade, Australian Trade and Investment Commission

State Government:

Invest Assist, Invest Victoria, Global Victoria

Industry Associations:

Victorian Chamber of Commerce and Industry, Australian China Business Council

In addition, there are specialist, niche organisations (e.g. Defence Materials Technology Centre) and business to business and business to consumer platforms (e.g. Alibaba) that provide support and assistance for export.

It is important for Council not to duplicate these services and support agencies but work with them to achieve outcomes that

support businesses in Latrobe City.

Key Trade and Investment Strategic Directions for Council

Get Connected:

- Work with State and Federal Government agencies to connect local businesses to global opportunities;
- Establish relationships with in-market experts (e.g. Victorian Government Business Offices, Alibaba);
- Produce quality marketing materials to promote international trade for Latrobe City.

Focus Activities:

- Assess best sectors and markets to work with;
- Identify strategic allies to help Latrobe City businesses;
- Help build business capability (e.g. specific workshops);
- Identify best access to market opportunities.

Use Competitive Strengths:

- Work closely with the Economic Development Team to capitalise on key strengths;
- Help businesses to access support (e.g. government funding);
- Showcase Latrobe City's capability and liveability;

Be Inclusive:

- Work closely with local businesses;
- Work with other Gippsland municipalities (and outside Gippsland where appropriate – e.g. Dandenong);
- Work with other sections of Latrobe City Council where appropriate.

STRATEGIC ACTIONS

Trade and Investment Outbound

NUMBER	ACTIONS	TIMEFRAME	RESPONSIBILITY	BUDGET
3.1	Identify businesses in Latrobe City to get export ready	31/10/2019	Officers	\$0
3.1.1	Conduct survey through E Newsletter database to identify businesses interested in export	31/10/2019	Officers	\$0
3.1.2	Identify export ready needs and engage expertise	30/11/2019	Officers, Government Agencies	\$5,000
3.1.3	Run workshops/forums/seminars to raise awareness of export ready opportunities	31/03/2020	Officers, Government Agencies	\$5,000
3.2	Promote Latrobe City Capabilities through Victorian Government Business Offices internationally, Invest Assist and Austrade	30/09/2019 + ongoing	Officers	\$0
3.2.1	Prepare appropriate marketing materials for online and hardcopy distribution	30/09/2019	Committee, Officers	\$8,000 p/a
3.2.2	Launch and distribute marketing materials	30/09/2019 + ongoing	Committee, Officers, Comms team	\$2,000 p/a
3.3	Conduct international business delegations as determined	Ongoing	Committee, Officers	\$15,000 (Provision for delegation support if needed)
3.3.1	Prepare cost/benefit analysis for Council consideration	Ongoing	Officers	\$0
3.3.2	Prepare clear communications strategy prior to delegation and after completion of delegation	Ongoing	Officers, Comms team	\$0
3.4	Establish and maintain networks with people and organisations that can assist Latrobe City to increase inward investment	Ongoing	Officers	\$0
3.5	Work with Federation University to advance the international education relationship with Taizhou and other international student cohorts	Ongoing	Officers, Federation University	\$0
3.6	Implement Staff Exchange program with Taizhou Foreign Affairs Office	2019/20	Officers, Taizhou Foreign Affairs Office	Staff time and travel costs to be determined

STRATEGIC ACTIONS

Trade and Investment Inbound

NUMBER	ACTIONS	TIMEFRAME	RESPONSIBILITY	BUDGET
3.7	Support inbound delegations	Ongoing	Committee, Officers	\$14,000 p/a
3.7.1	Organise meetings, gifts and communiques for delegation visits	Ongoing	Committee, Officers	\$0
3.7.2	Organise media releases and publicity from meetings	Ongoing	Officers	\$0
3.8	Arrange industry tours for Invest Assist, Trade Victoria staff	Bi Annual	Officers, Government representatives	\$5,000 p/a
3.9	Work with investors to establish businesses in Latrobe City	Ongoing	Officers, Government representatives	\$0
3.10	Maintain membership of Australia China Business Council and other appropriate organisations	Annual	Officers	\$2,000
3.11	Establish and maintain networks that can assist Latrobe City to attract investment	Ongoing	Officers	\$0

The International Engagement and Investment Strategy has been produced by Latrobe City Council.

**For further information contact
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LatrobeCity



INFRASTRUCTURE AND RECREATION

15. INFRASTRUCTURE AND RECREATION

Nil reports

COMMUNITY SERVICES

16. COMMUNITY SERVICES

Nil reports

CORPORATE SERVICES

17. CORPORATE SERVICES

Agenda Item: 17.1

Agenda Item: Review of the Provision of Resources and Support to Councillors Policy

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Adopts the Provision of Resources and Support to Councillors Policy with an effective date of 3 June 2019;**
- 2. Notes that with the adoption of this Policy, that any previous versions are now rescinded; and**
- 3. Makes this Policy available on Council's website.**

Executive Summary:

An extensive review of the Provision of Resources and Support to Councillors Policy has been undertaken, and is presented for adoption.

The proposed amendments to the Policy include:

- Improved clarity around existing categories of expenses reimbursable to Councillors and improved clarity around existing process and the relevant terms and conditions applicable to such entitlements;
- Expanded eligibility of expenses reimburseable to Councillors and new or changed process in relation to expenses reimburseable;
- Stating a Council position on whether Council would bear the cost of a guest or partner accompanying the Mayor to a community, charity or civic function; and
- Increased Councillor access to Council buildings (as required by the Council resolution).

While the reimburseable expenses in the revised policy are similar to those permitted in the equivalent policies of other government agencies, the one to which officers have been unable to find any equivalent is the new entitlement in paragraph 4.9(3) allowing the Councillor leader of a Council delegation to book a suite rather than a standard hotel room.

Background:

The Policy was originally adopted by Council on 29 February 2016, and has been the subject of a review since August 2017.

At the 06 August 2018 Council meeting, Council resolved that Council:

1. *Authorises the Chief Executive Officer to amend the Provision of Resources and Support to Councillors Council Policy by extending the periods of authorised Councillor access to Council Headquarters and Service Centres to include the hours of 8.00 a.m. to 8.00 p.m. each Saturday and Sunday; and*
2. *Receives from Officers an updated draft Provision of Resources and Support to Councillors Council Policy for Councillor consideration and discussion at an upcoming Councillor Briefing.*

The proposed Policy (attached) consolidates feedback obtained from Councillors and officers since 07 August 2017. Benchmarking with other Councils was also undertaken, and the proposed Policy is consistent with that benchmarking.

The primary intention of the amendments is to provide greater certainty and clarity around the types of expenses that can be reimbursed; the support and entitlements a Councillor can receive to undertake their functions and duties as a Councillor. The limitations applied to some of those matters are linked to overriding transparency and accountability obligations.

The material proposed amendments to the Policy are listed in the table below:

Amended or new clause	Proposed changes
Clause 4.4 - Access to pool vehicles	A provision has been inserted to allow a Councillor to use a pool vehicle when there is no other viable transport available. Access will be provided on the same terms and conditions applying to Council staff under the Motor Vehicle Operational Policy except that where overnight or weekend usage is required, the Councillor needs to notify the Chief Executive but not obtain permission.

Amended or new clause	Proposed changes
Clause 4.7(5)	Changes have been made to the existing interstate travel provisions with the aim of achieving the most efficient and cost effective outcome. The primary position is that air travel will be used for interstate travel in the first instance. Councillors may use their own vehicle where the destination does not have a co-located airport or with the approval of the Chief Executive.
Clause 4.8	Council will pay the cost of a Councillor attending community, charity or civic functions where the cost does not exceed \$200. Above this amount, the Councillor must seek the approval of the Mayor. Where a Councillor has been invited to attend, Council will pay for the attendance of a partner.
Clause 4.9 – Accommodation & Meal Expenses	A new subclause (3) allows the Councillor leader of a delegation to book a suite at a hotel rather than a standard room. Subclause (4) has been amended to provide for reimbursement of 'reasonable' expenses for meals and refreshments rather than (as previously provided) reimbursement being limited to the amounts set by the Australian Taxation Office.
Clause 5.1 – Reimbursement of expenses	Subclause (2) has been amended to remove the requirement for Councillors to keep a log book to support a claim for mileage reimbursement. The current Policy restriction limiting reimbursement claims to expenses incurred within the last 6 months has been removed.
Clause 5.5 – Audit	This is a new provision that makes it clear that Councillor expenses will be subject to regular audits.
Clause 6.2 – Individual Professional and Personal Development	A new amendment to subclause (1) makes it clear that a Councillor can participate in training or programs which may include personal coaching or mentoring that benefits their participation as a member of Council.
Clause 7.1 – Purchasing card for the Mayor and Councillors	If the Mayor is provided with a purchasing card, the Mayor will be required to provide appropriate tax invoices and receipts for monthly reconciliation purposes. Councillors may be provided with a purchasing card with the approval of the Mayor and CEO and, if so, will be required to provide appropriate tax invoices and receipts for monthly reconciliation purposes.

Amended or new clause	Proposed changes
Clause 7.2 – Vehicle for Mayor	The amendments simplify the requirements in the current Policy applying to the vehicle for the Mayor. Many provisions are out of date, such as the type of vehicle considered appropriate for the Mayor. As with a Councillor’s use of pool vehicles, the use will be subject to the <i>Motor Vehicle Operational Policy</i> . The key requirements of that Policy have been flagged to highlight the types of conditions that apply to use.
Clause 8.4 – Building Access	Updates have been made to reflect Councillor discussions around Councillor access to Council Buildings, in particular Council HQ. Council resolved that Councillor access to HQ be extended to now include the hours of 8.00 a.m. to 8.00 p.m., Saturday and Sunday. The Policy has been updated in accordance with Council’s decision. Further practicality and flexibility is provided for under an additional Policy amendment which now allows for the Mayor or the CEO to approve or extend the hours of Councillor access to Council Buildings if required. Councillors using the building outside of normal business hours will be required to advise Council’s after hours emergency number when they will be at Council offices outside of normal business hours.
Clause 9.1 – Information Technology and Communications Equipment	The entitlements to IT and communications equipment are already set out in the current Policy but have been reworded based on current technology provided to Councillors (smart phones, tablets etc.) and what happens in practice with various individual arrangements in place for Councillors, specifically those Councillors who require data connections at their residence. Councillors on request will be provided with an electronic copy of their emails and calendar entries.
Clause 11 – Legal costs	This clause identifies when legal costs will be reimbursed to a Councillor.

Issues:

Strategy Implications

The Policy will support the delivery of the following key objective contained with the *Council Plan 2017-2021*:

- Ensure Council operates openly, transparently and responsibly

Communication

The Policy is a Council level Policy, and once adopted will be available on Council's website.

Financial Implications

The reimbursement of expenses for Councillors is managed through existing budget provisions; however, auditing expenses will need to be incorporated into the annual internal audit program as an additional cost or within the programs budgeted hours.

In addition, Councillors are entitled to receive an allowance which is subject to an annual automatic adjustment by the Minister of Local Government.

Risk Analysis

The Policy has been reviewed to ensure that risks identified have the necessary controls in place to manage that risk.

Legal and Compliance

In accordance with Section 75B of the *Local Government Act 1989 (Act)*, Council must adopt and maintain a policy for the reimbursement of expenses for Councillors.

Councillor expenses must also be published on Council's website and in Council's Annual Report to comply with the *Local Government (Planning and Reporting) Regulations 2014*.

In addition, Council must also make available for Councillors the minimum prescribed resources and facilities. The proposed Policy addresses these requirements.

Community Implications

There are no known community implications.

Environmental Implications

There are no known environmental implications.

Consultation

There is no legislative requirement for community consultation for this Policy. However, Council does have the option to seek community feedback through a formal consultation process.

Other

There are no other known implications.

Declaration of Interests:

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

Supporting Documents:

Current Provision of Resources and Support to Councillors Policy

Attachments

1 [↓](#). Revised Provision of Resources and Support to Councillors Policy

17.1

Review of the Provision of Resources and Support to Councillors Policy

- 1 Revised Provision of Resources and Support to
Councillors Policy 309**



Provision of Resources and Support to Councillors Policy

Version (No)

Approval Date: (insert date)

Review Date: (insert date)



Provision of Resources and Support to Councillors
Policy

DOCUMENT CONTROL

Responsible GM	Greg Drumm	
Division	Governance	
Last Updated (who & when)	Greg Drumm – GM Corporate Services	05/2019
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	(day, month & year)	(Insert detail of change to policy)
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	(Yes or No)	
Document Reference No		



1. Background

The *Local Government Act 1989* (the Act) requires that Councils adopt and maintain a policy in relation to reimbursement of expenses for Councillors. The Policy is in response to that requirement.

2. Objectives

The Policy is to support Councillors to enable them to effectively undertake their duties and functions as Councillors by:

- providing for reimbursement of reasonable out of pocket expenses incurred by Councillors in undertaking their duties and functions as Councillors;
- describing the resources and support that will be provided and the conditions and limits on the use of the resources provided to them;
- providing training and resources for Councillors' professional development; and
- providing for mutual accountability and transparency between Councillors and for appropriate accountability to the community.

3. Scope

The Policy applies to the Mayor and Councillors of Latrobe City Council.

4. Principles of Management

The Policy identifies the types of expenses that are considered to be reasonable out of pocket expenses that may be reimbursed.

The Policy also identifies the support and resources considered reasonable to enable Councillors to carry out their duties and functions as efficiently and effectively as possible.

1.1 Reimbursement of Expenses

- (1) In addition to receiving an allowance¹ under section 74A of the Act, the Mayor and Councillors are to be reimbursed for expenses incurred by them in carrying out their duties and functions as Councillors provided section 75 of the Act is complied with.²

¹ Allowances are paid in recognition of Councillors' contribution of to the community. They are different to expenses. The Minister fixes the ranges and the limits of Councillor allowances. Section 74 of the Act sets out the limitations and restrictions applying to Councils in determining the allowance to be paid to Councillors and the Mayor.

² Section 75 of the Act states that a Council must reimburse a Councillor for expenses if the Councillor –



Provision of Resources and Support to Councillors Policy

- (2) The expenses that may be reimbursed are subject to any specific requirements and limitations in the Policy.
- (3) Allowances will be paid each month (and no more than a month in advance), but if a Councillor ceases to hold office because he or she is suspended or because of an election, payment will be withheld until such time as the Councillor is elected or reinstated.
- (4) Council will ensure that an amount equivalent to the Superannuation Guarantee Contribution is paid to Councillors with the Councillor allowance and if requested by a Councillor, the amount may be paid directly to the Councillor's nominated superannuation fund.

4.2 Carer Expenses

- (1) Necessary expenses incurred for childcare³ or care of an elderly, disabled or sick immediate family member or dependent who resides with the Councillor will be reimbursed if the expenses are incurred while a Councillor is undertaking his or her duties or functions.
- (2) The hourly rate of reimbursement for child care expenses will be limited to a maximum equivalent to the current Council fees applicable in the Council budget (listed under Childrens' Services) on a per child basis.
- (3) The hourly rate of reimbursement for other carer expenses will be limited to a maximum equivalent to the current Council fees applicable in the Council budget (listed under Direct Care).
- (4) Reimbursement of carer expenses will be made:
 - (a) subject to the provision of tax invoices together with receipts submitted; and

-
- applies in writing for reimbursement of expenses; and
 - establishes in the application that the expenses were reasonable bona fide Councillor out of pocket expenses incurred while performing the duties as a Councillor.

Councillors need to demonstrate what reasonable bona fide expenses incurred while performing duties as a Councillor are. A meeting with a ratepayer where the Councillor buys a coffee for a ratepayer might be considered a reasonable out of pocket expense, but a Councillor would be expected to exercise judgement in whether the claim would pass the "pub test".

³ Includes children up to 16 years of age.



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- (b) in the case of informal arrangements, a statement of hours, costs, dates, times and purposes for which the care was provided; and
 - (c) a statement by the Councillor making the claim as to why the care was needed on each occasion. The statement may be made annually if the care is ongoing for the same immediate family member or dependent.
- (5) Carer expenses are not eligible for reimbursement if they are paid to a person who:
- (a) is immediate family (e.g. partner, mother/father, sister/brother or sister in-law/brother in law, relatives and/or children); or
 - (b) who normally or regularly lives with the Councillor, except where a live-in (professional) helper such as a nanny is required to work extra time at extra expense because of the Councillor's duties or functions.
- (6) Reimbursement of expenses will be made if the Councillor attaches to the claim:
- (a) the tax invoices and the receipt provided; or
 - (b) in the case of informal arrangements, a statement of hours, costs, dates, times and purposes for which the care was provided; and
 - (c) an explanation as to why the care was needed on each occasion or annually if the care is ongoing for the same immediate family member or dependent.

4.3 Travel expenses

- (1) Subject to clause 5, Councillors may be reimbursed for expenses incurred when they use their private vehicle for Council business including travel to and from the Councillor's notified residential address to Council meetings, briefings or other activities directly related to Council business.
- (2) The rate of reimbursement for private vehicle expenses will be based on the rates set out in the *Income Tax Act 1997* for reimbursement of employees' use of personal vehicles for business purposes.
- (3) A Councillor's travel expenses may include the cost of purchasing a local sim card used for accessing wi-fi while overseas.
- (4) Travel expenses will not be reimbursed to a Councillor for:



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- travel from work or other locations where the kilometres claimed are greater than what would be claimed from the notified residential address; and
- meetings arranged outside the municipality that would not form part of a Councillor's normal role.

4.4 Access to Pool Vehicles⁴

(1) Where there is no other reasonable transport option available, a Councillor may have access to a car pool vehicle to undertake Council business, subject to availability and on the same conditions as pool vehicles are available for use to staff under the current *Motor Vehicle (Operational) Policy* which includes requirements about:

- currency of the user's licence
- the use of log books;
- overnight use approval;
- care and cleanliness of vehicles;
- service and maintenance;
- use of vehicles by other authorised drivers;
- accidents and vehicle damage; and
- compliance with traffic laws, fines and infringements.

(2) Notwithstanding the terms of the current *Motor Vehicle (Operational) Policy* where overnight or weekend usage is required a Councillor does not require permission to make such a booking but must notify the Chief

⁴ A pool vehicle may be reserved through Mayoral and Councillor Support.



Executive Officer. Only the Councillor, another Councillor or employee of Council may drive the vehicle in such circumstances.

4.5 Public transport

- (1) Councillors may request a Myki card for Council business travel on public transport within and outside the municipality.
- (2) Councillors using personal Myki cards may submit a claim for specific trips undertaken for Council business. A valid receipt must be provided with the claim for reimbursement.

4.6 Use of taxis⁵

- (1) Councillors may request Cabcharge vouchers for use in Council business travel.
- (2) Cabcharge vouchers must only be used by the Councillor who obtained it and must not be provided to any other individual for use.
- (3) When a Cabcharge voucher is used, the receipt must be retained for reconciliation.
- (4) Councillors who incur taxi costs without the use of a Cabcharge voucher may make a claim for reimbursement. A valid receipt must be provided with the claim for reimbursement.
- (5) Councillors should retain receipts and submit any other information that will assist in verifying the nature of Council business, date, time and cost of transactions.

4.7 Interstate and Overseas Travel for Council Business

- (1) A Councillor proposing to travel overseas for Council business requires a formal resolution of Council prior to departure.
- (2) A Councillor proposing to travel interstate for Council business requires the prior approval of the Mayor and the Chief Executive Officer.
- (3) A *'Request to travel interstate or overseas'*⁶ form must be completed and approved by the Mayor or Chief Executive Officer prior to departure.

⁵ Cabcharge vouchers may be requested through Mayoral and Councillor Support.

⁶ This form is to be provided to Governance for inclusion in Council's public registers.



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- (4) All interstate travel proposed to be undertaken by the Mayor for Council business is to be approved by the Chief Executive Officer prior to departure.
- (5) When Councillors are required to travel interstate, travel will be by air unless the intended destination town does not have a co-located airport and it is more practicable to do so, when travel may be by car. In all other cases where the preferred mode of travel to the destination town is by car, a Councillor must obtain the prior approval of the Chief Executive Officer.
- (6) Air travel will be in economy class and any upgrades will be paid for personally by the Councillor or if there is no cost, the matter is disclosed as a gift in accordance with the current Gifts Benefits and Hospitality Policy.
- (7) If a Councillor wants to use their own vehicle for interstate travel then the Chief Executive Officer must be notified prior to departure.
- (8) Councillors travelling overseas are responsible for ensuring that they have a current passport and obtain any required visas.⁷ The costs of the visa will be paid by Council or reimbursed to the Councillor.

4.8 Meetings, Conferences and Functions

- (1) Councillors attending or participating in conferences, functions, seminars and similar activities, including in their capacity as Council's appointed delegate, substitute delegate, designated committee member or representative are entitled to have the costs of attendance or participation met subject to the following provisions.
- (2) Appointed Council Delegate to External Organisations, Committees, Meetings and Conferences
Council will meet the costs of attendance or participation and any necessary reasonable costs incurred in attending regular or ad hoc meetings or special events held by an organisation or committee that the Councillor has been appointed to, (such as an annual conference of an organisation) if the Councillor is required to attend on behalf of Council.
- (3) Presenter at a conference
Council will meet the costs of attendance or participation of a Councillor invited to speak at a conference in their capacity as a Councillor. In some cases, conference organisers may waive or cover registration fees for

⁷ Visa requirements will be usually be identified by the Council's travel agent.



participation, in which case, no claim for reimbursement of registration fees can be made from Council.

(4) Community, Charity or Civic Functions and Events

- (a) Council will meet the cost of a Councillor attending community, charity or civic functions and events, if the cost does not exceed \$200. If the cost of a function or event exceeds \$200, the Councillor must obtain the prior consent of the Mayor and Chief Executive Officer or in the case of the Mayor, the prior consent of the Chief Executive Officer.
- (b) Where a Councillor and his/her partner have been invited to attend a community, charity or civic function and event at a cost to attend, in the circumstances where the Councillor will attend, Council will meet the cost of the partner's attendance with prior notification to the Mayor and Chief Executive Officer.
- (c) When Council is hosting a function where Councillors are invited to attend, the Mayor may extend an invitation to partners of Councillors.
- (d) In circumstances where the Mayor has been invited to a function or event and is unable to attend, the Mayor may delegate to another Councillor.

(5) Political functions

Where a Councillor attends a political party fundraising event for which payment is required, the cost will be paid for personally by the individual Councillor.

4.9 Accommodation & Meals when travelling

- (1) Councillors can stay in reasonable accommodation appropriate to the area travelled to, the nature of the visit and the reasonable requirements of the Councillor.⁸
- (2) Standard rooms will be used for accommodation but Councillors may accept room upgrades provided that the cost is borne personally by the Councillor, or if there is no cost, the matter is disclosed as a gift in accordance with the current Gifts Benefits and Hospitality Policy.

⁸ As a guide, four star accommodation is generally considered reasonable accommodation.



- (3) A leader of a delegation comprising more than one other Councillor or Council employee is a Councillor, the Councillor will be entitled to a suite in the accommodation (if available) rather than a standard room.
- (4) Where a Councillor is attending Council business that requires them to be away from home during normal meal times or for an extended period, and the Councillor incurs expenses for meals and refreshments. Council will reimburse reasonable expenses provided that the tax invoice is submitted with the claim.

5. Responsibility and Accountability

5.1 Process for Reimbursement of Expenses

- (1) Claims for reimbursement of expenses must be received within sixty days of the expense being incurred.
- (2) All claims for reimbursement must:
 - be made on the relevant form⁹;
 - completed by the Councillor making the claim which includes a signed confirmation of the expenses claimed; and
 - accompanied by the original receipts and tax invoices (credit card receipts will not be accepted)..
- (3) Only those expenses specifically covered in this Policy will be reimbursed.
- (4) Reimbursements will be paid by electronic funds transfer within 30 days of a correctly completed claim form being received.
- (5) All claims for reimbursement of expenses must be finalised at least one month prior to a Council election. A two month grace will be given post-election for Councillors seeking re-election who are not successful. At the expiry of the two month grace period claims will no longer be accepted.

5.2 Advance Payment Requirements

⁹ Payment voucher or travel form.



Any advance payment made for the cost of a service associated with a civic duty must be reconciled within one month of receiving such payment and receipts supplied as verification.

5.3 Reimbursement of Non-Council related expenditure

Any reimbursement required to be paid to Council for non-Council related expenditure incurred or claimed in accordance with this Policy must be made within sixty days of the cost being incurred or account being received by the Councillor.

5.4 Reporting Expenses to the Public

- (1) A summary of Councillor Expenses as at the end of each financial year will be published on the Council's website.
- (2) Council will also publish details of expenses and entitlements in accordance with requirements under *the Local Government (Planning and Reporting) Regulations 2014* in its Annual Report.
- (3) Councillors will be provided with an opportunity to review monthly reports on their expenses and professional development costs before they are published on Council's website. These reports must be confirmed in writing by each Councillor within 14 days of receiving them and by the Chief Executive Officer.

5.5 Audit

Expenses paid or reimbursed to a Councillor will be subject to:

- (1) regular review by Council's internal auditors; and
- (2) annual review by Council's Audit and Risk Committee.

5.6 Exclusions

The following expenses will not be reimbursed by Council:

- (1) expenses incurred which are not directly related to the duties of a Councillor undertaking Council business;
- (2) costs to a Councillor arising from a breach of road, traffic, parking or other laws;
- (3) an expense which a Councillor seeks to offset against a claim for any additional amount of another expense; or
- (4) expenses for a Councillor's partner or immediate family members or associates in relation to attendance at meetings, conferences, seminars,



training, community events or planning sessions unless stated otherwise in this Policy.

5.7 Expenses not included in the Policy

Any expense not included in this Policy will require approval by the Chief Executive Officer. A Councillor whose expense claim has been refused by the Chief Executive Officer may refer the expense claim to Council for approval.

6. Training and Professional Development

6.1 Councillor Development and Training

- (1) Latrobe City Council is committed to ensuring that all Councillors are provided with access to development and training opportunities necessary to enable them to perform their duties and functions as Councillors.
- (2) The participation in a range of one-off or short-term training courses, seminars and activities specific to Councillors will be made available. These may be provided internally, or by professional bodies such as the MAV or VLGA (for example, Councillor induction training or conflict of interest training).
- (3) These training courses and seminars are excluded from the individual professional and personal development allocations provided to Councillors in this Policy (however, may still be reportable expenses under the Local Government Performance Reporting Framework).¹⁰

6.2 Individual Professional and Personal Development

- (1) In addition to the corporate training and development needs of Councillors, individual Councillors may undertake additional personal development (which may include personal coaching or mentoring) that benefits their participation as a member of Council and enhances their potential in serving the community as a member of the Council.
- (2) Each Councillor is allocated \$2,500 (inclusive of course material such as reference books, travel, meals and accommodation if required) each calendar year for personal development where that is considered to be in the interests of the Latrobe City community, but must submit valid tax

¹⁰ The Local Government (Planning and Reporting) Regulations 2014 requires the individual expenses of Councillors for travel, training and conferences be included in the report of operations that goes into Council's annual report.



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receipts in relation to any expenditure from that allocation when it is incurred.

- (3) Unused funds allocated for a Councillor's personal development may only be rolled over from one year to the next during the Councillor's term of office. Funds rolled over will be up to the cumulative total due in the year but not exceeding the amount of \$10,000 in the fourth year. (That is, \$2,500 for year one, up to \$5,000 in year two, up to \$7,500 in year 3 and \$10,000 in year 4).
- (4) The allocation to a Councillor is not transferable to another Councillor.
- (5) The allocation to a Councillor ends when the Councillor's term of office ends and any balance does not roll over if the Councillor is re-elected.
- (6) If a Councillor wishes to spend more than one year's allocation (\$2,500) on one personal development activity, he or she must first submit a development plan to the Mayor.
- (7) If a Councillor does not complete¹¹ professional or personal development program or course in respect of which the Mayor has approved a development plan during his or her term, the Councillor, if re-elected, may seek approval from the Mayor to continue the development program.
- (8) In determining whether to approve a plan under subclauses (6) or (7), Council will take into consideration the merits of the program or activity in accordance with the overall parameters set by this Policy and taking into account the following:
 - (a) Development that qualifies for expenditure must relate to the areas of:
 - local government activity;
 - leadership;

¹¹ Includes where a Councillor defers study or where a subject needs to be repeated.



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- governance in the context of the role of Councillor; or
 - enhancing the personal or professional skills of the individual to undertake the role.
- (b) Programs may in the form of but not limited to:
- specific workshops, seminars and conferences (for example, the Company Director's Course run by the Australian Institute of Company Directors or MAV Councillors Development Weekend or knowledge centre courses);
 - coaching from a suitably qualified professional or personal coach or mentor;
 - TAFE level, undergraduate or post graduate studies (for example, Diploma of Local Government or the Graduate Diploma of Management under auspice by the MAV);
 - short courses and study tours that relate to the areas of local government activity, leadership, governance in the context of the role of Councillor, or enhance the personal skills of the individual to contribute to the good governance of Latrobe City.

6.3 Additional requirements applying to professional development

- (1) Subject to a resolution of Council, a Councillor's personal development program or study course may be paid for in advance by Council.
- (2) If Council pays the fees in advance and if the Councillor is not re-elected, then the fees for any uncompleted units must be repaid by the Councillor to the Council.
- (3) If a Councillor has not requested that the fees be paid in advance and a Councillor is claiming reimbursement for professional development, evidence of the successful completion must be submitted with the claim.
- (4) Regardless of the overall cost, Councillors must seek formal approval from Council for any course that involves overseas travel.
- (5) Arrangements associated with Councillors professional or personal development attendance (including registration, air or train travel and accommodation) must be organised through Mayoral and Council Support.



6.4 Professional and Personal Development for the Mayor and Deputy Mayor

- (1) The Mayor will be entitled to attend the following additional professional/personal development activities while in the role as Mayor:
 - The Municipal Association Victoria (MAV) Mayoral Program or the Victorian Local Governance Association Mayoral Weekend.
- (2) The Mayor and Deputy Mayor will be entitled to attend the following additional professional/personal development activities while in the role as Mayor and Deputy Mayor:
 - Media Training (organised through the Mayoral and Council Support team with an appropriate training provider)
 - Municipal Association Victoria MAV Mastering Public Speaking and Presentation training.
- (3) These training courses and seminars are excluded from the individual professional and personal development allocations provided for the Mayor and Deputy Mayor in this Policy (however, may still be reportable expenses under the Local Government Performance Reporting Framework).

7. Additional entitlements for the Mayor and Councillors

7.1 Purchasing Card for the Mayor

- (1) The Mayor may be provided with a purchasing card with a transaction and monthly limit set at no more than \$10,000 for use while discharging the functions of the office.
- (2) Use of a Purchasing Card will be in accordance with the terms of the Purchasing Card Agreement, as well as Council's Purchasing Card and Procurement Policies.
- (3) If the Mayor is provided with a purchasing card monthly reconciliation must be completed using the ProMaster system with the appropriate tax invoices/receipts and quotes/exemption forms attached and sent to the Chief Executive Officer for approval.
- (4) Subject to the approval of the Mayor and the Chief Executive Officer, a Councillor may be provided with a purchasing card with a transactional monthly limit of no more than \$500 for use while undertaking their duties and functions as a Councillor.



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- (5) If a Councillor is provided with a purchasing card, monthly reconciliation must be completed using the ProMaster system with the appropriate tax invoices/receipts and quotes/exemption forms attached and sent to the Chief Executive Officer for approval.

7.2 Vehicle for Mayor

- (1) The Mayor will be provided with a vehicle that is equivalent to the vehicle provided to the CEO and a fuel and car cleaning card, on the same conditions as pool vehicles are available for use to staff under the current *Motor Vehicle (Operational) Policy* which includes requirements about:

- currency of the user's licence
- care and cleanliness of vehicles;
- service and maintenance;
- use of vehicles by other authorised drivers;
- accidents and vehicle damage; and
- compliance with traffic laws, fines and infringements.

- (2) Notwithstanding the terms of the current *Motor Vehicle (Operational) Policy* where overnight or weekend usage is required the Mayor does not require such permission in relation to the vehicle provided to the Mayor.

8. Additional Support for Councillors

8.1 Meals and refreshments

- (1) Council will provide Councillors with suitable meals and refreshments where Council meetings and briefings or other scheduled Council business extends through normal meal times or over an extended period.
- (2) Unless the CEO or the Mayor determine that the occasion is an authorised function of Council at which alcohol will be served, no alcohol will be provided with meals and refreshments to Councillors.



- (3) If alcohol is served as part of an authorised Council function Councillors , must observe the Alcohol, Drugs and Smoking in the Workplace Operational Framework.¹²

8.2 Administrative Support

- (1) Administrative support will be made available for Councillors to assist them with calendar management, responding to correspondence and responding to enquiries and requests for service as part of their official duties as a Councillor.
- (2) Council business papers, other Council information and personal mail will be provided to Councillors in the manner required by each Councillor, whether by courier to the Councillors' place of residence or other nominated location, placed in Councillors' communication boxes for pick up or forwarded by electronic mail weekly or as required.
- (3) Where a Councillor requires that Council business papers, other Council information and personal mail be delivered to the Councillors' residence or other address, the Councillor must advise Mayoral and Council Support of the person authorised by the Councillor to take delivery if the Councillor is not present to accept delivery.

8.3 Office / Meeting Room

- (1) The Mayor will be provided with an office within the Latrobe City Council Corporate Headquarters.
- (2) Councillors are provided with an office/meeting room (known as the Councillor Lounge) that may be used at any time. The Councillors Lounge includes a computer connected to Latrobe City Council's computer system and a printer. Wi-fi is also available in the Councillor Lounge. Councillors meeting with external parties are to advise Mayoral and Council Support to ensure that the meeting room is not being used by other Councillors.
- (3) Other Council shared meeting space at Corporate Headquarters and at the Traralgon Service Centre, Moe Service Centre and Churchill

¹² The Framework provides that if alcohol is served in the workplace, the individual employee is responsible for ensuring that they limit their consumption so that they do not become ill or incapacitated and that they behave in a professional and appropriate manner at all times.



Hub may be utilised by Councillors on an as needs and availability basis, by booking through the Mayoral and Council support team.

8.4 Building Access

- (1) Each Councillor will receive a swipe card allowing access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub during the following:
 - Monday – Friday: 7.00 am – 11.00 pm
 - Saturday- Sunday: 8.00 a.m. – 8.00 p.m.
- (3) The Mayor and the Chief Executive Officer may grant a Councillor additional hours of access or access to other Council buildings for undertaking their duties and functions as a Councillor.
- (4) If a Councillor needs access to Corporate Headquarters and Council's service centres outside of normal business hours, the Councillor must advise Council's after hours emergency contact number on arrival and departure.¹³
- (5) If the Councillor's swipe card is lost or stolen the Councillor must report the loss or theft to the Mayoral and Council Support team to put in place appropriate security measures as soon as possible.
- (4) The Mayor will be provided access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub 24 hours a day, 7 days a week.

8.5 Councillors with disabilities or illness

Council will provide reasonable additional facilities and support to enable a Councillor with a disability (as defined in the Disability Discrimination Act 1992 (Cwth)) or illness to perform their functions and duties as a Councillor.

9. Information Technology and Communications Equipment

9.1 Equipment to be provided

¹³ Councillors are deemed employees for the purposes of Occupational Health and Safety legislation and for related Council Policies. Where a Councillor is using Council buildings outside of normal business hours and is working alone, (even though they may be meeting with a resident), the Councillor as a deemed employee has a responsibility to take reasonable care for their own safety and to remove themselves from any situation where they reasonably believe that their safety is at risk.



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- (1) Any or all of the following equipment will be available and accessible to Councillors to assist them in undertaking their duties as Councillors:
 - a portable computer and/or tablet with internet connectivity, appropriate software and accessories;
 - multi-function device(s) (combined printer, scanner and fax machine) for use at their place of residence or other arrangements as approved by the Chief Executive Officer; and
 - a 'smart' phone with email access and the capacity to manage calendar e.g. iPhone.
- (2) Councillors will be provided an email account managed through Latrobe City Council. Councillors email address will be part of the domain name: @latrobe.vic.gov.au;
- (3) On request, an electronic file containing emails to or from the Councillor and calendar entries of the Councillor (which must be held securely in accordance with an applicable Council policy).

9.2 IT and associated costs

- (1) Council will meet:
 - the cost of Council provided equipment and associated data usage provided the data usage is fair usage;
 - the line rental and call costs of a dedicated telephone connection installed at the Councillor's principal place of residence and used for official Council duties; and
 - the fixed charge and call costs of the mobile phone provided to the Councillor.
- (2) Council will provide:
 - an allocation advised by the Councillor as representing a fair estimate of usage for Council purposes but not exceeding [50%] of the total cost towards a shared phone line installed at the Councillor's principal place of residence; and
 - an allocation advised by the Councillor as representing a fair estimate of usage for Council purposes but not exceeding [50%] of the total cost towards data available from a shared wifi utility at the



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Councillor's principal place of residence and used by a Councillor for official Council duties; or

- a mobile wi-fi device.
- (3) The direct costs of any private use of these facilities must be reimbursed to Council.
- (4) Improvements in technology will be monitored and taken into consideration to ensure that the equipment provided meets the needs of the Council and is in line with the intent of this Policy.

9.4 Information Technology Support and Training

- (1) Information Services will provide familiarisation training for Councillors in relation to the communication equipment provided to them and in the management of information stored on that equipment, either as part of induction for new Councillors or on a case by case basis (ad hoc requests) as required.
- (2) Information Services will update software on any laptops, tablets and mobile devices when required. Councillors will be required to bring the equipment into Headquarters for scheduled maintenance and password updates.
- (3) Information Services support provided to Councillors may only be initiated via the Information Services Department's IT Service Desk, or via Mayoral and Council Support. If any such request includes or involves attendance by any Officer (or relevant Information Service's service provider) to a Councillor's place of residence or any other building or site (excluding Latrobe City Council Service Centres and Headquarters) due to the relevant device not being or not being able to be brought to the Information Services Department at Headquarters, or because the technical issue or support request cannot be resolved via telephone, then approval for that attendance must be obtained from the Manager Information Services, in advance.

9.5 Information Management Security

- (1) Councillors are responsible for ensuring that full and accurate records of Council business activities undertaken by them are created,



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managed and disposed of in a way that is consistent with organisational practice so that Council can meet its legislative obligations.¹⁴

- (2) On request by any Councillor, every six months that Councillor will be provided with an electronic file containing emails to or from the Councillor and calendar entries of the Councillor for that period (which must be held securely in accordance with an applicable Council policy).
- (3) Support and assistance will be provided to Councillors by Information Services and Mayoral and Council Support to ensure that information relating to Council business that is stored on any equipment provided to Councillors is managed to assist compliance with subclause (1).
- (4) Councillors are responsible for the safety and security of the equipment provided to them and ensuring that there is no unauthorised access to any personal or confidential information that may be stored on that equipment.

9.6 Network connection control and security

Communications equipment issued by Latrobe City Council must not be connected to third party computers without the prior approval of the General Manager Corporate Services.

9.7 Other equipment to be provided

- (1) Councillors may also be provided with standard stationery held or obtained generally for the organisation's requirements including paper, business cards, writing implements, diaries, ink cartridges, writing pad/books, memory sticks, envelopes and the like.
- (2) Council's letterhead stationery is only available for official Council business and may only be used by Councillors for official Council business.
- (3) Each Councillor will be supplied with an official Latrobe City Council name badge for use while on Council business.

¹⁴ The Freedom of Information Act 1982, the Privacy and Data Protection Act 2014 and Public Records Act 1974 contain requirements that a Council must be able to comply with in terms of the production of documents, the protection of personal information and the management of corporate records. The Local Government Act 1989 contains requirements concerning the disclosure of confidential information. Additionally, Council needs to be mindful that in any legal proceedings documents may be discoverable and that Council does not need to be disadvantaged by incomplete information.



- (4) All equipment remains the property of the Council and must be returned at the end of a Councillor's term of office or upon retirement, resignation or suspension of the Councillor.

10. Insurance

Council will provide Councillors with the following insurance cover when carrying out duties as a Councillor:

- (a) public liability and professional indemnity;
- (b) Councillors and officers insurance;
- (c) travel insurance for personal accident and illness; and
- (d) workcover insurance.

11. Legal costs

- (a) Where legal proceedings are brought against a Councillor in connection with an act or omission in his/her role as a Councillor, a Councillor is entitled to have his/her reasonable legal costs reimbursed (to the extent that these are additional to the costs incurred by Council in the same matter);
- (b) Where legal proceedings are brought by a Councillor to permit him/her to carry out his/her functions as a Councillor, a Councillor is entitled to have his/her reasonable legal costs reimbursed if successful;
- (c) Legal costs will not be reimbursed for any defamation action brought by a Councillor;
- (d) A Councillor may seek to have his/her reasonable legal costs reimbursed for legal advice provided to the Councillor in the following circumstances:
 - I. The matter relates to an act or omission in his/her role as a Councillor or the functions or duties of the Councillor in his/her role as a Councillor;
 - II. The lawyer must be from a lawyer on the MAV panel or otherwise as approved by the Chief Executive Officer prior to any expense being incurred;
 - III. The Councillor provides a declaration that in relation to the matter for which reimbursement of legal costs is sought that he or she has acted in good faith and not unlawfully or improperly.



Provision of Resources and Support to Councillors Policy

- (e) In relation to paragraph 11(d) above, the application is made to the Chief Executive Officer. The Chief Executive Officer must refuse reimbursement of legal costs:
- I. to the extent the costs are unreasonable;
 - II. if the lawyer is not on the MAV panel, for any cost that was incurred prior to approval of the lawyer by the Chief Executive Officer;
 - III. if the Chief Executive Officer considers that paragraph 11(d)(i) does not apply in relation to the matter; or
 - IV. if the CEO considers the Councillor has not acted in good faith or lawfully or properly.
- (f) In relation to any costs reimbursed under paragraph 11(d) above, the Councillor will repay to Council any costs that had been reimbursed where there is a finding by a court, tribunal or regulatory authority in relation to the matter that the Councillor has not acted in good faith or has acted unlawfully or improperly.

12. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

- a. Council
 - Comply with the requirements of the Policy.
 - Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
 - Responsibility for the decision to approve this Policy by Council Resolution
- b. Chief Executive Officer
 - Overall responsibility for compliance with this policy
 - Overall responsibility for enforcing accountability
 - Overall responsibility for providing resources
 - Overall responsibility for performance monitoring
- c. General Manager
 - Responsibility for compliance with this policy
 - Responsibility for enforcing accountability
 - Responsibility for providing resources



Provision of Resources and Support to Councillors Policy

- Responsibility for performance monitoring
- d. Manager
 - Develop frameworks and procedures in compliance with this policy
 - Enforce responsibilities to achieve compliance with frameworks and procedures
 - Provide appropriate resources for the execution of the frameworks and procedures
- e. Employees, Contractors and Volunteers
 - Participate where required in the development of frameworks and procedures in compliance with this policy.
 - Comply with frameworks and procedures developed to achieve compliance with this policy.

13. Evaluation and Review

This Policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

14. Definitions

Act	means the <i>Local Government Act 1989</i>
Council	means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Councillor(s)	means the individuals holding the office of a member of Latrobe City Council
Expenses	means reasonable costs incurred by Councillors in performing their duties as a Councillor
Duties of a Councillor	means duties performed by a Councillor that are necessary or appropriate for purposes of achieving the objectives of Council having regard to any relevant Act,



Provision of Resources and Support to Councillors Policy

regulation, Ministerial guidelines or Council policies.
These include:

- attendance at Ordinary and Special Council Meetings and Councillor Briefing sessions;
- attendance at civic or ceremonial functions convened by the Council or Mayor;
- attendance at meetings scheduled by Council, the Mayor, Chief Executive Officer or delegate;
- attendance at meetings, or to participate in delegations or deputations to which the Councillor has been appointed as a representative by Council;
- attendance at meetings, functions or other official roles attended as a representative of, and under delegation by, the Council or Mayor;
- attendance at meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed as the Council delegate or is authorised by Council;
- attendance at inspections of a street, property or areas within Latrobe City (or to discuss with any persons) any matter affecting or affected by the Council, and/or to attend to carry out activities in the capacity of a Councillor;
- attendance at planning mediation meetings; and
- private meetings with residents, ratepayers, community groups, developers and others arranged through Mayoral and Council Support or where details of these meetings are documented in a Councillor's diary.

Reasonable

Means as much as is appropriate or fair having regard to the profile of the average ratepayer of Latrobe City Council.

15. Related Documents



Provision of Resources and Support to Councillors Policy

Councillor Code of Conduct 2017

Motor Vehicle Operational Policy 2018

Procurement Policy 2016

Purchasing Card Policy 2017

Occupational Health and Safety Operational Policy 2018

Working Alone or in Isolation Procedure 2018

16. Reference Resources

Local Government Act 1989

Victorian Government Policy Statement on Local Government Mayoral and Councillor Allowances and Resources 2008.

Appendices

Draft

Agenda Item: 17.2

Agenda Item: Service Review Prioritisation 2019/20 & Future Years

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution:

That Council endorses the following service reviews for 2019/20:

- 1. Open Space Maintenance**
- 2. Procurement and Fleet**
- 3. School Crossing Supervision Program**

Executive Summary:

- Through an internal audit, it was identified that Latrobe City Council should implement a service review program to provide a comprehensive and detailed analysis of each service. This is to determine the most efficient operating model and/or service level requirements to meet community needs and expectations whilst remaining within Council's financial operating environment.
- A service review schedule is required to be endorsed by Council for the 2019/20 financial year.
- The following service reviews have been identified for the 2019/20 financial year:
 - Open Space Maintenance
 - Procurement and Fleet
 - School Crossing Supervision Program

Background:

The Service Planning and Review Framework endorsed by the Executive Team on 9 October 2018 defines a service review as “undertaking a comprehensive and detailed analysis of a service to determine the most efficient operating model and/or service level requirements to meet future community needs, whilst remaining within Council’s financial operating environment”. Service reviews may identify cost savings/efficiency gains by altering the method of delivering the service or via the variation of service levels or revenue streams.

In the current financial year, Council resolved to undertake the following service reviews:

- Leisure Services - Strategic Management Options
- Performing Arts
- Aged Care Services
- Family Day Care

The findings from the service reviews undertaken in 2018/19 will be communicated to Council when finalised.

It is vitally important to develop future years’ service review program given the large number of Council services. Prioritisation of these service reviews is important as it allows Council to strategically align reviews with internal and external factors and ensure that all services are reviewed at least once every four years.

Performance & Innovation aim to conduct three service reviews in the 2019/20 financial year. The primary purpose of a service review is to address three critical questions:

- a. What is the most efficient and cost effective option for delivering the required service in line with community expectations?
- b. Is it possible to vary the current service level?
- c. Are there options to increase revenue streams within the service?

Prioritisation for future years’ service reviews has been undertaken and the following services were identified as potential reviews for the 2019/20 financial year:

- Open Space Maintenance
- School Crossing Supervision Program
- Procurement and Fleet

The attached document titled *Service Review Prioritisation 2019 – Future Years Scheduling* contains the justification and logic behind the services identified as priorities for review.

Issues:

Strategy Implications

Undertaking service reviews is prudent to ensuring Council operates responsibly and remains financially sustainable.

Communication

Community consultation as part of service reviews will occur dependent upon the size, nature and potential impact of the review. It is expected that at this stage, that any major recommendations of these reviews will be presented back to Council. Opportunity for further engagement with key stakeholders could occur following that.

Financial Implications

There are no financial implications as part of this proposal. The service reviews will be undertaken by existing Council resources.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Service reviews are not completed by end of 2019/20 financial year.	2 (Unlikely)	Adequate internal resources have been provided.

Legal and Compliance

There are no legal implications associated with this report.

Community Implications

There are no community implications associated with this report. Community engagement may occur during the service review process or as a result of a recommendation as an outcome of a service review.

Environmental Implications

There are no environmental implications associated with this report.

Consultation

A report was provided to the Executive Team at the Executive Team Meeting held 30 April 2019 and presented for information at the Council Briefing dated 20 May 2019.

Other

Nil

Declaration of Interests:

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

Supporting Documents:

Service Review Prioritisation 2019 – Future Years Scheduling

Attachments

1 [↓](#). *Service Review Prioritisation 2019 – Future Years Scheduling*

17.2

Service Review Prioritisation 2019/20 & Future Years

- 1 Service Review Prioritisation 2019 – Future Years
Scheduling 340**



Service Review Prioritisation

SERVICE REVIEW PRIORITISATION – FUTURE YEARS SCHEDULING



Service Review Prioritisation

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Service Review Prioritisation

REVISION	DESCRIPTION OF CHANGE	AUTHOR	EFFECTIVE DATE
V1	Initial development	Ty Harmer	08/04/2018
V2	Review	William MacPherson	



Service Review Prioritisation

1. BACKGROUND

The Service Planning and Review Framework endorsed by the Executive Team on 9 October 2018 defines a service review as “undertaking a comprehensive and detailed analysis of a service to determine the most efficient operating model and/or service level requirements to meet future community needs, whilst remaining within Council’s financial operating environment.” Service reviews may identify cost savings/efficiency gains by altering the method of delivering the service or via the variation of service levels or revenue streams.

1.1 2018/19 Service Reviews

In the current financial year, Council resolved to undertake the following service reviews:

- Leisure Services - Strategic Management Options
- Performing Arts
- Aged Care Services
- Family Day Care

1.2 Future Service Review Prioritisation & Schedule

It is vitally important to develop future years’ service review program given the large amount of Council services. Prioritisation of these service reviews is important as it allows Council to strategically align reviews with internal and external factors and ensure that all services are reviewed at least once every four years.

Performance & Innovation aim to conduct three service reviews in the 2019/20 financial year. The primary purpose of a service review is to address three critical questions:

1. What is the most efficient and cost effective option for delivering the required service in line with community expectations?
2. Is it possible to vary the current service level?
3. Are there options to increase revenue streams within the service?

2. SERVICE REVIEW PRIORITISATION 2019/20

Prioritisation for future years’ service reviews has been undertaken and the following services were identified as potential reviews for the 2019/20 financial year:

- Open Space Maintenance
- School Crossing Supervision Program
- Procurement and Fleet



Service Review Prioritisation

	Open Space Maintenance	School Crossing Supervision Program	Procurement and Fleet
Service Mandate	Mandatory Service	Discretionary service	Critical support to mandatory service
Significance of Community Impact	High	Marginal	Marginal
Cost to Council	High	Medium	Medium
Ability to meet criteria of \$ savings	Yes	Yes	Yes
Potential alternative delivery model?	Yes	Yes	Yes
Varied service level alternative?	Yes	Yes	Yes
Potential to increase revenue stream	No	No	No

The size and complexity of the services selected to be reviewed has been taken into account. As Open Space Maintenance covers a wide spectrum of sub-services, it is expected that the scope of this review will be extensive. A review of Procurement and Fleet is currently expected to have a medium sized scope and the School Crossing Supervision Program is expected to be a smaller review that is less resource intensive.

The data in this report has been sourced from the Latrobe City Council Service Catalogue, which is based on 2018/19 budget figures. This document contains profiles of Councils current services, including service impacts, benchmarking and a true cost of service. The relevant sections of the Service Catalogue have been attached as Appendix 4.1-4.6.

Services are categorised as mandatory services, critical support to mandatory services or discretionary services as per the service mandate found in the Service Catalogue, listed below;

- **Mandatory service:** A service that performs functions that are prescribed by legislation, regulation or binding agreements and are the delegated responsibility of Council.
- **Critical support to mandatory service:** A service that performs an essential and indispensable support function for mandatory services, i.e. delivery of the mandatory service would be compromised without these services.
- **Discretionary service:** A service that Council is not legally bound to perform and does not perform an essential support function for mandatory services.

2.1 Open Space Maintenance (including playgrounds)

Mandatory Service – 45.5 FTE – Net cost \$6,069,494



Service Review Prioritisation

The Open Space Maintenance service aims to improve visual attractiveness, community wellbeing and tourism appeal of the municipality through the creation and maintenance of green public spaces, including parks, gardens and trails.

This service is described as providing safe, accessible, appropriate and clean non-organised sporting recreation spaces and town-centre streetscapes to facilitate play, commerce and functional public spaces for the community, including public furniture, BMX and skateboard parks and playgrounds, in keeping with Australian Standards and community expectations

This service has been identified for review as it is one of the largest services provided by Council, with the cost per ratepayer (\$153) being the highest of all services. It is predicted that due to the wide spectrum of sub-services and the size of the budget that significant savings may be able to be identified. There is also the possibility of the alteration of current service levels across the sub-services within Open Space Maintenance and determining the most efficient and cost effective option for delivering the required service in line with community expectations.

Service Impacts

Open Space parkland maintained (grass cutting): 626ha
 Sport Playing surface maintained: 75ha
 Garden Beds maintained: 14ha
 Compliance level: AS 4685:2004 Playground Equipment
 Playgrounds constructed/maintained: 118 sites
 Items of street furniture maintained: Seats, tables, bins, bollards, fencing panels, general fencing

2.2 School Crossing Supervision Program

Sub-service of local laws – Discretionary Service – Net cost \$357,447

Council manages the School Crossing Supervision Program on behalf of VicRoads (the funding agency). VicRoads provided \$199,353 to Council for the 2018/2019 financial year, leaving a shortfall of \$357,447 which is covered through the annual budget preparation process. Latrobe City Council currently employs 55 School Crossing Supervisors across 36 crossings within the municipality.

Northern Grampians Shire completed a review of the service in June 2015. Through consultation with VicRoads and the Department of Education, this review discovered that it is not mandatory for Council to provide the full service and enabled Northern Grampians Shire to alter their service model, resulting in considerable savings.

A Councillor Briefing report from 19 November 2018 included a recommendation that a more detailed service review of School Crossings be conducted as part of Council's future service review program.



Service Review Prioritisation

2.3 Procurement and Fleet

Critical support to mandatory service – 5.4 FTE – Net Cost \$777,458

The Procurement and Fleet service involves providing advice and support in all procurement activities across the organisation, ensuring compliance with relevant legislation and policy whilst also providing innovative solutions and reviewing Council service contracts. The Procurement and Fleet team at Latrobe City review and release all requisitions and manage internal fleet bookings and vehicle replacements as per the Motor Vehicle Operational Policy.

This service has been identified for review as it is an important internal service involved in promoting processes that have a direct impact on savings and improved service levels for all contracts for works and services across the organisation.

Service Impacts

Number of tender processes managed annually: 65
 Number of purchase requisitions reviewed annually: 8,000
 Number of internal fleet bookings annually: 10,400
 Number of vehicles replaced annually: 35
 Number of active suppliers to LCC: 3,336

3. SERVICE REVIEW PRIORITISATION 2020/21

The service review prioritisation for 2020/21 has been considered and some suggestions have been listed below for discussion.

A Council report to present the service review program will be required prior to the start of the 2020/21 financial year.

	Community Strengthening and Youth	Library Services	Building Maintenance	Visual Arts
Service Mandate	Discretionary service	Mandatory service	Critical support to mandatory service	Discretionary service
Significance of Community Impact	Marginal	High	Marginal	Marginal
Cost to Council	Medium	High	High	Medium
Ability to meet criteria of \$ savings	Yes	Yes	Yes	Yes
Potential alternative delivery model?	Yes	Yes	Yes	Yes



Service Review Prioritisation

Varied service level alternative?	Yes	Yes	Yes	Yes
Potential to increase revenue stream	No	No	No	Yes

3.1 Community Strengthening and Youth

Discretionary Service – 6 FTE – Net cost \$815,854

The objective of Community Strengthening and Youth is to create a more informed, involved, self-reliant and connected community that plans for its future through community workshops, network coordination and committee support. This service also includes the delivery of youth programs, including youth Council.

As this is a discretionary service with medium cost to Council, it has been identified as being suitable for review.

Service Impacts

Community Strengthening:

Number of community Committees supported (approx.): 8

Number of community workshops held annually (approx.): 7

Number of community workshops participants annually (approx.): 390

Number of community groups engaged (approx.): 140

Community Youth:

Number of Youth Council meetings (approx.): 20, also 3 civic events, members participated in approximately 20 other events

Number of youth Councillors annually (approx.): 20

Number of youth events annually (approx.): 8-10

3.2 Library Services

Mandatory Service – 9.4 FTE – Net cost \$1,191,733

Library Services includes the operation of libraries to provide equitable access to resources, programs and services that encourage recreational use, lifelong learning, literacy and numeracy development. A condition of state government funding of Council is that we provide library services, including the free loan of books.

As a high spend mandatory service with a high impact on the community, Library Services has been identified as being suitable for review.



Service Review Prioritisation

Service Impacts

Attendance at Library Programs per year: 10,263
 Number of Public Access computer bookings per year: 24,476
 Opening hours across our 4 branches: 191 hours per week
 Number of items in Collection: 117,620
 Number of members: 22,913
 Number of visits per year: 284,321
 Number of library physical item loans per year: 321,240
 Number of items lent to other library services per year: 41,234
 Number of items borrowed from other library services per year: 23,727
 Average number of preschool children attending Storytime each week: 95

3.3 Building Maintenance

Critical support to mandatory service – 6.2 FTE – Net cost \$3,210,977

Building Maintenance provides ongoing maintenance to Latrobe City Council buildings (150), Latrobe City owned street lighting, aquatic facilities, clocks and footbridges and other public amenity infrastructure

As this service has the third highest net cost to Council and is a large, critical support service with an annual renewal program of approximately \$1.9m, it has been identified as being suitable for review.

Service Impacts

Number of facilities serviced annually (approx.): 500 (depending on requirements)
 Number of facilities maintained to satisfy legal and other regulatory obligations: 150
 Building Maintenance renewal programs (approx.): \$1.9M annually (includes kitchen renewals, roof renewals, leisure renewals)

3.4 Visual Arts

Discretionary Service – 7.7 FTE – Net cost \$840,958

This service provides exhibitions and projects across contemporary art and design, experimental and interdisciplinary practices, curated collections of note.

As this is a discretionary service with medium cost to Council, it has been identified as being suitable for review.

Service Impacts



Service Review Prioritisation


Number of gallery visitors per year: 15080 Number of education program visitors: 5440
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Service Review Prioritisation

4. APPENDIX

4.1 Service Listing Information – Open Space Maintenance

INFRASTRUCTURE AND RECREATION					
 <h2 style="color: red; text-align: center;">Open Space Maintenance (includes playgrounds)</h2>					
Service Description/ Purpose	<p>Open Space: To improve visual attractiveness, community wellbeing and tourism appeal of the municipality through the creation and maintenance of green public spaces, including parks, gardens and trails</p> <p>Playground, Street Furniture and Street Infrastructure Maintenance: To provide safe, accessible, appropriate and clean non-organised sporting recreation spaces and town-centre streetscapes to facilitate play, commerce and functional public spaces for the community, including public furniture, BMX and skateboard parks and playgrounds, in keeping with Australian standards and community expectations</p>				
Service Mandate	Mandatory service: As a significant landowner, it is incumbent upon Council by law to maintain that land. Further, playground maintenance is regulated by playground building standards				
Drivers	<table border="1" style="width: 100%;"> <tr> <td style="background-color: #fff9c4;">Council Plan Objectives</td> <td> Objective 3: Improve the liveability and connectedness of Latrobe City Objective 4: Improve the amenity and accessibility of Council services Objective 5: Provide a connected, engaged and safe community environment which improves the well-being of all Latrobe City citizens Objective 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city </td> </tr> <tr> <td style="background-color: #fff9c4;">Council Plan Strategies</td> <td> Strategy 10: Promote and rebrand Latrobe City to support economic growth through tourism, community and cultural events and recreation Strategy 12: Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens Strategy 11: Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces to enhance community pride </td> </tr> </table>	Council Plan Objectives	Objective 3: Improve the liveability and connectedness of Latrobe City Objective 4: Improve the amenity and accessibility of Council services Objective 5: Provide a connected, engaged and safe community environment which improves the well-being of all Latrobe City citizens Objective 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city	Council Plan Strategies	Strategy 10: Promote and rebrand Latrobe City to support economic growth through tourism, community and cultural events and recreation Strategy 12: Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens Strategy 11: Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces to enhance community pride
Council Plan Objectives	Objective 3: Improve the liveability and connectedness of Latrobe City Objective 4: Improve the amenity and accessibility of Council services Objective 5: Provide a connected, engaged and safe community environment which improves the well-being of all Latrobe City citizens Objective 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city				
Council Plan Strategies	Strategy 10: Promote and rebrand Latrobe City to support economic growth through tourism, community and cultural events and recreation Strategy 12: Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens Strategy 11: Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces to enhance community pride				
Service Impact	Open Space parkland maintained (grass cutting): 626ha Sport Playing surface maintained: 75ha Garden Beds maintained: 14ha Compliance level: AS 4685:2004 Playground Equipment Playgrounds constructed/maintained: Playgrounds 118 sites Items of street furniture maintained: Seats/tables/bins/bollards/fencing panels/general fencing				



Service Review Prioritisation

INFRASTRUCTURE AND RECREATION



Open Space Maintenance (includes playgrounds)

LGPRF Results (2016/17)	N/A			
FTE Staff	45.5			
2018/19 Budget Summary		Recurrent Income	Recurrent Expenditure	Net
Main Costs	Materials and Services Employee costs		3,374,910 2,761,584	
Main Income	Grants and private works fees	(67,000)		
Total		(67,000)	6,136,494	6,069,494



▶ **Materials & Services Costs > \$100,000**

Admin Vehicle Internal Charge	111,000
Internal Plant Hire Expense	740,000
Materials	189,000
General Maintenance	180,000
Tree Removals & Replacement	180,000
Tree Clearances on Rural Roads	170,000
Urban Block Pruning Contract	280,000

20



Service Review Prioritisation

4.2 Service Listing Information – Procurement and Fleet

CORPORATE SERVICES

Procurement

Service Description/ Purpose	Provides advice and support in all aspects of procurement in the organisation within the confines of relevant legislation and delegated authority			
Service Mandate	Critical support to mandatory service			
Drivers	Council Plan Objectives	Objective 1: Support job creation and industry diversification to enable economic growth in Latrobe City Objective 6: Ensure Council operates openly, transparently and responsibly		
	Council Plan Strategies	Strategy 2: Deliver Council's Economic Development Strategy including: Advocate to attract value adding medium sized businesses to Latrobe City; and, Supporting small business		
Service Impact	Number of tender processes managed annually: 65 Number of purchase requisitions reviewed annually: 8,000 Number of internal fleet bookings annually: 10,400 Number of vehicles replaced annually: 35 Number of active suppliers to LCC: 3,336			
FTE Staff	5.4			
2018/19 Budget Summary		Recurrent Income	Recurrent Expenditure	Net
Main Costs	Materials and Services Employee costs	-	224,705 552,754	-
Total		-	777,458	777,458

97

▶

Materials & Services Costs > \$100,000

Stationery 95,000



Service Review Prioritisation

4.3 Service Listing Information – Community Strengthening and Youth



COMMUNITY SERVICES

Community Strengthening (& youth)

Service Description/ Purpose	<p>Community Strengthening: To create a more informed, involved, self-reliant and connected community that plans for its future through community workshops, community network coordination and community committee support.</p> <p>Community Youth: To deliver youth programs including Youth Council</p>	
Service Mandate	Discretionary	
Drivers	Council Plan Objectives	Objective 3: Improve the liveability and connectedness of Latrobe City Objective 5: Provide a connected, engaged and safe community environment which improves the well-being of all Latrobe City citizens
	Council Plan Strategies	Strategy 6: Improve volunteer participation across the community incorporating a focus on youth volunteerism opportunities Strategy 14: Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community
Service Impact	<p>Community Strengthening: Number of community Committees supported: Approx. 8 Number of community workshops held annually: Approx. 7 Number of community workshops participants annually: Approx. 390 Number of community groups engaged: Approx. 140</p> <p>Community Youth: Number of Youth Council meetings: Approx. 20, also 3 civic events, members participated in approx. 20 other events Number of youth Councillors annually: Approx. 20 Number of youth events annually: Approx. 8-10</p>	

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Service Review Prioritisation

COMMUNITY SERVICES

Community Strengthening (& youth)

Service Impact (cont.)	<p>Qualitative Impacts Provides support to Men’s Sheds, Community Gardens, Neighbourhood Houses, Emergency Relief providers, Latrobe Youth Network & capacity building activities within the networks Maintains critical relationships with key organisations to achieve safety objectives, such as VicPolice, Chamber of Commerce, Department of Justice Township Liaison Officers: Liaison with the seven small townships and Churchill community association and responding to assisting with referrals on key issues Community Groups Training to building the capacity and skills of members of community groups to enhance their governance and ongoing viability Federal Infrastructure Safety Funding Submission – process to develop proposals and submit for grant funding , oversee and coordinate implementation of projects Develop, implement, monitor and report on cultural diversity, community safety, preventing men’s Violence Against Women, Alcohol Harm Minimisation, etc.</p>			
LGPRF Results (2016/17)	N/A			
FTE Staff	6.0			
2018/19 Budget Summary		Recurrent Income	Recurrent Expenditure	Net
Main Costs	Materials and Services Employee costs	-	137,961 677,893	-
Total		-	815,854	815,854

55

▶

Materials & Services Costs > \$100,000
Nil



Service Review Prioritisation

4.4 Service Listing Information – Library Services



COMMUNITY SERVICES

Library Services

Service Description/Purpose	Operation of libraries to provide equitable access to resources, programs and services that encourages recreational use, lifelong learning and literacy and numeracy development	
Service Mandate	Mandatory Service: A condition of state government funding of Council is that we provide library services, including the free loan of books, storytime sessions, etc.	
Drivers	Council Plan Objectives	Objective 2: Encourage improved education & training outcomes in Latrobe City Objective 3: Improve the liveability and connectedness of Latrobe City Objective 4: Improve the amenity and accessibility of Council services
	Council Plan Strategies	Strategy 5: Support improved education outcomes through direct delivery of early learning education services and advocacy with local education and training providers to provide education offerings that create a skills base Strategy 6: Improve volunteer participation across the community incorporating a focus on youth volunteerism opportunities Strategy 11: Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces to enhance community pride
Service Impact	Attendance at Library Programs per year: 10,263 Number of Public Access computer bookings per year: 24,476 Opening hours across our 4 branches: 191 hours per week Number of items in Collection: 117,620 Number of members: 22,913 Number of visits per year: 284,321 Number of library physical item loans per year: 321,240 Number of items lent to other library services per year: 41,234 Number of items borrowed from other library services per year: 23,727 Average number of preschool children attending Storytime each week: 95	



Service Review Prioritisation

4.5 Service Listing Information – Building Maintenance



INFRASTRUCTURE AND RECREATION

Building Maintenance

Service Description/ Purpose	Provide ongoing maintenance to Latrobe City Council buildings (150), Latrobe City owned street lighting, aquatic facilities, clocks and footbridges and other public amenity infrastructure		
Service Mandate	Critical support to mandatory service		
Drivers	Council Plan Objectives	Objective 3: Improve the liveability and connectedness of Latrobe City	
	Council Plan strategies	Objective 4: Improve the amenity and accessibility of Council services	
Service Impact	Number of facilities serviced annually: Approximately 500, depending on requirements Number of facilities maintained to satisfy legal and other regulatory obligations: 150 Building Maintenance renewal programs (approx.): \$1.9M annually (includes kitchen renewals, roof renewals, leisure renewals)		
LGPRF Results (2016/17)	N/A		
FTE Staff	6.2		
2018/19 Budget Summary			
		Recurrent Income	Recurrent Expenditure
Main Costs	Materials & Services	-	2,492,065
	Employee costs	-	718,912
Total		-	3,210,977
			3,210,977

▶ **Materials & Services Costs > \$100,000**

Electricity	1,081,620
General Maintenance	794,689
Cyclic Maintenance	353,259
Admin Vehicle Internal Charge	117,000



Service Review Prioritisation

4.6 Service Listing Information – Visual Arts

CITY DEVELOPMENT

Visual Arts

Service Description/ Purpose	To provide exhibitions and projects across contemporary art and design, experimental and interdisciplinary practices, curated collections of note			
Service Mandate	Discretionary service			
Drivers	Council Plan Objectives	Objective 3: Improve the liveability and connectedness of Latrobe City Objective 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city		
	Council Plan Strategies	Strategy 10: Promote and rebrand Latrobe City to support economic growth through tourism, community and cultural events and recreation		
Service Impact	Number of gallery visitors per year: 15080 Number of education program visitors: 5440			
LGPRF Results (2016/17)	N/A			
FTE Staff	7.7			
2018/19 Budget Summary		Recurrent Income	Recurrent Expenditure	Net
Main Costs	Materials and Services	-	350,407	-
	Employee costs		720,538	
Main Income	Grants	(95,000)		-
	Sponsorship	(70,000)		
	Sales	(46,000)	-	
	Rental & Hire	(13,888)		
	Other	(5,100)		
Total		(229,988)	1,070,946	840,958

71

▶ Materials & Services Costs > \$100,000

Electricity 103,320

Agenda Item: 17.3

Agenda Item: Council Plan 2017-2021 Annual Review

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution:

That Council having reviewed the Council Plan in accordance with Section 125 of the *Local Government Act 1989*, resolves not to make any adjustments in the current financial year to the 2017-2021 Council Plan.

Executive Summary:

- The current Council Plan 2017-2021 was adopted on 19 June 2017 setting out the strategic objectives for the four year term of Council.
- Under Section 125 of the *Local Government Act 1989* at least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect to the remaining period of the Council Plan.
- The strategic objectives which Council established at the commencement of the Council's term remain relevant and thus require no adjustments at this time.

Background:

The current Council Plan 2017-2021 was adopted on 19 June 2017 setting out the strategic objectives for the four year term of Council.

Under Section 125 of the *Local Government Act 1989*; at least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect to the remaining period of the Council Plan.

The current financial year will end on 30 June 2019 so it is necessary to consider the requirement for any adjustments to the Council Plan at this time. The purpose of the annual review is to ensure the Council Plan continues to reflect the aspirations and needs of the community.

The Council Plan was discussed in line with the draft budget and Strategic Resources Plan at budget workshops with Councillors and Executive throughout late 2018 and early 2019.

Issues:

Strategy Implications

Should Councillors view be that the strategic objectives which Council established at the commencement of the Council's term remain relevant then no adjustments will need to be made as part of this annual review.

Should Council wish to make an adjustment to the Council Plan, the Council must within 30 days of making the adjustment advise the Minister of the details of the adjustment to the Council Plan.

Communication

Not Applicable

Financial Implications

There are no financial implications as a result of this report.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Council makes adjustments to the Council Plan and fails to notify the Minister within 30 days.	2 (Unlikely)	Officers are aware of notification obligations.

* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

Legal and Compliance

Under Section 125 of the *Local Government Act 1989*; at least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

Community Implications

Should the recommendation be adopted, Council's objectives and strategies will continue to represent the community's aspirations.

Environmental Implications

Not Applicable

Consultation

Not Applicable

Other

Not Applicable

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1 [↓](#). Council Plan 2017-2021

17.3

Council Plan 2017-2021 Annual Review

1	Council Plan 2017-2021	362
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LatrobeCity
COUNCIL
PLAN
2017-2021



The 2017-2021 Council Plan reflects the clear understanding that Latrobe City's community is in significant economic and social transition.

The Councillors are united in their vision and belief that at the core of delivering on its responsibility for the wellbeing, prosperity and good governance of the municipality, the efforts and resources of Council should form a concentrated focus on employment, economic growth, liveability, and a connected Latrobe City.

Together these areas of endeavour will empower and position the community to pursue opportunities; be proactive in determining our collective future state; and reach our full potential as a regional city of integrity and success—based firmly in a shared understanding of the values, principles and aspirations of who and what we want to become.

01

OBJECTIVES

What the Council aims to achieve in the next four years.

02

STRATEGIES

The approaches the Council will take to achieve the Strategic Objectives for the next four years.

03

INDICATORS

What the Council will focus on to monitor the achievement of the Strategic Objectives.



INDICATORS

OBJECTIVE 1

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

INDICATOR	TARGET
1.1 Planning approvals assessed within 60 days	85%
1.2 Utilisation rate of Council's Pre-School and Child Care services	↑
1.3 Deliver the Economic development strategy – 100%	100%
1.4 Number of major events held in Latrobe City Council that have clear economic and tourism impacts	↑

OBJECTIVE 2

Encourage improved education & training outcomes in Latrobe City

INDICATOR	TARGET
2.1 Utilisation rate of Council's Pre-School and Child Care services	↑
2.2 Library membership as a proportion of the Latrobe population	↑
2.3 Number of discrete library visits	↑

OBJECTIVE 3

Improve the liveability and connectedness of Latrobe City

INDICATOR	TARGET
3.1 Improve community satisfaction with Council's physical spaces – Community Satisfaction Survey result	↑
3.2 Reduction in service requests relating to the physical appearance of Council assets	↓
3.3 Delivery of the corridor precinct structure plan for Morwell – Traralgon corridor	100%

OBJECTIVE 4

Improve the amenity and accessibility of Council services

INDICATOR	TARGET
4.1 Customer satisfaction with council services	↑
4.2 Number of digital services available to the community	↑
4.3 Delivery of the Customer Experience Strategy	100%
4.4 Initial response times to service requests	↓

TARGET	KEY
↑	Improve
↓	Reduce
*LGPRF	Local Government Performance Reporting Framework

OBJECTIVE 5

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

INDICATOR	TARGET
5.1 Public participation in Council hosted community forums	↑
5.2 Council presence at community hosted forums	↑
5.3 Utilisation rate of Council's Preschool and Childcare services	↑
5.4 Immunisation rate	↑
5.5 Community attendance at Council's Braiakaulung Committee/Group meeting	↑
5.6 Attendance at Latrobe City Council's leisure facilities	↑
5.7 Attendance at Council's major cultural facilities (LRG and LPAC)	↑
5.8 Public submissions received	↑
5.9 Number of seniors and seniors community groups accessing Council's senior citizens centres	↑
5.10 Community Satisfaction Results – relevant to direct wellbeing related services	↑
5.11 Council committee positions vacancy rate of community members	↓
5.12 Council committee attendance rate of community members.	↑
5.13 Municipal Public Health and Wellbeing Plan reviewed annually	100%
5.14 Community Satisfaction survey result – Importance/ Performance gap for Community Engagement	↑

OBJECTIVE 6

Ensure Council operates openly, transparently and responsibly

INDICATOR	TARGET
6.1 Limit the number of decisions made in closed Council sessions	↓
6.2 *LGPRF Financial Ratios	as per LGPRF
6.3 Consideration of whole of life costs in financial decisions	↑
6.4 Asset management plans for major asset categories in place	100%

OBJECTIVE 7

Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city

INDICATOR	TARGET
7.1 No. of major events held in Latrobe City that have clear economic and tourism impacts	↑
7.2 Social Media Monitoring – Community Sentiment results	↑

OBJECTIVES & STRATEGIES

	OBJECTIVES						
	OBJECTIVE 1	OBJECTIVE 2	OBJECTIVE 3	OBJECTIVE 4	OBJECTIVE 5	OBJECTIVE 6	OBJECTIVE 7
	Support job creation and industry diversification to enable economic growth in Latrobe City.	Encourage improved education & training outcomes in Latrobe City.	Improve the liveability and connectedness of Latrobe City.	Improve the amenity and accessibility of Council services.	Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.	Ensure Council operates openly, transparently and responsibly.	Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.
STRATEGIES							
1. Pursue the funding and implementation of the strength led transition projects.	●		●		●		●
2. Deliver Council's Economic Development Strategy including: - Advocate to attract value adding medium sized businesses to Latrobe City - Supporting small business	●	●	●				
3. Provide support for the established major industries in Latrobe by: - Developing Council's position on power stations and coal use - Explore economic opportunities in waste and recycling - Advocating for the innovative uses of our local natural resources (timber, paper, brown coal, chemicals, agriculture etc)	●		●				
4. Advocate for improved passenger and freight rail and bus transport services as well as for the delivery of key infrastructure to support better rail services including improved car parking at railway stations.	●	●	●		●		●
5. Support improved education outcomes through direct delivery of early learning education services and advocacy with local education and training providers, to provide education offerings that create a skills base aligned with our future economy.	●		●		●		
6. Improve volunteer participation across the community, incorporating a focus on youth volunteerism opportunities.			●	●	●		
7. Enhance Council's engagement with the community to better understand the community's priorities.			●	●	●	●	●
8. Develop projects that will enable the joining up of Latrobe City and reaffirm our position as a regional city.	●		●	●	●		
9. Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City.	●		●		●		●
10. Promote and rebrand Latrobe City to support economic growth through tourism, community and cultural events and recreation.	●		●		●		●
11. Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces to enhance community pride.			●	●			●
12. Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.			●	●	●		●
13. Develop Council's long term financial plan and asset management plan to ensure that Council remains financially sustainable.						●	
14. Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.			●		●		

LATROBE CITY COUNCIL
141 COMMERCIAL ROAD MORWELL

PHONE: 1300 367 700

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This document was adopted in June 2017 by Latrobe City Council. To obtain this information in languages other than English, or in other formats, please contact Latrobe City Council on 1300 367 700.



The Council Plan is supported by the Strategic Resource Plan and the Annual Action Plan. The Annual Action Plan is developed and adopted within the annual budget and outlines the Major Initiatives to be undertaken each year.

For a copy of the current Strategic Resource Plan or the Annual Action Plan go to www.latrobe.vic.gov.au or call 1300 367 700.

Agenda Item: 17.4

Agenda Item: Contract Variations and Contracts Awarded by the Chief Executive Officer Report for the period 1 January 2019 to 31 March 2019.

Sponsor: General Manager, Corporate Services

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

Status: For Information

Proposed Resolution:

That Council receives and notes this report on contract variations and contracts awarded by the Chief Executive Officer during the period 1 January 2019 to 31 March 2019.

Executive Summary:

In accordance with Latrobe City Council's *Procurement Policy 19-POL-11* section 2.12 Contract Management, there is a requirement for contract variations to be reported to Council on a quarterly basis.

All contract variations by approving delegate and contracts awarded by the Chief Executive Officer under delegation are detailed in the attachment.

Declaration of Interest:

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

Attachments

1 [↓](#). Contract Variations and Contracts Awarded by CEO 1 Jan 2019 to 31 Mar 2019

17.4

Contract Variations and Contracts Awarded by the Chief Executive Officer Report for the period 1 January 2019 to 31 March 2019.

- 1 Contract Variations and Contracts Awarded by CEO 1
Jan 2019 to 31 Mar 2019..... 369**

**CONTRACTS AWARDED BY THE CEO UNDER DELEGATION
FROM 1 JANUARY 2019 TO 31 MARCH 2019**

Contract Number and Title:	Contractor:	Date Awarded:	Contract Amount or SOR
LCC-541 Traralgon Tennis Club LED Court Lighting Upgrade	Contracting Kings Pty Ltd	4/01/2019	\$280,230.00
LCC-526 Drainage Augmentation to the Nixon Court - Furlonger Street Precinct, Traralgon	Eastern Constructions Pty Ltd	4/01/2019	\$323,924.00
LCC-530 Provision of Heritage Advisor Services	Peter Andrew Barrett GML Heritage Victoria Pty Ltd T/As Context Extent Heritage	7/01/2019	SOR
LCC-543 Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions Pty Ltd	7/01/2019	\$1,163,300.00
LCC-524 Design, Deliver and/or Facilitate Leadership Programs	Aerium Pty Ltd Local Government Professionals Inc (LGPro) Proteus Enterprises Pty Ltd Victorian Chamber of Commerce and Industry	16/01/2019	SOR
LCC-499 Provision of Garden Maintenance at Latrobe City Council Early Learning and Care Centres	GLS Nominees Pty Ltd ATF GLS Unit Trust T/As Gippsland Land Services	6/02/2019	SOR
LCC-516 Provision of Maintenance of Aquatic Plant and Equipment	AC Pools	26/02/2019	SOR
LCC-557 Demolition, Design and Construction of Multi-Use Netball and Tennis Courts, Fencing and Lighting at Monash Reserve Newborough	ACE Earthmoving	19/02/2019	\$1,697,874.95
LCC-538 Maryvale and Traralgon Recreation Reserves - Upgrade Change Facilities	BDB Builders Pty Ltd	14/03/2019	\$367,800.00

Contract No. and Title:		LCC-425 Moe Landfill Rehabilitation - Construction of Landfill Cap and Leachate Pond								
Contractor:		RTL Mining and Earthworks Pty Ltd								
Date Contract Awarded:		4/12/2017	Contract Awarded by:			Council		Original Contract Value:		\$1,944,280.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value	
3	Extension of solid leachate pipe to leachate pond to suit site conditions	31/01/2019	Manager	\$1,878.00	0.10%	\$34,969.22	\$36,847.22	1.90%	\$1,981,127.22	

Contract No. and Title:		LCC-428 Latrobe Creative Precinct Design and Detailed Documentation								
Contractor:		Daryl Jackson Pty Ltd T/As Jackson Architecture								
Date Contract Awarded:		4/12/2017	Contract Awarded by:			Council		Original Contract Value:		\$1,944,280.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value	
13	Consultancy Services from PLP for BAB application Services from PLP Building Surveyors were required to prepare an application for building modifications to the Building Appeals Board.	9/01/2019	CEO	\$1,725.00	0.09%	\$246,531.00	\$248,256.00	12.77%	\$2,192,536.00	
14	Changes to at-grade car park Client requested amendment to scope seeking changes to at-grade car parking spaces AFTER schematic design sign-off	26/02/2019	CEO	\$7,514.90	0.39%	\$248,256.00	\$255,770.90	13.16%	\$2,200,050.90	

Contract No. and Title:		LCC-484 Traralgon to Morwell Shared Path - Stage 3A & B - Airfield Lane to Old Melbourne Road and Village Avenue at Morwell								
Contractor:		ACE Earthmoving Pty Ltd								
Date Contract Awarded:		22/06/2018	Contract Awarded by:			CEO		Original Contract Value:		\$601,357.50
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value	
3	Extra fill to match existing design Fill clay imported to site as quantities in design were incorrect	18/02/2019	Manager	\$4,582.20	0.76%	\$39,873.00	\$44,455.20	7.39%	\$645,812.70	
4	Revised alignment of Stage 3B & tender schedules	6/03/2019	Manager	\$6,671.90	1.11%	\$44,455.20	\$51,127.10	8.50%	\$652,484.60	

Contract No. and Title:		LCC-491 Reconstruction of Retaining Wall at Whittakers Road, Traralgon							
Contractor:		ACE Earthmoving Pty Ltd							
Date Contract Awarded:		14/09/2018	Contract Awarded by:		CEO		Original Contract Value:		\$103,912.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value
1	<p>Modification of wall construction method and addition of fence: <u>Post and sleeper construction variation</u> (a) Construction of concrete sleeper wall (bluestone grey) concrete and hot dip galvanised post retaining wall. Including Hydro excavation of required footings <u>Deduction of precast panels</u> (a) Construction of pre-cast concrete panels as per Clause 600.01 of the Specification (a) Construction of the pre-cast concrete panel and hot dip galvanised post retaining wall as per Clause 700.01 of the Specification <u>Daywork Items</u> Kerb adaptors Additional kerb Additional footpath <u>Deduction of unused provisional items</u> (a) Contingency sum for the alteration of gas, water, electrical and fire services as per Clause 700.03 of the Specification. <u>Retaining Wall Fence</u> Supply and install 25m of fence on top of wall (seperable portion)</p>	26/02/2019	Coordinator	-\$8,268.00	-7.96%	\$0.00	-\$8,268.00	-7.96%	\$95,644.00
2	Additional Kerb (typo from previous variation)	5/03/2019	Coordinator	\$1,000.00	0.96%	-\$8,268.00	-\$7,268.00	-6.99%	\$96,644.00

Contract No. and Title:		LCC-495 Design and Construction of Sports Lighting at Northern Reserve and Monash Reserve - NORTHERN							
Contractor:		Contracting Kings Pty Ltd							
Date Contract Awarded:		27/09/2018	Contract Awarded by:			CEO	Original Contract Value:		\$204,055.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value
1	Additional costs involved with upgrading CT metering and switchboard to meet 2019 regulation at Northern Reserve.	1/03/2019	Coordinator	\$2,877.27	1.41%	\$0.00	\$2,877.27	1.41%	\$206,932.27

Contract No. and Title:		LCC-501 Construction of Traralgon Croquet Club								
Contractor:		R J Low Pty Ltd								
Date Contract Awarded:		6/08/2018	Contract Awarded by:			Council		Original Contract Value:		\$1,411,321.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value	
2	Kerb Due to recently constructed driveway to the Greyhound Club level being lower than anticipated by Civil Design, a kerb was introduced around the croquet courts to make sure that the gradient in the car park was not overly steep. There was no kerb shown on the civil design, therefore this is a variation.	4/03/2019	General Manager	\$5,995.00	0.42%	\$43,976.90	\$49,971.90	3.54%	\$1,461,292.90	
3	900mm oven, cooktop and rangehood instead of 600mm The tender documents specified a 600mm oven, cooktop and range hood. During consultation with the Croquet Club members, they requested 900mm appliances. This variation represents the additional cost to increase the size of appliances.	4/03/2019	General Manager	\$678.26	0.05%	\$49,971.90	\$50,650.16	3.59%	\$1,461,971.16	

Contract No. and Title:		LCC-501 Construction of Traralgon Croquet Club								
Contractor:		R J Low Pty Ltd								
Date Contract Awarded:		6/08/2018	Contract Awarded by:			Council		Original Contract Value:		\$1,411,321.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value	
4	Temporary water supply from Racing Club During the establishment period the new couch grass required more water than the newly connected water mains could provide. Therefore, additional water was required from the racing club's supply. This water had higher pressure and flow. This variation is for the installation of temporary pipework and power supply. Additional water costs will be invoiced to Council by the Racing Club.	4/03/2019	General Manager	\$3,069.00	0.22%	\$50,650.16	\$53,719.16	3.81%	\$1,465,040.16	
5	Reallocation of air-conditioning unit Air conditioning head unit clashed with the switchboard location and had to be relocated. This required additional pipework and labour.	4/03/2019	General Manager	\$715.00	0.05%	\$53,719.16	\$54,434.16	3.86%	\$1,465,755.16	
6	Credit for boundary fencing The existing boundary fence to McNairn Road was found to be in good enough condition to retain and therefore, provide a credit to the project budget.	4/03/2019	General Manager	-\$2,200.00	-0.16%	\$54,434.16	\$52,234.16	3.70%	\$1,463,555.16	
7	Additional cost for CCTV over provisional sum The provisional sum included in the tender was inadequate to cover the costs of a CCTV system that provides full coverage to the building surrounds and car park.	5/03/2019	General Manager	\$2,000.00	0.14%	\$52,234.16	\$54,234.16	3.84%	\$1,465,555.16	

Contract No. and Title:		LCC-506 Construction of a Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve							
Contractor:		Tuff Turf N Co Pty Ltd							
Date Contract Awarded:		16/11/2018	Contract Awarded by:		CEO		Original Contract Value:		\$2,541,122.10
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value
1	Removal of asbestos items	21/01/2019	General Manager	\$2,310.70	0.09%	\$0.00	\$2,310.70	0.09%	\$2,543,432.80
2	Upgrade gas service from 50mm as tendered to 75mm to meet code	21/01/2019	General Manager	\$1,370.60	0.05%	\$2,310.70	\$3,681.30	0.14%	\$2,544,803.40
3	Relocation of 14m of 100mm Diameter Sewer and Connections	22/01/2019	General Manager	\$3,705.90	0.15%	\$3,681.30	\$7,387.20	0.29%	\$2,548,509.30
4	Removal of further 15 asbestos telecom pits and asbestos pipe (10m allowed)	23/01/2019	General Manager	\$6,726.70	0.26%	\$7,387.20	\$14,113.90	0.56%	\$2,555,236.00
5	Remove and relocate existing 40mm water service to Gippsland VFL and MFNC buildings	11/02/2019	General Manager	\$3,410.30	0.13%	\$14,113.90	\$17,524.20	0.69%	\$2,558,646.30
6	Credit - Gippsland Water Minor Works Permit	14/03/2019	General Manager	-\$349.70	-0.01%	\$17,524.20	\$17,174.50	0.68%	\$2,558,296.60
7	Sub-grade improvement works as per geotechnical advice received from Ground Science (consultant)	19/03/2019	CEO	\$212,930.60	8.38%	\$17,174.50	\$230,105.10	9.06%	\$2,771,227.20
8	Existing Telstra Relocation	26/03/2019	CEO	\$2,395.00	0.09%	\$230,105.10	\$232,500.10	9.15%	\$2,773,622.20

Contract No. and Title:		LCC-507 Design and Construction of Traralgon Sports Stadium								
Contractor:		Becon Constructions (Australia) Pty Ltd								
Date Contract Awarded:		1/10/2018	Contract Awarded by:			Council		Original Contract Value:		\$15,980,890.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value	
1	Design Fees associated with Principle directed change. A Principle direction was given to amend the layout of the reception to increase crowd control and ensure that patrons have to pass the point of sale before entering another section of the facility.	7/02/2019	Manager	\$902.00	0.01%	\$0.00	\$902.00	0.01%	\$15,981,792.00	
2	Structural Steel for Portable seat restraint. Additional steel has been required on the base contract for additional bracing to super structure than allowed for in the tender documents to support the load of the additional seating. The rate has been negotiated to below market rate.	7/02/2019	Manager	\$13,200.00	0.08%	\$902.00	\$14,102.00	0.09%	\$15,994,992.00	
3	Latent Condition - Asbestos buried in ground. During excavation of the carpark asbestos was found in the ground at the location of the old maternal health building, works in the area had to halt while the material was removed and further careful excavation with the onsite 20t excavator, in the area was undertaken. A total of 8 bags of asbestos (approx. 2.5m3) was removed over the course of a full day and a clearance certificate was issued for works under contract to proceed.	19/02/2019	Contract Manager	\$6,468.00	0.04%	\$14,102.00	\$20,570.00	0.13%	\$16,001,460.00	

Contract No. and Title:		LCC-507 Design and Construction of Traralgon Sports Stadium								
Contractor:		Becon Constructions (Australia) Pty Ltd								
Date Contract Awarded:		1/10/2018	Contract Awarded by:			Council		Original Contract Value:		\$15,980,890.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value	
4	Extension to Multipurpose Room and Awning. An opportunity to create leasable space for activity based organisations has been identified in the multipurpose room. To accommodate approx. 12 desk spaces the room is required to increase in size. This also has created an undercover area along the building to the entry which is desirable for lining up in bad weather to enter the stadium.	1/03/2019	General Manager	\$63,250.00	0.40%	\$20,570.00	\$83,820.00	0.52%	\$16,064,710.00	
5	The change in concrete from coloured to plain will result in less ongoing maintenance labour and costs for the facility. This variation will be a credit.	15/03/2019	General Manager	-\$14,124.60	-0.09%	\$83,820.00	\$69,695.40	0.44%	\$16,050,585.40	

Contract No. and Title:		LCC-508 Design and Construct of a Synthetic Soccer Pitch and Sports Lighting at Latrobe City Sports and Entertainment Stadium							
Contractor:		Turf One Pty Ltd							
Date Contract Awarded:		17/10/2018	Contract Awarded by:			CEO	Original Contract Value:		\$1,743,558.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value
2	Skip bin for removal of rubble from earthworks	31/01/2019	General Manager	\$1,200.00	0.07%	\$111,037.50	\$112,237.50	6.44%	\$1,855,795.50
3	Negative variation to change southern fence of synthetic pitch to 1.1m high in lieu of 3.6m high fence	31/01/2019	General Manager	-\$5,304.00	-0.30%	\$112,237.50	\$106,933.50	6.13%	\$1,850,491.50
4	Upgrade to mains power and main switchboard to future proof venue for additional lighting upgrades to remaining pitches	31/01/2019	General Manager	\$16,583.07	0.95%	\$106,933.50	\$123,516.57	7.08%	\$1,867,074.57
5	Supply and Installation of Ball Catching net and associated footings	22/03/2019	General Manager	\$30,732.50	1.76%	\$123,516.57	\$154,249.07	8.85%	\$1,897,807.07

Contract No. and Title:		LCC-537 Construction of Traralgon Recreation Reserve Netball Court Extension and Sports Lighting								
Contractor:		HCM Constructions Pty Ltd								
Date Contract Awarded:		5/12/2018	Contract Awarded by:			CEO		Original Contract Value:		\$235,775.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value	
1	Total additional concrete installation due to design error - design proposal allowed for approx. 270sqm concrete, total concrete installed as per design was actually 318sqm. 48sqm total required as a variation.	13/02/2019	Coordinator	\$5,040.00	2.14%	\$0.00	\$5,040.00	2.14%	\$240,815.00	

Contract No. and Title:		LCC-541 Traralgon Tennis Club LED Court Lighting Upgrade								
Contractor:		Contracting Kings Pty Ltd								
Date Contract Awarded:		4/01/2019	Contract Awarded by:			CEO		Original Contract Value:		\$280,230.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Individual variation % of original contract value	Previous value of variations to date	Total value of variations	Cumulative total variation % of original contract value	Revised contract value	
1	Upgrade LED Power and Brackets Upgrade all 40 lights to 1200w with 415 volt drivers (previously mix of 1100w and 1200w): \$25,800 ex GST Upgrade to supply & replace 17 cross arm/spigots: \$10,335 ex GST Re-use of existing conduits MSB to P1, P4, P7 (deducting item 3.11.9): - \$15,740 ex GST	21/02/2019	Coordinator	\$20,395.00	7.28%	\$0.00	\$20,395.00	7.28%	\$300,625.00	

Agenda Item: 17.5

Agenda Item: Electronic Surveillance Approvals

Sponsor: General Manager, Corporate Services

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

Status: For Information

Proposed Resolution:

That Council receives and notes this report of Electronic Surveillance approvals made under delegation.

Executive Summary:

In line with the recently adopted *Electronic Surveillance Policy* (Policy) a report must be prepared for Council detailing approvals made under delegation by the Chief Executive Officer of all electronic surveillance systems.

- A total of nine new systems and two upgrades have been approved to assist in the prevention and monitoring of anti-social behaviour, vandalism and theft at the following locations:
 - Morwell Depot (rear) - Driffield Road, Morwell (Upgrade to current system)
 - Princes Drive, Morwell (near train station)
 - Moe Service Centre and Library
 - Latrobe Regional Gallery, 138A Commercial Road, Morwell
 - Gaskin Park Stadium, Manning Drive, Churchill
 - Morwell Tennis Club
 - W.H. Burrage Reserve
 - Traralgon Library and Service Centre
 - Latrobe Regional Airport (Upgrade to current system)
 - Traralgon Croquet Club, Glenview Park (66-110 McNairn Road,

Traralgon East)

- Moe Early Learning Centre
- 44 cameras will be installed/or have been installed in these locations.

Background:

At the Council meeting held on 06 August 2018, Council resolved:

1. *That Council delegate to the Chief Executive Officer the power to approve the installation of CCTV for electronic surveillance and security purposes on Council owned or managed sites or land.*
2. *All approvals for the installation of CCTV for electronic surveillance and security purposes granted by the Chief Executive Officer shall be reported to Council within six months of such approvals having been made.*

In addition, the newly adopted Electronic Surveillance Policy (Policy) requires a report to be tabled to Council twice yearly detailing all new camera approvals, including upgrades.

The following systems have been approved since the 06 August 2018 decision:

Location	Reason for CCTV	Number of Cameras	Date Approved by CEO
Morwell Depot (rear) - Driffield Road, Morwell	Upgrade - Additional Cameras to System. For asset protection and crime detection. No security at rear of the Morwell Depot yard, and the rear fence backs onto vacant land. Over time, have had holes cut in the rear fence, chainsaws stolen from trucks, damage to trucks and items such as plants stolen from the nursery area.	Three	11 October 2018

Location	Reason for CCTV	Number of Cameras	Date Approved by CEO
Princes Drive, Morwell (near train station)	New System. VicTrack are developing a new car park and as part of that, wish to mount cameras to record activity on their land and to specifically have two high resolution (recognition) cameras at the proposed new exit onto Latrobe Road roundabout and at an internal ramp. The approval relates to the incidental inclusion of Princes Drive in the field of view.	Five	05 November 2018
Moe Service Centre and Library	New System. To monitor antisocial behaviour in the East Room located at the Moe Library and the grass area at east end of building.	Three	06 December 2018
Latrobe Regional Gallery, 138A Commercial Road, Morwell	New System. To monitor the outdoor eating area for the café at the Latrobe Regional Gallery. There have been a number of incidents of antisocial behaviour.	One	10 December 2018
Gaskin Park Stadium, Manning Drive Churchill	New System. The Churchill Bowls Club has experienced attempted and actual burglaries at their clubrooms over the last six months including vandalism to their synthetic playing surface. The Churchill Bowls Club manages this system.	Three	16 January 2019
Morwell Tennis Club	New System. Have experienced several acts of vandalism over the previous few years. The Morwell Tennis Club manages this system.	Four	16 January 2019

Location	Reason for CCTV	Number of Cameras	Date Approved by CEO
W.H. Burrage Reserve	New System. Have experienced vandalism and theft from the precinct over the last two years from the cutting of soccer nets, hoon driving on a soccer pitch and the theft of copper piping and computer and playing equipment from the pavilion. The Newborough/Yallourn United Soccer Club manages this system.	Six	16 January 2019
Traralgon Library and Service Centre	New System. To monitor anti-social behaviour occurring near the doors.	Two	21 January 2019
Traralgon Croquet Club, Glenview Park (66-110 McNairn Road, Traralgon East)	New System. Inappropriate behaviours have previously been identified as occurring in and around this area. As the pavilion is located in an area situated away from the road and public viewing it may be subject to inappropriate behaviours when the location is vacant.	Five	07 March 2019
Latrobe Regional Airport	Upgrade. The Airport security camera system is over ten years old and not providing the service it was designed for any longer.	Seven	28 March 2019
Moe Early Learning Centre	New System. Response to a criminal incident.	Five	23 April 2019

Issues:

Strategy Implications

The reporting of electronic surveillance supports the delivery of the following key objectives contained with the *Council Plan 2017-2021*:

- *Ensure Council operates openly, transparently and responsibly.*

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

Communication

This information is available to the public. In accordance with the Policy, all electronic surveillance systems must have adequate signage once operational alerting to the surveillance.

Financial Implications

Public Safety Surveillance equipment is normally funded through capital grant monies, and there is no specific budget assigned for the purchase or upgrade of corporate surveillance equipment. Ongoing annual running costs are also not currently included as an identified budgeted item within divisional budgets resulting in the need to increase funding in this area annually as more surveillance equipment is installed.

Risk Analysis

The approvals granted are based on assisting with mitigating petty theft, crimes against person, vandalism, anti-social behaviour or graffiti.

Legal and Compliance

Council is required to comply with the following legislative requirements in relation to Electronic Surveillance:

- *Charter of Human Rights and Responsibilities.*
- *Evidence Act 1988.*
- *Freedom of Information Act 1982.*
- *Privacy and Data Protection Act 2014.*
- *Summary Offences Act 1966.*
- *Surveillance Devices Act 1999.*

The Policy and approvals process takes this into consideration with each request.

Community Implications

Signage, limitations as to where surveillance equipment can be placed, data security/access and complaint mechanisms are required with each system.

Environmental Implications

There are no known negative environmental implications as long as the surveillance equipment that is used is fit for purpose. Electronic Surveillance can have a positive impact as it can assist with the protection of Council assets – both built and natural.

Consultation

Prior to submitting a request for approval, it is expected that appropriate consultation with stakeholders occur.

Other

Nil.

Declaration of Interests:

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

Supporting Documents:

Electronic Surveillance Policy

Attachments

Nil

Agenda Item: 17.6

Agenda Item: 2019/20 Community Grants Program

Sponsor: General Manager, Corporate Services

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

Status: For Decision

Proposed Resolution:

That Council endorse the 2019/20 Community Grants Program.

Executive Summary:

- Latrobe City Council's Community Grants Program is provided to support participation and facilitate projects, events and improve facilities to assist the addressing of the recreational, social and cultural needs of the Latrobe Valley community.
- It is recommended that the Community Grants Program for 2019/20 is managed similar to last year with some minor proposed changes relating to insurance and the maintenance of equipment.
- The proposed timeline is similar to last year with the Community Grants Program opening in early June 2019 and subsequent Council approval of applications finalised in October 2019.

Background:

Latrobe City Council's Community Grants Program is provided to support participation and facilitate projects, events and improve facilities to assist the addressing of the recreational, social and cultural needs of the Latrobe Valley community.

Each year the Community Grants program is advertised and community members/groups are invited to apply. Under the existing Community Grants program there are 3 funding streams:

- Minor Capital Works;
- Community Development; and

- Community Events.

It is recommended that the Community Grants Program for 2019/20 is managed similar to last year with the following minor changes proposed:

- Application Form – ask for a copy of the Public Liability Insurance Certificate to be attached to all applications for quick reference. This has been brought to our attention as a couple of community groups have not had the correct Public Liability Insurance as outlined as a requirement in the Community Grants Guidelines. To ensure full transparency, a copy of the Public Liability Insurance Certificate will need to be attached to the initial application. This will ensure that grants are not provided to organisations that do not have the correct insurance.
- Community Development & Minor Capital Works Grant Guidelines – that maintenance of equipment provided by Latrobe City Council will not be covered. This change has been prompted due to the fact that we have received a number of requests for funding of smaller cost items such as replacement batteries and pads for defibrillators outside of the Community Grants Program.

It is recognised that Council receive other funding requests that are not within the Community Grants program scope. An example of this is requests to support such things as Fundraising Events through discounted or free use of Council's facilities. There is currently a review being undertaken on Council venue subsidies for the community and a process will be put in place to cover these requests.

2019/20 Community Grants Timeline

Timeframe	Detail
20 May 2019	Councillor Briefing report to present 2019/20 Community Grants Program & Guidelines
3 June 2019	Council approval of the 2019/20 Community Grants Program
10 June 2019	Community Grants Program opens (for a period of 8 weeks)
12-17 June 2019	Community Information Sessions (1:1 meetings will be held as requested)
5 August 2019	Community Grants Program closes
6-23 August 2019	Eligibility Checks and Panel Assessments
26-30 August 2019	Councillor Workshops (held by Ward)

23 September 2019	Councillor Briefing
7 October 2019	Council Approval of 2019/20 Community Grants Program recommendations
8-21 October 2019	Outcome notifications to be sent to applications

Issues:

Strategy Implications

This report aligns with Objective 3 of the Council Plan – *Improve the liveability and connectedness of Latrobe City.*

Communication

The Latrobe City Grants Officer will be working closely with the Communications Team to ensure strong advertising and communications are provided to the public for the 2019/20 Community Grants Program. This will include:

- Advertising in the Latrobe City Express;
- Advertising on the radio;
- Advertising on social media channels;
- Hosting Community Information Sessions.

Financial Implications

An amount of \$430,000 has been requested for the 2019/20 for The Community Grants Program through the budget process to cover Minor Capital Works, Community Events and Community Development Grants.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Not asking for a copy of Public Liability Insurance Certificate as part of the Application process and community organisations receiving grants without the correct insurance.	3	Ensure copies of Public Liability Insurance Certificates are attached to all applications and are reviewed by the Grants Officer during the eligibility check stage of Community

		Grant Process.
Not including under 'what will not be funded' in the Community Minor Capital Works & Community Development Grant guidelines detail around that maintenance of equipment provided by Latrobe City Council will not be funded and receiving requests throughout the year for Council to cover costs of unbudgeted equipment maintenance.	4	Including detail in the Community Grants Guidelines that maintenance of equipment will not be covered.

*For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

Legal and Compliance

There are no legal implications associated with this report.

Community Implications

There are no community implications associated with this report.

Environmental Implications

There are no environmental implications associated with this report.

Consultation

A report was provided to the Executive Team at the Executive Team Meeting held 30 April 2019.

Other

Nil

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

- 1 [↓](#). 2019/20 Community Grants Timeline
- 2 [↓](#). 2019/20 Minor Capital Works Guidelines
- 3 [↓](#). 2019/20 Community Development Grant Guidelines
- 4 [↓](#). 2019/20 Community Event Grants Guidelines

17.6

2019/20 Community Grants Program

1	2019/20 Community Grants Timeline	395
2	2019/20 Minor Capital Works Guidelines	398
3	2019/20 Community Development Grant Guidelines	405
4	2019/20 Community Event Grants Guidelines.....	412

Community Grants Schedule											
2019/20	Round Approval							Round Open			
Review all forms & Create new Rounds	Executive Team / CEO	Briefing 1 report due to GM	Briefing 1 Report due to governance	Council Briefing 1	Council report due to GM	Council report due to Governance	Council Approval	Media Schedule	Open	Community Information Sessions	Individual meetings with community members
complete by 12 Apr 2019	30 April 2019 (due to GM 24 April 2019)	10-May-19	12.00pm 13 May 2019	20-May-19	17-May-19	20-May-19	03-Jun-19	10-Jun-19	10-Jun-19	12 June 2019 (T'gon) 14 June 2019 (Moe) 17 June 2019 (Morwell)	As required
Ensure text/dates relevant, within guidelines Ensure documents meet review: scope, guidelines, applications, assessments, accountability	Grant Schedule and meeting report due	Council Briefing Report in InfoCouncil to Greg				Make any changes to report as per GM/Agenda Review feedback	Council Approval of Guidelines / Dates etc	Create advertising with templates. Provide material to Communications.	Able to send emails via SmartyGrants to alert applicants to Round Opening	1 hour sessions at: Traralgon Service Centre, Moe Service Centre, Corporate Headquarters	Sessions for additional assistance

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Grant Applications Approval												
Close	Eligibility Check	Panel Assessment	Councillors Workshop (by ward)	Briefing Paper - Recommendations	Briefing 1 Report Due to GM	Briefing 1 report due to Governance	Council Briefing 1	Council report due to GM	Council report due to Governance	Council Decision	Offer of Funding/outcome notifications	Funding Agreements due to LCC
4.00pm 5 August 2019	6 August 2019 - 12 August 2019	13 August 2019 - 23 August 2019	26 August 2019 - 30 August 2019	06-Sep-19	12.00pm 13 September 2019	16-Sep-19	23-Sep-19	20-Sep-19	23-Sep-19	07-Oct-19	21-Oct-19	16-Dec-19
9 weeks	(5 working days)	3- 4 managers to do assessments (9 working days)	Opportunity to view Panel Assessments of Grant Applications / Projects	assessment results and recommendation to Council	Council Briefing Report in InfoCouncil to Greg					Final Decision	10 working days	8 weeks

Grant Funding Process		
LCC grant to be paid	Project Delivery	Acquittal
within 6 weeks of submitting Funding Agreement	16-Dec-20	within 12 months of submitting Funding Agreement

Community Minor Capital Works Grants Program

Grant Program Guidelines



2019/20

Latrobe City
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Introduction

Latrobe City Council has a proud history of working in partnership with the community to meet local needs. One of the ways Latrobe City Council supports community groups is through the annual Community Grants program, which delivers funding for projects that:

- Reflect our community's priorities and vision (as set out in Council and Community Plans);
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community; and
- Contribute to the social, cultural, environmental and economic development of our community.

The Community Grants program represents a significant contribution by Latrobe City Council to local projects. Grant funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

Program Objectives

The objectives of Latrobe City Council Grants Programs are to:

- Encourage cooperation between community groups to ensure that all citizens can benefit from community resources and events;
- Increase the range of, and access to, quality community recreational, social and cultural activities, programs and services;
- Support community development initiatives and socially responsible community activities;
- Give particular consideration to those community groups that can demonstrate the greatest need;
- Encourage and support equity of access to community facilities, programs, and activities for all citizens within Latrobe City, particularly those people who are economically or socially disadvantaged or have disabilities;
- Support those groups that are providing and developing local community services;
- Encourage communities to promote their region through promotional activities; and
- Encourage excellence in recreational, sport and cultural activities

Minor Capital Works Grants

Financial assistance provided to community groups who wish to develop community facilities for accessibility improvements, renovations, repairs and built in or fixed equipment purchases.

Please note: the word 'project' refers to the project, activity, proposal or event that will be delivered if your application is successful.

Grant Funding

Funding Available: up to \$5,000



Funding Rounds

The community grants program accepts applications annually.

- **Opening Date:** 9:00 am Monday 10 June 2019
- **Closing Date:** 4:00 pm Monday 5 August 2019

Successful projects are to commence after 1 November 2019.

Eligibility Criteria

To be eligible to apply, applicants must:

- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council grant applications;
- Hold appropriate public liability insurance; and
- Be based within the municipality of Latrobe City or provide services or benefits primarily to the Latrobe City Community.

Auspice

If your community group is not a legal entity, you can approach an organisation to auspice your project. We see auspicing as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will:

- Work with you on the funding application, although the application will still be in your name.
- Receive any funding that may be granted on your behalf.
- Partner with you to deliver your project.
- The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.
- The auspice organisation is not considered to be the applicant and may apply for their own funding.

Who Cannot Apply

- Government agencies or departments of State and Federal Government;
- Groups who have not acquitted previous grants provided by Latrobe City Council;
- For profit private businesses and commercial organisations; and
- Applications from schools or educational institutions, unless the proposed project can demonstrate significant involvement of and benefits for the wider community. Projects with participation limited to the school community will not be considered.

What will not be funded?

- General maintenance expenses;
- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Funding will not cover maintenance of equipment provided by Council from previous grants;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Projects at venues where there are gaming machines;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs etc. that are ongoing organisational expenses;
- Projects that are designed for group members to attend and are not designed for the broader community;
- The purchase of land;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance; and
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

Guidelines for Grant Applications

- Council strongly encourages groups to undertake joint grant submissions. Latrobe City Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs;
- Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on the correct online application form;
- When an applicant is successful in receiving a grant, they agree to acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.

- Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council. Any underspent and excess funding must be returned to Latrobe City Council when submitting the Acquittal form;
- Funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a recurring project will be funded in the future. Funding is limited;

Projects

- A project may be open to the whole community or target participation from different community demographics ie: increasing age friendliness. Successful projects will either have broad community benefit, or achieve deep and meaningful outcomes with particular community members.
- Projects must be in facilities where public access is available and encouraged;
- Capital contributions on Latrobe City Council owned assets and property remain the property of Latrobe City Council;
- Application from Sport and Recreation Clubs for projects on Latrobe City Council Land must contact Latrobe City Council's Coordinator Recreation & Open Space to discuss their project;
- Applications for works on Latrobe City Council property require the approval of the Building Maintenance Team.
- Latrobe City Council must be notified of any significant changes to the project, to what was originally submitted, by providing written request for a funding variation. This includes requests for extensions of time to acquit the project;
- Additional funding conditions may be applied to your project during assessment;
- Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permits and approvals to deliver the project;
- Latrobe City Council may request additional information to assist in assessing an application for funding;

Funding

- Applicants are eligible to receive one grant from each Community Grant Program (Community Event, Community Development & Minor Capital Works) over a 12 month period;
- Applicants are encouraged to provide financial or in-kind assistance to the project;
- The start date for projects must be after 1 November 2018. If you receive funding prior to this date you may commence your project.
- Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension. Applicants who have an outstanding Acquittal form will not be able to apply for further funding.

Acquittal

- The Acquittal form will be a reconciled statement of expenditure and income associated with the grant. It will ask the applicants to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:
 1. Evidence of how Council's support for the project was recognised;
 2. An actual income and expenditure budget for the project; and
 3. Photo evidence that showcases the completed project and community participation.

Assessment Process

Once applications are received they will be checked for eligibility against the grant program guidelines.

All applications will be assessed in accordance with Latrobe City Council's Grant Governance Policy and program objectives and weighted out of 100. Latrobe City Council Community Grants program involves a competitive process with applications assessed against the following criteria:

- The applicant's capacity of delivering the project (50) – This includes any quotes, budget information and plans in support of the application.
- The benefits the project/s will have for the community (50)

Recommendations will be developed by an internal panel and reviewed by staff at a management level. Applicants will receive an email notifying them of the result of their application following approval by Latrobe City Council at an Ordinary Council Meeting.

Latrobe City Council's grant program is competitive and we receive more applications than we can support.

Submitting your Application

When you complete an application form you will be asked to sign up for a Latrobe City Council Grants Account. This grant account will be used to send you reminders, and allow you to complete your applications, funding agreement and acquittal forms.

Supporting Documents

You will be asked to upload the following attachments when completing your application:

Mandatory:

- Two written quotes from a registered tradesperson or registered business using a consistent (written preferred) specification;
- Current Certificate of Public Liability that will be used to cover the project;
- If your project has an auspice organisation you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project;
- Written approval from other user groups who may share the existing facilities associated with the project;

- Evidence of permission from the asset owner to complete the project. For applicants completing works on Latrobe City Council buildings, include evidence of approval or acceptance of the proposal from Latrobe City Council's Building Maintenance Team; and
- For Sport and Recreation Clubs, details of the approval from Latrobe City Council's Coordinator Recreation & Open Space.

Making the Payment

If your application is successful you will be provided with a Funding Agreement form and an Acquittal form.

To complete payment you will be required to:

- Sign and submit a Tax invoice, if you are GST registered; or
- Return a completed Supplier Application form; and
- Complete the online Funding Agreement form.

Once you have provided these documents, funding will be deposited into your nominated bank account within 6 weeks.

Further information and assistance

For all grant enquiries, including assistance and support available to help you submit your application, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au

For Sport and Recreation Clubs, delivering a project on Latrobe City Council Land, please contact the Coordinator Recreation & Open Space

Phone: 1300 367 700

For applicants completing works on Latrobe City Council buildings please contact a member of the Building Maintenance Team

Phone: 1300 367 700

Community Development Grants Program

Grant Program Guidelines



2019/20

Latrobe City
a new energy

Introduction

Latrobe City Council has a proud history of working in partnership with the community to meet local needs. One of the ways Latrobe City Council supports community groups is through the annual Community Grants program, which delivers funding for projects that:

- Reflect our community's priorities and vision (as set out in Council and Community Plans);
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community; and
- Contribute to the social, cultural, environmental and economic development of our community.

The Community Grants program represents a significant contribution by Latrobe City Council to local projects. Grant funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

Program Objectives

The objectives of Latrobe City Council Grants Programs are to:

- Encourage cooperation between community groups to ensure that all citizens can benefit from community resources and events;
- Increase the range of, and access to, quality community recreational, social and cultural activities, programs and services;
- Support community development initiatives and socially responsible community activities;
- Give particular consideration to those community groups that can demonstrate the greatest need;
- Encourage and support equity of access to community facilities, programs, and activities for all citizens within Latrobe City, particularly those people who are economically or socially disadvantaged or have disabilities;
- Support those groups that are providing and developing local community services;
- Encourage communities to promote their region through promotional activities; and
- Encourage excellence in recreational, sport and cultural activities.

Community Development Grants

Community Development grants are to provide assistance to community groups for a broad range of community development programs, services, and activities.

Please note: the word 'project' refers to the project, activity, proposal or event that will be delivered if your application is successful.

Grant Funding

Funding Available: up to \$5,000



Funding Rounds

The Community Grants program accepts applications annually.

- **Opening Date:** 9:00 am Monday 10 June 2019
- **Closing Date:** 4:00 pm Monday 5 August 2019

Successful projects are to commence after 1 November 2019.

Eligibility Criteria

To be eligible to apply, applicants must:

- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council grant applications;
- Hold appropriate Public Liability Insurance; and
- Be based within the municipality of Latrobe City or provide services or benefits primarily to the Latrobe City Community.

Auspice

If your community group is not a legal entity, you can approach an organisation to auspice your project. We see auspicings as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will:

- Work with you on the funding application, although the application will still be in your name.
- Receive any funding that may be granted on your behalf.
- Partner with you to deliver your project.
- The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.
- The auspice organisation is not considered to be the applicant and may apply for their own funding.

Who Cannot Apply

- Government agencies or departments of State and Federal Government;
- Groups who have not acquitted previous grants provided by Latrobe City Council;
- For profit private businesses and commercial organisations; and
- Applications from schools or educational institutions, unless the proposed project can demonstrate significant involvement of and benefits for the wider community. Projects with participation limited to the school community will not be considered.

What will not be funded?

- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Funding will not cover maintenance of equipment provided by Council from previous grants;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Projects located at venues where there are gaming machines;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs etc. that are ongoing organisational expenses;
- The purchase of land;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance;
- A project that is not open to the whole community or fails to target participation from different community demographics; and
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

Guidelines for Grant Applications

- Council strongly encourages groups to undertake joint grant submissions. Latrobe City Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs;
- Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on the correct online application form;
- When an applicant is successful in receiving a grant, they agree to acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.
- Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council. Any underspent and excess funding must be returned to Latrobe City Council when submitting the Acquittal form;

- Funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a recurring project will be funded in the future. Funding is limited;

Projects

- A project may be open to the whole community or target participation from different community demographics, ie: increasing age friendliness. Successful projects will either have broad community benefit, or achieve deep and meaningful outcomes with particular community members.
- Latrobe City Council must be notified of any significant changes to the project, to what was originally submitted, by providing written request for a funding variation. This includes requests for extensions of time to acquit the project;
- Additional funding conditions may be applied to your project during assessment;
- Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permits and approvals to deliver the project;
- Latrobe City Council may request additional information to assist in assessing an application for funding;

Funding

- Applicants are eligible to receive one grant from each Community Grant Program (Community Event, Community Development & Minor Capital Works) over a 12 month period;
- Applicants are encouraged to provide financial or in-kind assistance to the project;
- The start date for projects must be after 1 November 2019. If you receive funding prior to this date you may commence your project.
- Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension. Applicants who have an outstanding Acquittal form will not be able to apply for further funding.

Acquittal

- The Acquittal form will be a reconciled statement of expenditure and income associated with the grant. It will ask the applicants to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:
 1. Evidence of how Council's support for the project was recognised;
 2. An actual income and expenditure budget for the project; and
 3. Photo evidence that showcases the completed project and community participation.

Assessment Process

Once applications are received they will be checked for eligibility against the grant program guidelines.

All applications will be assessed in accordance with Council's Grant Governance Policy and program objectives and weighted out of 100. Latrobe City Council Community Grants program involves a competitive process with applications assessed against the following criteria:

- The applicant's capacity of delivering the project (50) – This includes any quotes, budget information and plans in support of the application.
- The benefits the project/s will have for the community (50)

Recommendations will be developed by an internal panel and reviewed by staff at a management level. Latrobe City Council makes the final decision on which applications will and won't be funded. Applicants will receive an email notifying them of the result of their application following approval by Latrobe City Council at an Ordinary Council Meeting.

Latrobe City Council's grant program is competitive and we receive more applications than we can support.

Submitting your Application

When you complete an application form you will be asked to sign up for a Latrobe City Council Grants Account. This grant account will be used to send you reminders, and allow you to complete your Application, Funding Agreement and Acquittal forms.

Supporting Documents

You will be asked to upload the following attachments when completing your application:

Mandatory:

- Current Certificate of Public Liability that will be used to cover the project;
- If your project has an auspice organisation, you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project.

Making the Payment

If your application is successful you will be provided with a Funding Agreement form and an Acquittal form.

To complete payment you will be required to:

- Sign and submit a Tax invoice, if you are GST registered; or
- Return a completed Supplier Application form; and
- Complete the online Funding Agreement form.

Once you have provided these documents, funding will be deposited into your nominated bank account within 6 weeks.

Further information and assistance

For all grant enquiries, including assistance and support available to help you submit your application, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au



Community Events Grants Program

Grant Program Guidelines



2019/20

Latrobe City
a new energy

Introduction

Latrobe City Council has a proud history of working in partnership with the community to meet local needs. One of the ways Latrobe City Council supports community groups is through the annual Community Grants program, which delivers funding for projects that:

- Reflect our community's priorities and vision (as set out in Council and Community Plans);
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community; and
- Contribute to the social, cultural, environmental and economic development of our community.

The Community Grants program represents a significant contribution by Latrobe City Council to local projects. Grant funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

Program Objectives

The objectives of Latrobe City Council Grants Programs are to:

- Encourage cooperation between community groups to ensure that all citizens can benefit from community resources and events;
- Increase the range of, and access to, quality community recreational, social and cultural activities, programs and services;
- Support community development initiatives and socially responsible community activities;
- Give particular consideration to those community groups that can demonstrate the greatest need;
- Encourage and support equity of access to community facilities, programs, and activities for all citizens within Latrobe City, particularly those people who are economically or socially disadvantaged or have disabilities;
- Support those groups that are providing and developing local community services;
- Encourage communities to promote their region through promotional activities; and
- Encourage excellence in recreational, sport and cultural activities.

Community Event Grants

Assistance to conduct conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation. This could include carnivals, festivals and cultural events.

Grant Funding

Funding Available: up to \$5,000



Funding Rounds

The community grants program accepts applications annually.

- **Opening Date:** 9:00 am Monday 10 June 2019
- **Closing Date:** 4:00 pm Monday 5 August 2019

Successful events must commence after 1 November 2019.

Eligibility Criteria

To be eligible to apply, applicants must:

- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the event;
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council grant applications;
- Hold appropriate Public Liability Insurance; and
- Be based within the municipality of Latrobe City Council or provide services or benefits primarily to the Latrobe City Community.

Auspice

If your community group is not a legal entity, you can approach an organisation to auspice your project. We see auspicings as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will:

- Work with you on the funding application, although the application will still be in your name.
- Receive any funding that may be granted on your behalf.
- Partner with you to deliver your project.
- The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.
- The auspice organisation is not considered to be the applicant and may apply for their own funding.

Who Cannot Apply

- Government agencies or departments of State and Federal Government;
- Groups who have not acquitted previous grants provided by Latrobe City Council;
- For profit private businesses and commercial organisations; and
- Applications from schools or educational institutions, unless the proposed event can demonstrate significant involvement of and benefits for the wider community. Events with participation limited to the school community will not be considered.

What will not be funded?

- Requests for the purpose of raising funds for other groups. Including fundraising events with the primary purpose of fund raising for other organisations or individuals;



- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Events that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Events located at venues where there are gaming machines, unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, event management costs etc. that are ongoing organisational expenses;
- The purchase of land;
- A project that is not open to the whole community or fails to target participation from different community demographics; and
- Applications for events that engage in activities which promote discrimination, violence or anti-social behaviour.

Guidelines for Grant Applications

- Council strongly encourages groups to undertake joint grant submissions. Latrobe City Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs;
- Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on the correct online application form;
- When an applicant is successful in receiving a grant, they agree to acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.
- Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council. Any underspent and excess funding must be returned to Latrobe City Council when submitting the Acquittal form;
- Funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a recurring project will be funded in the future. Funding is limited;

Projects

- A project may be open to the whole community or target participation from different community demographics ie: increasing age friendliness. Successful projects will either have broad community benefit, or achieve deep and meaningful outcomes with particular community members.

- Latrobe City Council must be notified of any significant changes to the project, to what was originally submitted, by providing written request for a funding variation. This includes requests for extensions of time to acquit the project;
- Additional funding conditions may be applied to your project during assessment;
- Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permits and approvals to deliver the project;
- Latrobe City Council may request additional information to assist in assessing an application for funding;

Funding

- Applicants are eligible to receive one grant from each Community Grant Program (Community Event, Community Development & Minor Capital Works) over a 12 month period;
- Applicants are encouraged to provide financial or in-kind assistance to the project;
- The start date for projects must be after 1 November 2018. If you receive funding prior to this date you may commence your project.
- Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension. Applicants who have an outstanding Acquittal form will not be able to apply for further funding.

Acquittal

- The Acquittal form will be a reconciled statement of expenditure and income associated with the grant. It will ask the applicants to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:
 1. Evidence of how Council's support for the project was recognised;
 2. An actual income and expenditure budget for the project; and
 3. Photo evidence that showcases the completed project and community participation.

Assessment Process

Once applications are received they will be checked for eligibility against the grant program guidelines.

All applications will be assessed in accordance with Latrobe City Council's Grant Governance Policy and program objectives and weighted out of 100. Latrobe City Council Community Grants program involves a competitive process with applications assessed against the following criteria:

- The applicant's capacity of delivering the project (50) – This includes any quotes, budget information and plans in support of the application.
- The benefits the project/s will have for the community (50)

Recommendations will be developed by an internal panel and reviewed by staff at a management level. Applicants will receive an email notifying them of the result of their application following approval by Latrobe City Council at an Ordinary Council Meeting.



Latrobe City Council's grant program is competitive and we receive more applications than we can support.

Event Approval

Approval of funding does not constitute permission to deliver your event. It remains your responsibility to seek the appropriate permissions and approvals to deliver the event;

All successful applicants are required to liaise with Latrobe City Council's Senior Events Officer to ensure that the relevant Event Permit conditions have been met a minimum of 30 days prior to your event.

Funding will not be released until the permit approval has been obtained.

Submitting your Application

When you complete an application form you will be asked to sign up for a Latrobe City Council Grants Account. This grant account will be used to send you reminders, and allow you to complete your Application, Funding Agreement and Acquittal forms.

Supporting Documents

You will be asked to upload the following attachments when completing your application:

Mandatory

- Current Certificate of Public Liability that will be used to cover the event;
- If your event has an auspice organisation you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the event.

Making the Payment

If your application is successful you will be provided with a Funding Agreement form and an Acquittal form.

To complete payment you will be required to:

- Sign and submit a Tax invoice, if you are GST registered; or
- Return a completed Statement by Supplier Form; and
- Complete the online Funding Agreement Form.

Once you have provided these documents and your Event Permit has been approved, funding will be deposited into your nominated bank account within 6 weeks.

Further information and assistance

For all grant enquiries, including assistance and support to help you submit your application, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au

For all enquiries regarding delivering an event in Latrobe City and Event Permit Conditions, contact the Senior Events Officer:

Phone: 1300 367 700



Agenda Item: 17.7

Agenda Item: Tabling of 'Assembly of Councillors' Records

Sponsor: General Manager, Corporate Services

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

Status: For Information

Proposed Resolution:

That Council receives and notes the Assembly of Councillors records tabled for the period 14 March 2019 to 06 May 2019.

Executive Summary:

The following Assembly of Councillor records have been submitted for tabling since the last ordinary Council meeting:

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
14 March 2019	Latrobe City Sports & Entertainment Stadium - PRG	Councillors Cr Middlemiss Officers Larry Sengstock Geoff Derham Bianca James	Yes - Section 89(2)(e) Proposed developments.	Nil
21 March 2019	Traralgon CBD Safety Committee	Councillors Cr Howe Officers Andrew Legge	No	Nil
11 April 2019	Latrobe City Sports & Entertainment Stadium - PRG	Councillors Cr McFarlane Officers Larry Sengstock Geoff Derham Bianca James	Yes - Section 89(2)(e) Proposed developments.	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
17 April 2019	Traralgon Recreation Reserve and Showgrounds Advisory Committee	Councillors Cr Howe Officers Simon Clark	No	Nil
23 April 2019	Councillor Briefing	Councillors Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson Officers Steve Piasente Sara Rhodes-Ward Gail Gatt Matthew Rogers Larry Sengstock Louise McKendry Tyler Chisholm	Yes - Section 89(2) (h) Prejudicial matters. Section 89(2) (a) Personnel matters.	Yes – Gail Gatt
29 April 2019	Councillor Briefing	Councillors Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr Howe Cr Clancey Cr Law Cr Gibson Officers Steve Piasente Sara Rhodes-Ward Gail Gatt Larry Sengstock Amy Phillips Lance King	Yes - Section 89(2) (e) Proposed developments. Section 89 (2) (h) Prejudicial matters.	Yes – Gail Gatt

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
30 April 2019	Ted Summerton Reserve Project Reference Group	Councillors Cr Law Officers Larry Sengstock Lauren Dinsdale Geoff Derham	Yes - Section 89(2)(e) Proposed developments.	Yes – Cr Law
01 May 2019	Australia Day Advisory Committee	Councillors Cr Howe Officers Jo De Jong Wendy Hrynyszyn	No	Nil
01 May 2019	Morwell Recreation Reserve Project Reference Group Meeting 10	Councillors Cr McFarlane Cr Middlemiss Officers Larry Sengstock Geoff Derham Bianca James	Yes - Section 89(2)(e) Proposed developments.	Nil
02 May 2019	Gippsland Regional Aquatic Centre Project Reference Group	Councillors Cr Harriman Cr Howe Cr Law Officers Larry Sengstock Luke McGrath Tania Eleftheriou	No	Yes – Cr Law
06 May 2019	Latrobe Retail Strategy - Presentation	Councillors Cr McFarlane Cr White OAM Cr Howe Cr Law Officers Steven Piasente Gail Gatt Gregg Drumm Larry Sengstock Leah Misiurka Miriam Turner	No	Nil

Declaration of Interests:

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

Reasons for Proposed Resolution:

The attached *Assembly of Councillors* records have been submitted for tabling.

Section 80(A)2 of the *Local Government Act 1989* states 'The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as is practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting'.

Attachments

- 1 [↓](#). Latrobe City Sports & Entertainment Stadium PRG meeting
- 2 [↓](#). Traralgon CBD Safety Committee
- 3 [↓](#). Latrobe City Sports & Entertainment Stadium PRG meeting
- 4 [↓](#). Traralgon Recreation Reserve and Showgrounds Advisory Committee
- 5 [↓](#). Councillor Briefing
- 6 [↓](#). Councillor Briefing
- 7 [↓](#). Ted Summerton Reserve Project Reference Group Meeting
- 8 [↓](#). Australia Day Advisory Committee Meeting
- 9 [↓](#). Morwell Recreation Reserve Project Reference Group Meeting 10
- 10 [↓](#). Gippsland Regional Aquatic Centre Project Reference Group
- 11 [↓](#). Latrobe Retail Strategy - Presentation

17.7

Tabling of 'Assembly of Councillors' Records

1	Latrobe City Sports & Entertainment Stadium PRG meeting.....	424
2	Traralgon CBD Safety Committee	425
3	Latrobe City Sports & Entertainment Stadium PRG meeting.....	426
4	Traralgon Recreation Reserve and Showgrounds Advisory Committee	427
5	Councillor Briefing	429
6	Councillor Briefing	431
7	Ted Summerton Reserve Project Reference Group Meeting	433
8	Australia Day Advisory Committee Meeting.....	434
9	Morwell Recreation Reserve Project Reference Group Meeting 10	435
10	Gippsland Regional Aquatic Centre Project Reference Group.....	436
11	Latrobe Retail Strategy - Presentation.....	437



Assembly of Councillors Record

Assembly details:	Latrobe City Sports & Entertainment Stadium - PRG meeting
Date:	Thursday 14 March 2019
Time:	5.30pm - 6.30pm
Assembly Location:	Main Pavilion, Latrobe City Sports and Entertainment Stadium Fairway Drive, Morwell 3840

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss 5.30pm - 6:30pm	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Larry Sengstock, Geoff Derham, Bianca James		
Matters discussed:	1. Discussion on potential funding for future development, construction program and details of design of the LCSES soccer facility redevelopment for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?			
<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Bianca James

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Traralgon CBD Safety Committee
Date:	Thursday 21 March 2019
Time:	7.30 am - 9.00 am
Assembly Location:	Latrobe Room, Traralgon Service Centre

In Attendance

Councillors:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
Arrival / Departure Time:	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe 7.30 am - 9.00 am
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Andrew Legge		
Matters discussed:	Kay Street Crossing Black Spot Program, Traralgon Skate Park, Anti-social Issues at Stockland Plaza, LV Buslines Report,		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Andrew Legge

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Latrobe City Sports & Entertainment Stadium - PRG meeting
Date:	Thursday 11 April 2019
Time:	5.30pm - 6.30pm
Assembly Location:	Main Pavilion, Latrobe City Sports and Entertainment Stadium Fairway Drive, Morwell 3840

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr McFarlane 5.30pm - 6:30pm	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Larry Sengstock, Geoff Derham, Bianca James		
Matters discussed:	1. Discussion on potential funding for future development, construction program and details of design of the LCSES soccer facility redevelopment for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?			
<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Bianca James

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Traralgon Recreation Reserve and Showgrounds Advisory Committee
Date:	17 April 2019
Time:	7:00pm
Assembly Location:	Traralgon Recreation Reserve and Showgrounds - Traralgon Urban Fire Brigade Building

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Simon Clark		
Matters discussed:	<ol style="list-style-type: none"> 1. Professional Bull Riding Event on Old Trafford Oval. 2. Cricket sight screen proposal. 3. Recreation Reserve Draft Master Plan. 4. Reserve drainage. 		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures: Nil

Councillor / Officer making disclosure	Left Meeting: Yes / No



Record Completed by: Simon Clark



Assembly of Councillors Record

Assembly details:	Councillor Briefing
Date:	23 April 2019
Time:	6.00 pm - 10:00pm
Assembly Location:	Nambur Wariga Meeting Room, Corporate Headquarters, Morwell

In Attendance

Councillors:	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
Officer/s:	Steve Piasente, Sara Rhodes-Ward, Gail Gatt, Matthew Rogers, Larry Sengstock, Louise McKendry, Tyler Chisholm		
Matters discussed:	<p>Tonights Presentations</p> <p>Future Presentations</p> <p>Upcoming Significant Items</p> <p>Mayor's Update</p> <p>CEO's General Update</p> <p>Organisational Report</p> <p>Major Project Reference Group Update</p> <p>Options for Englobo Land</p> <p>Planning Scheme Amendment C92 - Consideration of Submissions (Latrobe Regional Airport) - Confidential Section 89(2) (h) prejudicial matters</p> <p>Planning Panel Report Recommendations to Amendment C105 to the Latrobe Planning Scheme (Live Work Latrobe)</p> <p>Amendment C101 - Request for Authorisation and Exhibition (Gippsland Logistics Precinct and Corrections Amendment)</p> <p>Planning in the Economic Growth Zone (PEGZ)</p> <p>Catterick Crescent Reserve, Traralgon - Proposed Removal of Vegetation</p> <p>Latrobe City Sports & Entertainment Stadium Master Plan</p> <p>Latrobe Tourism and Events Advisory Committee proposed nominations for external members, and change to the Terms of Reference for the Committee - Confidential Section 89(2) (a) Personnel matters</p> <p>Morwell Power Station and Briquette Factories Heritage Interpretation Plan</p>		



	Kingsford Street Master Plan Annual Review of the Procurement Policy Encroachments - Crinigan Bushland Reserve Outstanding Issues - Confidential Section 89(2) (h) prejudicial matters Strategic Issues for Future Briefings
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Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Gail Gatt	Yes

Record Completed by: Louise McKendry, Governance Officer

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*





Assembly of Councillors Record

Assembly details:	Councillor Briefing
Date:	29 April 2019
Time:	6.00 pm - 9:22pm
Assembly Location:	Nambur Wariga Meeting Room, Corporate Headquarters, Morwell

In Attendance

Councillors:	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson until 6:51pm
Officer/s:	Steve Piasente, Sara Rhodes-Ward, Gail Gatt, Larry Sengstock, Amy Phillips, Lance King (6pm - 6:25pm)		
Matters discussed:	<p>Tonight's Presentations</p> <p>Future Presentations</p> <p>Matters Arising From Presentations</p> <p>Upcoming Council Meeting: Notice of Motions, Alternate Motions, Points of Clarification</p> <p>Mayor's Update</p> <p>CEO's General Update</p> <p>Transition Briefing - Confidential Section 89(2) (e) Proposed Developments</p> <p>Organisational Report</p> <p>Churchill & District Community Association - Seven Small Towns Funding Request</p> <p>Hazelwood South Reserve Change pavilion - Status of funding applications</p> <p>Update on the Latrobe City Retail Strategy</p> <p>Signage on overhead bridges on Freeway</p> <p>Review of Latrobe Valley Brown Coal Opportunities</p> <p>CCTV Camera Approvals</p> <p>2018/19 Quarterly Performance Report - Quarter 3</p> <p>Third Quarter Organisation Report 2018/19</p> <p>Outstanding Issues - Confidential Section 89 (2) (h) Prejudice the Council</p> <p>Strategic Issues for Future Briefings</p>		



<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>	

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Gail Gatt	Yes

Record Completed by: Amy Phillips, Coordinator Governance

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*



Assembly of Councillors Record

Assembly details:	Ted Summerton Reserve Project Reference Group Meeting
Date:	Tuesday 30 April 2019
Time:	5.30 pm - 6.42 pm
Assembly Location:	Meeting Room 3, Moe Service Centre, George Street, MOE

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law 5.30 pm - 6.42 pm	<input type="checkbox"/> Cr Gibson
Officer/s:	Larry Sengstock, Lauren Dinsdale, Geoff Derham		
Matters discussed:	1. Discussion on detailed design details of the Ted Summerton Reserve Cricket facility redevelopment for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Brad Law	No

Record Completed by: Lauren Dinsdale

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Australia Day Advisory Committee Meeting
Date:	1May 2019
Time:	5.00 pm - 6.30 pm
Assembly Location:	Meeting Room 3, Latrobe City Headquarters

In Attendance

Councillors:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
Arrival / Departure Time:	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Jo De Jong & Wendy Hrynyszyn		
Matters discussed:	Review of 2019 Australia Day Program Feedback request on Australia Day Ambassador luncheon & Civic Function Australia Day Budget review		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Wendy Hrynyszyn

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Morwell Recreation Reserve Project Reference Group Meeting 10
Date:	Wednesday 1 May 2019
Time:	5.30 pm – 6.49 pm
Assembly Location:	Function Room, Shared Sports Pavilion, Morwell Recreation Reserve – Travers Street, Morwell 3840

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr McFarlane 5.30 - 6.50 pm	<input checked="" type="checkbox"/> Cr Middlemiss 5.30 - 6.50 pm	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Larry Sengstock, Geoff Derham, Lauren Dinsdale		
Matters discussed:	1. Project Status update 2. Updates on construction of new shared sports pavilion, new synthetic oval development, Keegan Street design detail and concept designs of Morwell Football Netball Club facilities upgrades for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Lauren Dinsdale

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Gippsland Regional Aquatic Centre Project Reference Group
Date:	2 May 2019
Time:	5.30pm
Assembly Location:	Macfarlane Burnet Room, Traralgon

In Attendance

Councillors:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Harriman 5.25pm - 6.45pm	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe 5.25pm - 6.45pm
	<input type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law 5.20pm - 6.45pm	<input type="checkbox"/> Cr Gibson
Officer/s:	Larry Sengstock, Luke McGrath, Tania Eleftheriou		
Matters discussed:	Project Manager update Design Development		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Law	No

Record Completed by: Tania Eleftheriou, Project Officer Major Recreation Projects
(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Latrobe Retail Strategy - Presentation
Date:	6 May 2019
Time:	4pm-5pm
Assembly Location:	Nambur Room, Latrobe City Headquarters, Commercial Rd Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr McFarlane 4pm-5pm	<input type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM 4pm-5pm
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe 4pm-5pm
	<input type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law 4pm-5pm	<input type="checkbox"/> Cr Gibson
Officer/s:	Steven Piasente - CEO Gail Gatt - General Manager City Development Gregg Drumm - General Manager Corportae Services Larry Sengstock - Acting General Manager Infrastructure and Recreation Leah Misiurka - Straetgic Planner Miriam Turner - Strategic Planning Officer External: Nick Brisbane and Jack O'Connor - Essential Economics/Ethos Urban		
Matters discussed:	Provide Councillors with a general overview of the draft Latrobe City Retail Strategy including background, research, outcomes and next steps.		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
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NIL	

Record Completed by:

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*



URGENT BUSINESS

18. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 19 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and cannot safely or conveniently be deferred until the next Ordinary meeting.

MEETING CLOSED TO THE PUBLIC

19. MEETING CLOSED TO THE PUBLIC

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

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

RECOMMENDATION

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

- 19.1 LCC-566 Sealing of Municipal Roads in Latrobe City
Agenda item 19.1 *LCC-566 Sealing of Municipal Roads in Latrobe City* is designated as confidential as it relates to contractual matters (s89 2d)**