



LatrobeCity
a new energy

**L A T R O B E
C I T Y
C O U N C I L**

**MINUTES OF THE ORDINARY COUNCIL
MEETING**

**HELD IN THE
NAMBUR WARIGA MEETING ROOM,
CORPORATE HEADQUARTERS, MORWELL
AT 7:00 PM ON
03 AUGUST 2009**

PRESENT:

*Cr Lisa Price, Mayor - Farley Ward
Cr Kellie O'Callaghan, Deputy Mayor - Burnet Ward
Cr Sharon Gibson - Merton Ward
Cr Sandy Kam - Galbraith Ward
Cr Bruce Lougheed - Tanjil Ward
Cr Graeme Middlemiss - Rintoull Ward
Cr Ed Vermeulen - Gonyah Ward
Cr Darrell White - Firmin Ward
Paul Buckley, Chief Executive Officer
Seona Conway, General Manager Organisational Excellence
Michael Edgar, General Manager Community Liveability
Katie Garlick, Council Operations Administration Officer
Carol Jeffs, Acting General Manager Governance
Allison Jones, General Manager Economic Sustainability
Tom McQualter, Manager Council Operations and Legal Services
Peter Quigley, General Manager Built and Natural Environment Sustainability
Grantley Switzer, General Manager Recreational and Cultural Liveability*

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NIL	

TEA BREAK

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MEETING CLOSED

1. Opening Prayer

The Opening Prayer was read by the Mayor.

Recognition of Traditional Landholders

The Recognition of Traditional Landholders was read by the Mayor.

2. Apologies for Absence

Cr Rohan Fitzgerald - Dunbar Ward

3. Declaration of Interests

NIL

4. Adoption of Minutes

Moved: Cr White

Seconded: Cr Lougheed

That Council adopts the Minutes of the Ordinary Council Meeting held on 20 July 2009 (CM 299), relating to those items discussed in open Council.

CARRIED UNANIMOUSLY

GOVERNANCE

11.6.1 **AUDIT COMMITTEE REPORT**

AUTHOR: General Manager Governance
(ATTACHMENT – YES)

1. PURPOSE

The purpose of this report is to provide Council with draft minutes of the Audit Committee meeting held on 18 June 2009 for information as required under the Audit Committee Charter.

2. DECLARATION OF INTERESTS

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

3. POLICY IMPLICATIONS

This report is consistent with Council's Latrobe 2021 vision document and the Council Plan 2009-2013.

Latrobe 2021 and Council Plan 2009-2013

Strategic Objective - Governance

To ensure governance and leadership through a strong commitment and adherence to democratic and legislative requirements.

Community Outcome - Legislative Governance

By ensuring adherence to legislative requirements.

Strategic Action

Ensure compliance with the *Local Government Act 1989*.

Policy - Audit Policy 09 POL-3

The role of the Audit Committee is to assist Council in the discharge of its responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.

4. **BACKGROUND**

Council operates an Audit Committee in accordance with Section 139 of the *Local Government Act 1989*.

The role of the Audit Committee is to assist Council in the discharge of its responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.

The membership of Council's Audit Committee comprises two externally appointed independent members and two Councillors. The Audit Committee meets four times each year and operates in accordance with Council's Audit Policy and the Audit Committee Charter.

The Audit Committee reports directly to Council and as such draft minutes of all Audit Committee meetings will be presented to Council at the next available Council meeting following each Audit Committee meeting.

5. **ISSUES**

A copy of the draft minutes of the Audit Committee meeting held on 18 June 2009 is attached.

The items reviewed and discussed at the meeting on 18 June 2009 included the April 2009 Performance Report, the internal audit program, bad debt report, the management letter from the Auditor General in relation to the interim financial audit 2008/09 and the Audit Committee Charter and other matters that were appropriate to keep the Audit Committee informed.

6. **FINANCIAL AND RESOURCES IMPLICATIONS**

The Audit Committee recommended that Council write off bad debts totalling \$4,683.93 and this was presented to Council as a separate report for the 20 July 2009 meeting of Council.

7. **INTERNAL/EXTERNAL CONSULTATION**

The Audit Committee comprises two independent members and two Councillors. Both external and internal audit representatives were in attendance at the Audit Committee meeting together with relevant senior staff.

8. OPTIONS

Council has the following options:

1. Council may receive and note the report; or
2. Council may seek further information in relation to the report.

9. CONCLUSION

A copy of the draft minutes of the Audit Committee meeting held on 18 June 2009 have been provided to Council in accordance with the Audit Policy and the Audit Committee Charter.

10. RECOMMENDATION

That Council receives and notes the Audit Committee draft minutes of the 18 June 2009 Audit Committee meeting.

Moved: Cr Middlemiss

Seconded: Cr White

That the Recommendation be adopted.

CARRIED UNANIMOUSLY

ATTACHMENT

Latrobe City Council
DRAFT
Minutes of Audit Committee Meeting
Held at 10.00am Thursday, 18 June 2009
Nambur Wariga Room, Morwell HQ

<u>Agenda Item</u>		<u>Resp</u>
Present	Mr Richard McDowell (Chairman), Mr Ron Gowland, Cr Rohan Fitzgerald (arrived at 10.20 am), Cr Bruce Lougheed (for Cr Graeme Middlemiss)	
In Attendance	Mr Paul Buckley (CEO Latrobe City Council), Ms Liz Collins (Manager Finance), Cr Sharon Gibson, Cr Sandy Kam, Mr Joe Said (Internal Auditor), Ms Priyanaka Narayan (Auditor Generals Office), Mr David Fraser (Oakton AA Services Pty Ltd)	
1. Apologies	Mr Tim Johnson (General Manager Governance), Cr Graeme Middlemiss	
2. Declaration of Interest	Mr Richard McDowell called for any conflict of interest before the meeting commenced. No conflict of interest expressed.	
3. Adoption of Minutes	Mr R Gowland and Mr R McDowell moved: That the minutes of the meeting held on 14 May 2009 be confirmed. Carried	
4. Actions Arising	Liz Collins provided an update on the status of the items on the action sheet. It was noted that all current items had been completed with only those items identified for completion by the September meeting outstanding.	EC
5. April 2009 Performance Report	Mr Richard McDowell commented that this is a very comprehensive report and suggested having a summary of the report which focused on the "Yellow" and "Red" projects. It was noted that this will be provided as an additional report for each Audit Committee meeting. Mr Paul Buckley spoke to the report. Questions were raised by Cr Gibson and Cr Fitzgerald. Mr Paul Buckley responded and answered their queries. It is noted that reference to the EPA Audit on the landfill is an audit conducted by the EPA. Ms Liz Collins spoke to the Monthly Finance Report. Report noted.	MF

<u>Agenda Item</u>		<u>Resp</u>
6. Internal Audit – Program 09/10	<p>Mr David Fraser spoke to the report.</p> <p>Mr David Fraser advised that he will be meeting with Council officers as part of the review of the priorities for the program for the next three years. Once the program has been reviewed a copy will be provided to members of the Audit Committee and Councils Executive Team.</p> <p>Mr David Fraser also advised that the Financial Controls internal audit will be conducted in July 2009.</p> <p>Mr Ron Gowland enquired whether a Purchasing/Tendering internal audit should be included in the draft program. Mr David Fraser advised that this would be considered, but a procurement review had been undertaken 12 months ago.</p> <p>It was also noted that a copy of all internal audit scopes would be provided to members of the Audit Committee and Councils Executive Team</p> <p>Report noted.</p>	<p>EC</p> <p>EC</p>
7. Bad Debt Report	<p>Mr Richard McDowell and Mr Ron Gowland moved:</p> <p>That the bad debts totalling \$4,683.93, presented to the Audit Committee, be recommended to Council for write off.</p> <p>Carried</p>	EC
8. Management Letter – Interim Financial Audit 08/09 – Auditor General	<p>Ms Priyanaka Narayan spoke to the report. It was noted that the issues raised had been addressed by management. The final audit in August 2009 will be checking that the recommended controls are in place.</p>	EC
9. Audit Committee Charter Review	<p>The Audit Committee, having reviewed the current Audit Committee Charter, identified only one change. This change related to item 2.4 Reporting. It was suggested that the draft minutes of each Audit Committee meeting be forwarded to the next available ordinary meeting of the Council, rather than the minutes being forwarded to the next ordinary meeting of the Council. This change will allow the report to Council to slot into the report preparation timelines required for all Council reports.</p> <p>Mr Richard McDowell and Mr Ron Gowland moved:</p> <p>That Council be requested to approve the recommended amendments to the Audit Committee Charter.</p> <p>Carried</p>	EC

<u>Agenda Item</u>		<u>Resp</u>
10. Other	<p>(a) Cr Fitzgerald commented that at the last Audit Committee meeting he raised two issues that required following up with Mr Tim Johnson. The issues were Due Diligence of the Moe Activity Centre and the Council budget process – evaluate the budget process. It was noted that these two items are to be dealt with outside of the Audit Committee meeting and that a meeting will be arranged with Mr Tim Johnson and Cr Fitzgerald to further discuss the matters raised.</p> <p>(b) Mr David Fraser advised that he will no longer be Oakton AA Services representative for management of Latrobe City Councils internal audit and that Mr Joe Said will now be the representative.</p> <p>Mr Richard McDowell acknowledged the contribution of Mr David Fraser to the Audit Committee and the role internal audit has played at Latrobe City Council since Oakton AA Services were appointed as internal auditors.</p> <p>Mr Paul Buckley and Cr Lougheed also thanked Mr David Fraser for his advice and service to the Audit Committee and Council over the years.</p>	TJ
11. Next Meeting	<p>The tentative date for the next meeting has been is Thursday, 3 September 2009.</p> <p>There being no further business, the meeting closed at 11.20 am.</p>	

ORGANISATIONAL EXCELLENCE

11.7.1 COMMUNITY ENGAGEMENT PLAN - LATROBE 2026 AND THE COUNCIL PLAN 2010-2014

AUTHOR: General Manager Organisational Excellence
(ATTACHMENT – YES)

1. PURPOSE

The purpose of this report is to seek Council's adoption of the Community Engagement Plan for the development of Latrobe 2026: The Vision for Latrobe Valley and the Council Plan 2010 2014: Council's Response to Latrobe 2026.

2. DECLARATION OF INTERESTS

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

3. POLICY IMPLICATIONS

This report is consistent with Council's Latrobe 2021 vision document and the Council Plan 2009-2013.

Latrobe 2021

Strategic Objective – Community Capacity Building

To empower the community through enhancing community advocacy, leadership, partnerships, inclusiveness and participation.

Community Outcome – Advocacy and Leadership

By maintaining an understanding of issues of local importance, Latrobe City Council will provide leadership in addressing such issues. Where appropriate, Latrobe City Council will advocate on behalf of the community and will ensure that the community is represented.

Strategic Action

Support research and analysis of issues of emerging community concern and develop strategies to address those issues.

Strategic Objective – Governance

To ensure governance and leadership through a strong commitment and adherence to democratic processes and legislative requirements.

Community Outcome – Legislative Compliance

By ensuring adherence to legislative requirements.

Strategic Action

Ensure compliance with the Local Government Act.

Council Plan 2009-2013

Review Latrobe 2021, and present a revised version of the long-term strategic vision to Council for consideration.

Prepare the Council Plan annually, present to Council for consideration and submit to the Minister for Local Government within the legislated time frame.

Community Engagement Policy and Strategy

An engagement or consultation plan will be developed for every significant project, policy development and strategy.

4. BACKGROUND

Latrobe 2021: The Vision for Latrobe Valley is the long-term vision for development of the community. It is a joint vision for Council and the community, developed through in-depth consultation with the community and other stakeholders.

A series of strategic objectives, community outcomes and actions have been identified to achieve the vision of a vibrant region, a caring and enterprising community, a harmonious community, and a sustainable, safe, secure region.

In developing services and programs for the community, Latrobe City Council has been guided by the four strategic objectives of Latrobe 2021: Sustainability, Liveability, Governance and Community Capacity Building. The fifth internal objective of Organisational Excellence was also developed, and focuses on Latrobe City Council's ability to deliver on the four strategic objectives.

Latrobe 2021 was adopted by Council on 6 December 2004, and later revised to include some minor amendments in January 2006. Following the adoption of Latrobe 2021, Latrobe City Council developed an Integrated Planning Framework to ensure that all Council actions, policies and strategies work towards achieving the Latrobe 2021 vision. The Integrated Planning Framework comprises a series of corporate and strategic planning tools to implement the vision. This framework includes the Latrobe 2021 vision, the Latrobe 2021 Report Card, the four-year Latrobe City Council Plan which is revised annually, and the Latrobe City Annual Report.

5. **ISSUES**

Reasons for the project:

The social, environmental and economic situation of the Latrobe Valley has experienced various and significant changes since the development of Latrobe 2021: The Vision for Latrobe Valley.

Growing uncertainty regarding the effects of climate change together with the scheduled introduction of the federal government's Carbon Pollution Reduction Scheme, are expected to have a significant impact on the future of the Latrobe Valley. Similarly, influences resulting from the global financial crisis are being felt across the country. With these notable changes to our environment, the priorities and aspirations of our community have also shifted since 2004.

Similarly, the population and demographics of Latrobe City have experienced change since 2004. Population has grown by 4.6% since the development of Latrobe 2021. This pattern of growth is expected to continue into the future, with population projections developed by both the Department of Planning and Community Development and Latrobe City Council forecasting similar trends. As the municipality continues to expand and develop, resources and infrastructure requirements will also be impacted.

Thus revising the community vision is critical in ensuring that it is reflective of the changing environment and community aspirations. Latrobe City Council must also continue to ensure that it is responsive to the priority areas contained within the vision. The Council Plan 2010-2014 will therefore be developed as a strategic response to the revised vision. This will ensure that the Integrated Planning Framework continues to set priorities and context for the organisation.

The development of a revised community vision, and subsequent Council Plan will:

- Update the community vision to ensure it is reflective of the current community aspirations, based on the present social, economic and environmental circumstances, and aligned with the existing strategic planning environment for our region.
- Identify the key stakeholders that contribute to the vision of the Latrobe community, together with a summary of the role each plays in their contribution towards the community outcomes identified.
- Generate and consolidate Latrobe City Council's overarching strategic documentation in its entirety that establishes a strong connection to achieving the community vision.

As the Latrobe 2026 vision and Council Plan 2010-2014 will become the critical documents underpinning Latrobe City Council's Integrated Planning Framework, it is essential that the combination of these documents:

- Address the development needs of Latrobe City from a social, environmental and economic perspective.
- Identify Council's responsibility across the broad span of the strategic and operational areas, providing unambiguous direction to the organisation.
- Serve as a strong foundation from which Council can make effective decisions regarding priority areas, specifically in relation to setting the annual budget.
- Is presented in an understandable and uncomplicated format, ensuring ease of interpretation and clear guidance is provided.

Development Process:

Successful community engagement for a project of this size and complexity is a challenging task, specifically in relation to engaging a broad community representation and achieving community ownership of the end product.

The development of a robust and effective Community Engagement Plan to support the project is essential.

Community Engagement Plan:

The objective of the Community Engagement Plan is to maximise the opportunities to:

- **Gather information** around people's aspirations and needs, their suggestions, recommendations and other questions identified in relation to the project;
- **Disseminate information** around process timelines, what people can expect from the process, information that might support informed involvement and other process information as relevant;
- **Engage, not just consult** by attending to all project elements in a way that will respect participants' needs as well as create opportunity for citizens to contribute to the continued building of a positive, active and dynamic municipality;
- **Create vision** in ways that balance professional and lay advice and that reflect the 'practical' requirements of these strategic planning tools while letting people co-create a 'vision' for the future and influence local government activity;
- **Facilitate 'preferred futures' negotiation** in which various stakeholders will have various opportunities to come together – in geographies of location and of interest – to develop collective vision, recommendations, issues prioritising, ideas for action; and
- **Facilitate inclusive community-based consultation** to enable the traditionally excluded or silent voices, such as children, people of cultural and linguistically diverse backgrounds, and people with disabilities, to participate.

The proposed Community Engagement Plan is attached to this report. An outline of the activities included in the plan is summarised below:

- Community researcher/facilitator team
- Week with a camera
- OurFuture2026 website
- OurFuture2026 Survey
- OurFuture2026 'Table of Eight' Network
- Guided tour/Community mapping
- Professional stakeholder focus groups
- Action planning workshop

It is anticipated that implementation of the Community Engagement Plan will commence in mid August and continue through to mid September. This ensures that the community engagement activities outlined in the plan will not conflict with the school holiday period (21 September to 2 October 2009).

6. **FINANCIAL AND RESOURCES IMPLICATIONS**

Implementation of the draft Community Engagement Plan is estimated at \$40,000, which is within the 2009/10 budget allocation for this project.

7. **INTERNAL/EXTERNAL CONSULTATION**

Engagement Method Used:

On the 20 July 2009, a 'Mini Search Conference' was conducted, to explore the various community engagement options, suggestions and feedback from a range of internal and external stakeholders. The 21 participants on the day included members of the Councillor Community Engagement Reference Group, Latrobe 2026 Project Control Group, the Deputy Mayor and Councillors of the Latrobe City Youth Council, together with council officers that were selected to represent the diversity of the strategic objectives and community outcomes contained in Latrobe 2021. Some additional council officers and members of the community were also invited to participate in the Mini Search Conference, with the specific intention of bringing a voice to the table for some communities that have traditionally proved challenging to engage with.

During the four hour workshop, the Mini Search Conference participants:

- were presented a visualisation of how Latrobe City might look in the future;
- discussed their thoughts on Latrobe City as it looks today;
- offered their ideas on potential methods and processes for engaging different communities; and
- shared suggestions for achieving desired outcomes and ensuring useful information is obtained.

Details of Community Consultation / Results of Engagement:

Following the Mini Search Conference, the different views and suggestions that were presented have been consolidated into a draft Community Engagement Plan for the development of Latrobe 2026: The Vision for Latrobe Valley and the Council Plan 2010-2014: Council's Response to Latrobe 2026.

8. OPTIONS

Council has the following options in relation to the Community Engagement Plan for the development of Latrobe 2026 and the Council Plan 2010-2014:

1. Adopt the proposed Community Engagement Plan;
2. Amend the proposed Community Engagement Plan prior to adoption; or
3. Not adopt the Community Engagement Plan.

9. CONCLUSION

Latrobe 2021: The Vision for Latrobe Valley is the long-term vision for development of the community. Following the adoption of Latrobe 2021, Latrobe City Council established and implemented the Integrated Planning Framework to ensure that all Council actions, policies and strategies work towards achieving the Latrobe 2021 community vision.

The social, environmental and economic situation of the Latrobe Valley has experienced various changes since the development of Latrobe 2021: The Vision for Latrobe Valley. With this in mind, it is essential that the community vision is regularly revised to ensure that it remains reflective of the current environment and community aspirations. Furthermore, Latrobe City Council needs to ensure it appropriately responds to the priority areas contained within the community vision.

As the Latrobe 2026 vision and Council Plan 2010-2014 will become the critical documents underpinning Latrobe City Council's Integrated Planning Framework in the future, it is essential that a robust and effective Community Engagement Plan is used in the review of these community and corporate planning tools.

The proposed Latrobe 2026 and Council Plan 2010-2014 Community Engagement Plan derived from the outcomes of the Mini Search Conference; an event that explored various different community engagement methods and suggestions, offered by the internal and external participants in attendance.

10. RECOMMENDATION

That Council adopts and implements the Latrobe 2026 and Council Plan 2010-2014 Community Engagement Plan.

Moved: Cr White

Seconded: Cr Vermeulen

That the Recommendation be adopted.

CARRIED

For the Motion

Councillors White, Middlemiss, Vermeulen, Price, Kam, Lougheed and O'Callaghan

Against the Motion

Councillor Gibson

The Mayor confirmed that the Recommendation had been CARRIED

ATTACHMENT

**LATROBE 2026 AND COUNCIL PLAN 2010-2014
COMMUNITY ENGAGEMENT PLAN**

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13. TEA BREAK

Adjournment of Meeting

The Mayor adjourned the Meeting at 7.11 pm for a tea break.

Resumption of Meeting

The Mayor resumed the Meeting at 7.22 pm.

Meeting Closed to the Public

The Meeting Closed to the Public at 7.22 pm.