



# LATROBE CITY COUNCIL

## MINUTES FOR THE ORDINARY COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 6.00 PM ON  
03 OCTOBER 2016

CM490

**PRESENT:**

<b>Councillors:</b>	Cr Michael Rossiter, Mayor	East Ward
	Cr Sharon Gibson, Deputy Mayor	West Ward
	Cr Graeme Middlemiss	Central Ward
	Cr Christine Sindt	Central Ward
	Cr Dale Harriman	East Ward
	Cr Sandy Kam	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Darrell White	South Ward
	Cr Peter Gibbons	West Ward
<b>Officers:</b>	Gary Van Driel	Chief Executive Officer
	Sara Rhodes-Ward	General Manager Community Services
	Phil Stone	General Manager City Development
	Sarah Cumming	General Manager Corporate Services
	Steven Piasente	General Manager Infrastructure & Recreation
	Amy Phillips	Coordinator Governance
	Kylie Stockdale	Governance Officer

**TABLE OF CONTENTS**

<b>1. OPENING PRAYER.....</b>	<b>3</b>
<b>2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND .....</b>	<b>3</b>
<b>3. APOLOGIES AND LEAVE OF ABSENCE.....</b>	<b>3</b>
<b>4. DECLARATION OF CONFLICT OF INTEREST .....</b>	<b>3</b>
<b>5. ADOPTION OF MINUTES .....</b>	<b>3</b>
<b>6. ACKNOWLEDGEMENTS.....</b>	<b>3</b>
6.1 Letter of Acknowledgement .....	3
6.2 Letter of Acknowledgement .....	4
<b>7. PUBLIC QUESTION TIME.....</b>	<b>4</b>
<b>8. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION/QUESTIONS ON NOTICE .....</b>	<b>5</b>
<b>9. NOTICES OF MOTION.....</b>	<b>50</b>
9.1 2016/28 - Capital Expenditure and Grants.....	50
<b>10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION .....</b>	<b>52</b>
10.1 Planning Scheme Amendment C85 - Crinigan Road, Morwell .....	52
<b>11. CORRESPONDENCE .....</b>	<b>59</b>
<b>12. PRESENTATION OF PETITIONS .....</b>	<b>61</b>
<b>13. CHIEF EXECUTIVE OFFICE.....</b>	<b>63</b>
<b>14. CITY DEVELOPMENT.....</b>	<b>65</b>
14.1 Annual Report for Development Contribution Plans .....	65
14.2 Review of the Performance of the Statutory Planning Function in the 2015/16 Financial Year .....	83
<b>15. INFRASTRUCTURE AND RECREATION.....</b>	<b>101</b>
<b>16. COMMUNITY SERVICES.....</b>	<b>103</b>
16.1 Annual Report 2015-16.....	103
<b>17. CORPORATE SERVICES .....</b>	<b>264</b>
17.1 Assemblies of Councillors.....	264

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

**18. URGENT BUSINESS.....287**

**19. MEETING CLOSED TO THE PUBLIC .....289**

19.1 Confidential Items Held Over .....289

19.2 Piggery Road Boolarra Project Completion Report.....289

19.3 Presentation of the Audit and Risk Committee Minutes.....289

19.4 Bad Debts Report - August 2016 .....289

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)****1. OPENING PRAYER**

The Mayor read the opening prayer.

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

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

**3. APOLOGIES AND LEAVE OF ABSENCE**

Nil.

**4. DECLARATION OF CONFLICT OF INTEREST**

Nil.

**5. ADOPTION OF MINUTES****MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Sindt

**That the minutes of the Ordinary Council Meeting held on 12 September 2016 be confirmed.**

**CARRIED UNANIMOUSLY**

**6. ACKNOWLEDGEMENTS****6.1 LETTER OF ACKNOWLEDGEMENT****MOTION**

**Moved:** Cr Gibbons

**Seconded:** Cr Gibson

**That Council writes a letter to the Newborough Bulldogs Football Club congratulating them on their recent Grant Final win.**

**CARRIED UNANIMOUSLY**



**6.2 LETTER OF ACKNOWLEDGEMENT**

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Gibson

**That Council writes a letter to Laurie and Gil Powter of Lyndale Poultry Farm thanking them for their 50 years of business in Latrobe City and their support for local jobs, local people, and the local community.**

**CARRIED UNANIMOUSLY**

**7. PUBLIC QUESTION TIME**

Nil.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

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

Council Meeting Date	Item	Resolution	Status Update
<b>City Development</b>			
27 July 2015  City Development	Latrobe Performing Arts and Convention Centre Review	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Not make a funding application to the National Stronger Regions Fund Round 2 for the Latrobe Performing Arts Centre.</li> <li>2. Implement all of the resolutions of Council in relation to the Latrobe Performing Arts Centre such as full business case and functional concept design to support future State and Federal funding applications.</li> <li>3. Receives a report outlining State Government funding opportunities and recommendations on applying for funding through National Stronger Regions Fund Round 3.</li> </ol>	<p><b>Complete 15 July 2016</b> Following the return of the Coalition Government, Council is awaiting formal confirmation of Federal Government funding and conditions of grant.</p> <p>A report was presented to Council on 08 February 2016.</p> <p><b>31 August 2016</b> \$30 million in funding commitments now confirmed - \$10 million from each level of government.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>26 October 2015</p> <p>City Development</p>	<p>2015/20 - Traralgon Court House Status Update</p> <p><b>(continued below)</b></p>	<p>That a report be brought back to Council on the status of the plans for the Traralgon Court House.</p> <p>That the report includes:</p> <p>(a) the options on how Council proposes to fund the plans; and</p> <p>(b) the actions for 2015/16 and any actions proposed for 2016/17</p>	<p>Officers will prepare a report for Council meeting in May</p> <p><b>05 February 2016</b> Preparation of report is on schedule.</p> <p><b>28 Apr 2016</b> A report will be presented to the Briefing Meeting on 9 May 2016.</p> <p><b>11 May 2016</b> Accurate costings will now be obtained from a Quantity Surveyor regarding the construction of a new toilet block, deck and doorway to the existing building. When final costings are known, a report will be brought back to a Councillor Briefing.</p> <p><b>15 July 2016</b> A report will be prepared for the Councillor Briefing (1) on 8 August 2016.</p> <p><b>09 August 2016</b> The report has been rescheduled to the Councillor Briefing (2) on 15 August 2016.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
26 October 2015  City Development	2015/20 - Traralgon Court House Status Update  <b>(continued)</b>	As above	<b>31 August 2016</b> A report is being presented to the Council Meeting on 12 September 2016 to advance this project.  <b>19 September 2016</b> Council passed a 10-point resolution at its Meeting on 12 September 2016 to advance works on the Traralgon Court House.
26 October 2015  City Development	Economic Development Engagement Plan	That Council:  1. Approves the 2015/16 Economic Development Engagement Plan to improve information sharing and active communication with Council staff, investors, government, business and industry leaders.  2. Receives quarterly reports during the 2015/16 financial year on the activities of the Economic Development Engagement Plan, and  3. Receives a report in September 2016 detailing the annual results of the Economic Development Engagement Plan.	<b>05 February 2016</b> The Economic Development Engagement Plan Quarterly report was presented to Council in February 2016. Report to be presented to the Ordinary Council Meeting on 29 February 2016.  <b>10 March 2016</b> The next quarterly report will be presented to Council in May 2016.  The annual report will go to Council for consideration in September 2016.  <b>28 April 2016</b> The Economic Development Engagement Plan was presented to Council on 29 February 2016.  <b>20 September 2016</b> The annual report has been rescheduled to 05 December 2016.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
07 December 2015  City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China  <b>(continued below)</b>	That Council:  1. Supports the consideration of an allocation of Council resources to complement the Gippsland Campus of Federation University Australia proposed initiatives with Latrobe City's Sister City, Taizhou China.  2. Requests a further report be brought back in 2016, in accordance with the Sister Cities Policy.	Email correspondence has recently taken place with the Taizhou Foreign Affairs Officer in relation to a proposed Educational Marketing Campaign in Taizhou and also a possible Taizhou Foreign Affairs Officer secondment for 8 weeks in February/March 2016. However, due to time constraints it is unlikely that the secondment will come to fruition.  Initial feedback on the marketing campaign was positive; we are waiting to hear more information in coming weeks. Positive feedback from the Taizhou Foreign Affairs office indicates that the Federation University marketing campaign in Taizhou is a real possibility. Further conversation will be held once Dr Harry Ballis returns from overseas in late January.  <b>05 February 2016</b> Contact will be made this month with Dr Ballis.  <b>09 March 2016</b> Correspondence has been sent to the Taizhou Government. Further information will be provided once a response is received.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
07 December 2015  City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China  <b>(continued)</b>	As above	<p><b>10 March 2016</b> During April 2016, Federation University Australia, Gippsland Campus is embarking on another marketing campaign to Taizhou, China. The purpose of the visit will be to further progress the collaborative partnerships with Taizhou Polytechnic, Taizhou University and Taizhou High Schools with the aim of establishing programs and exchanges for mutual benefits.</p> <p>The delegation is planned for 18th to 22 April 2016, will focus on finalising collaborative partnership initiatives, showcase Federation University Australia Gippsland and Latrobe City as a destination of choice for Taizhou students and their families.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
07 December 2015  City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China  <b>(continued)</b>	As above	<b>08 June 2016</b> The delegation occurred from 18 to 22 April 2016, which focused on finalising collaborative partnership initiatives, showcasing Federation University Australia Gippsland and Latrobe City as a destination of choice for Taizhou students and their families. It is anticipated that a delegation of high level education representatives will visit Latrobe City late in the 2016 calendar year and Federation University are planning for students in 2017.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>07 December 2015</p> <p>City Development</p>	<p>Planning Scheme Amendment C85 - Crinigan Road, Morwell</p> <p><b>(continued below)</b></p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Defer the consideration of Amendment C85 until advice has been received from the landowner on how they wish to proceed with the amendment.</li> <li>2. That a report outlining the next steps be presented to Council no later than 30 October 2016.</li> <li>3. Advises those persons who made written submissions to Amendment C85 of Council's decision</li> </ol>	<p>The land owner has been advised of Council's decision, and are now considering their options. No further action will be undertaken until further advice from the landowner has been received.</p> <p><b>05 February 2016</b> The landowner (Hancock Victorian Plantations) has been contacted recently and has advised they are yet to make a decision pending a future HVP Board meeting. Further advice from the landowner is expected by the end of March.</p> <p><b>30 March 2016</b> The landowner (Hancock Victorian Plantations) have advised that they require more time to consider their options. The HVP Board have requested further information be sought prior to a decision being made. Further advice from HVP is expected in the coming months.</p> <p><b>08 April 2016</b> Submitters to Amendment C85 were notified of Council's resolution on 11 December 2015.</p>



**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>07 December 2015</p> <p>City Development</p>	<p>Planning Scheme Amendment C85 - Crinigan Road, Morwell</p> <p><b>(continued)</b></p>	<p>As above</p>	<p><b>08 and 29 June 2016</b> No further update to provide. Advice from HVP is still pending.</p> <p><b>04 August 2016</b> Advice from HVP is still pending. A letter to HVP Plantations requesting a formal response be provided by 12 August 2016 was sent on 2 August 2016. A report providing an update on the progress of Amendment C85 will be tabled at the 12 September 2016 Ordinary Council Meeting.</p> <p><b>31 August 2016</b> A solicitor firm acting on behalf of HVP formally advised Latrobe City Council on 12 August 2016 that their client wishes to proceed with Amendment C85. A report outlining the next steps will be presented to Council at the 3 October 2016 Ordinary Council Meeting.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
02 May 2016  City Development	Proposed Livestock Selling Facility	That Council:  1. Complete a pre-feasibility study into the establishment of a Livestock Sales Facility within the municipality.  2. That a further report outlining the results of the pre-feasibility study be presented to Council.	<b>Complete</b> <b>11 May 2016</b> Officers are currently in the process of drafting a brief in order to go to market for a pre-feasibility study.  <b>10 August 2016</b> A report will be presented to the 22 August 2016 Ordinary Council Meeting.  <b>05 September 2016</b> A report was presented to Council on 22 August 2016.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>23 May 2016</p> <p>City Development</p>	<p>2016/10 - Impact Of Proposed Great Forest National Park</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Requests that the Chief Executive Officer prepares a report on the Assessment of the Economic and Social Impacts of the Proposed Great Forest National Park to the Latrobe City Municipality;</li> <li>2. Requests that the Mayor writes to the Premier and the Minister for Energy, Environment and Climate Change and to express our disappointment that there is no local government voice on the taskforce looking at the Great Forest National Park. That the Mayor request that either MAV or Timber Towns Victoria are given a position on this taskforce.</li> </ol>	<p><b>Complete</b></p> <p><b>08 June 2016</b> A report is being prepared that includes the economic value of the timber industry in Gippsland and Latrobe City LGA. The report will be included in a Council report providing the information and the option to undertake detailed economic and social research at additional cost and timeframe.</p> <p>Letter will be drafted at conclusion of report preparation.</p> <p><b>30 June 2016</b> Report being drafted for a future Council Meeting.</p> <p><b>10 August 2016</b> A report is being presented to the 22 August 2016 Council Meeting.</p> <p><b>20 September 2016</b> A report was presented to the 22 August 2016 Council Meeting.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
23 May 2016  City Development	Consideration of the Recommendations of the Panel Report for Amendment C87  <b>(continued below)</b>	That Council defers Amendment C87 Part B (Urban Amenity Buffer), in accordance with Section 29 of the Planning & Environment Act, 1987 until a report on further options relating to C87 Part B (Urban Amenity Buffer) be presented to Council and if necessary, seeks an extension of time from the Minister of Planning.	<p><b>Complete</b>  <b>20 July 2016</b>  Council adopted C87 Part A and C on 23 May 2016.  Council deferred C87 Part B until a report on further options can be presented to Council.</p> <p><b>21 July 2016</b>  Letters to relevant Ministers regarding coal issues are pending current discussions with DEDJTR as these discussions may inform the drafting of these letters.</p> <p><b>11 August 2016</b>  Council, EPA, AP workshop held on 8 August 2016 to discuss UAB options. Workshop outcomes are to inform a future Council Report.</p> <p><b>29 August 2016</b>  Council Report being drafted. Councillor Briefing scheduled for 29 August 2016. Meetings scheduled to be held with Morwell North, Traralgon West, and Tyers South community groups during week of 29 August 2016.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
23 May 2016  City Development	Consideration of the Recommendations of the Panel Report for Amendment C87  (continued)	As above	<p><b>09 September 2016</b> Councillor Briefing held on 29 August 2016. Officer meetings held with Morwell North and Traralgon West Community Groups on 30 August 2016 and with Traralgon South landowners on 31 August 2016. Council Report to be considered at 12 September 2016 Council Meeting.</p> <p><b>21 September 2016</b> C87 Part B adopted by Council on 12 September 2016 and planning scheme amendment documents are to be lodged with the Minister for approval over the next few weeks.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
20 June 2016  City Development	2016/12 - Future Economic Development of Latrobe City  <b>(continued below)</b>	<p>That Council, as a result of the increasing community concern around media speculation on the future of the Latrobe Valley based brown coal electricity generation industry;</p> <ol style="list-style-type: none"> <li>1. Convenes a meeting within one month of all government, semi-government, union, community and business organisations who have been identified as preparing proposals for the future economic development of Latrobe City; and</li> <li>2. Invites each organisation to give a brief presentation of their proposals, in order to avoid duplication of efforts around economic development in Latrobe City; and</li> <li>3. Invites the Premier to open the meeting and outline the State position on this issue; and</li> <li>4. Invites observers from relevant organisations to the meeting; and</li> </ol>	<p><b>30 June 2016</b> Forum has been organised for 27 July 2016. State Government Ministers will attend. Community groups invited to present and participate in workshop.</p> <p><b>11 August 2016</b> The Community Conversation was held on 21st July at the Italian Social Club. Approximately 100 people attended this session.</p> <p>Ministers Wade Noonan and Jaala Pulford attended a briefing session with Councillors, business leaders and agencies on the 27 July 2016.</p> <p>As per Council resolution, a Positioning paper is being prepared and will be presented to a Briefing as soon as possible.</p> <p><b>20 September 2016</b> The Position Paper was presented at a Briefing on 05 September 2016. A further report will be presented to Council .</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
20 June 2016  City Development	2016/12 - Future Economic Development of Latrobe City <b>(continued)</b>	5. Requests a Positioning Paper be produced incorporating the direction and issues identified, and that this paper to be used as the basis of further meetings to coordinate and accelerate economic development in Latrobe City; and  6. Requests a report be presented to Council to consider adoption of the Positioning Paper as soon as practicable.	As above

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
20 June 2016  City Development	2016/13 - Remembrance Day And ANZAC Day Road Closures	That Council:  1. Covers the cost associated with the Latrobe City RSL's road closures for Remembrance Day 2016;  2. Continues to lobby the State and Federal Governments to cover the ongoing costs associated with ANZAC and Remembrance Day; and  3. Seek a further report regarding options to support these events in future years.	<b>29 June 2016</b> Following the Notice of Motion at the Council Meeting on 20 June 2016, Council will cover the cost of RSL road closures for Remembrance Day 2016. Accordingly, the Events Team is in the process of engaging a contractor to undertake the Morwell Remembrance Day Road Closure and has submitted notification to LV Bus Lines and PTV, and will be taking a copy of the 2016 Remembrance Day Public Transport Traffic Management Plan to the Morwell RSL for sign off today.  <b>31 August 2016</b> A report regarding ANZAC Day and Remembrance Day commitments from 2017 will be prepared for Council's consideration.



**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>20 June 2016</p> <p>City Development</p>	<p>Proposed - Community Amenity Local Law No.2 2016</p> <p><b>(continued below)</b></p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Gives notice of its intention to make the Community Amenity Local Law No.2 2016, replacing Community Amenity Local Law No. 2 2009, as outlined in the Local Law Community Impact Statement.</li> <li>2. Gives notice in the Victorian Government Gazette and by public notice in the local newspapers of its intention to make Local Law No. 2 2016, stating the purpose and general support of the draft Community Amenity Local Law No. 2 2016 and advising that any person affected by the proposed Local Law may make a submission relating to the proposed Local Law under Section 223 of the <i>Local Government Act 1989</i>;</li> </ol>	<p><b>Complete</b></p> <p><b>19 July 2016</b></p> <p>A report to consider submissions from the community during the consultation process at the Ordinary Council Meeting 22 August 2016. To date, one submission has been received seeking clarification and one submission has been received suggesting a minor change to one clause.</p> <p><b>23 August 2016</b></p> <p>Adopted at Ordinary Council Meeting 22 August 2016</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>20 June 2016</p> <p>City Development</p>	<p>Proposed - Community Amenity Local Law No.2 2016 <b>(continued)</b></p>	<p>3. In accordance with Section 223 of the <i>Local Government Act 1989</i>, considers and hears submissions received regarding the proposed Community Amenity Local Law No. 2 2016, at an Ordinary Meeting of Council to be held on 22 August 2016, at 6.00 pm, in the Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell; and</p> <p>4. That a copy of the proposed draft Community Amenity Local Law No. 2 2016 be made available at Latrobe City's Customer Service Centres and Libraries, during their respective hours of operation, and on Council's website from 23 June 2016.</p>	<p>As above</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>11 July 2016  City Development</p>	<p>Installation Of CCTV Head Street Traralgon - Dumped Rubbish</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Make a resolution approving the installation of CCTV at 135 Argyle Street Traralgon to allow Latrobe City Local Laws Officers to conduct an investigation in accordance with the <i>Environment Protection Act 1970</i>.</li> <li>2. A sign be installed in the area informing the community of the installation of the CCTV units.</li> <li>3. A further report be presented to Council at the conclusion of the trial period to report on the effectiveness of this action and any subsequent prosecution in progress.</li> </ol>	<p><b>19 July 2016</b> Arrangements are currently being discussed with staff from the depot to install the CCTV hardware. Signage has been ordered to clearly advise the community about the cameras.</p> <p><b>10 August 2016</b> CCTV cameras to be installed and signage erected by Friday 19 August.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
01 August 2016  City Development	Considering Planning Panel Report for Planning Scheme Amendment C93 - Ashworth Drive	That Council:  1. Defers consideration of the Planning Panel report for Planning Scheme Amendment C93 – Ashworth Drive until the next Council meeting to be held on 22 August 2016; and  2. Organises a meeting with the residents of Ashworth Drive, Councillors and Council Officers in the next week.	<b>Complete</b> <b>03 August 2016</b> Report to be presented to Council on 22 August 2016  <b>11 August 2016</b> Meeting was held with Ashworth Drive residents, councillors and council officers on 9 August 2016. The deferred report will be tabled at the 22 August 2016 Ordinary Meeting of Council.  <b>31 August 2016</b> A report was presented to Council on 22 August 2016.
22 August 2016  City Development	Urgent Matter: Regional Victorian Cities Delegation to China 19-23 September 2016	That Council:  1. Participates in the delegation to China of Regional Victorian Cities from 19-23 September 2016;  2. Requests that the Chief Executive Officer, or nominated senior officer, participates on behalf of the Council;  3. Notifies the Minister for Regional Development of this decision; and  4. Requests that a report is presented to Council on the delegation and outcomes achieved.	<b>26 August 2016</b> CEO has accepted to attend State Government Delegation. Arrangements are currently underway to ensure all is in order for trip.  Regional Development Victoria have been advised of this decision.  A report will be presented to Council at the conclusion of the delegation.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

Council Meeting Date	Item	Resolution	Status Update
<b>Infrastructure &amp; Recreation</b>			
06 November 2013  Infrastructure & Recreation	Latrobe Regional Motorsport Complex  <b>(continued below)</b>	<ol style="list-style-type: none"> <li>1. That Council requests the members of the Latrobe Regional Motorsports Complex Advisory Committee to investigate potential sites for the motorsports complex and to advise Council of any sites identified so that further investigation can be undertaken by Council officers.</li> <li>2. That Council officers meet with Energy Australia to discuss other possible sites for a motorsports complex on their land.</li> <li>3. That a further report be presented to Council at such time that site options have been investigated</li> </ol>	<p><b>2015</b> Initial advice from Energy Australia and HVP is that land is not currently available for this use. Officers continuing to work with both parties to identify potential sites for further investigation.</p> <p>An on-site meeting with Cr Middlemiss occurred in December 2014 to investigate further site options.</p> <p>Further evaluation will be undertaken of sites identified during on-site meeting.</p> <p>A briefing report and Council report will be presented in April 2016.</p> <p><b>30 March 2016</b> Further evaluation will be undertaken of 10 sites identified during on-site meeting. A briefing report will be presented in May 2016.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
06 November 2013  Infrastructure & Recreation	Latrobe Regional Motorsport Complex  <b>(continued)</b>	As above	<p><b>08 April 2016</b> Officers have recently met with Cr. Middlemiss in relation to investigating a number of possible options for the development of a motorsports complex. These ten sites are currently being assessed for their suitability. When this assessment is complete a further report will be presented to Council detailing and findings.</p> <p><b>26 May 2016</b> A briefing report will be presented to Councillors at the 30 May 2016 Councillor Briefing.</p> <p><b>30 May 2016</b> A report was presented to the Councillor Briefing on 30 May 2016, and a further report will follow in September.</p> <p><b>10 June 2016</b> A briefing report was presented to Council on 3 May 2016. A tour of possible sites is to be organised for the Latrobe Motorsport Advisory Committee and a letter to be sent to CAMS regarding the possibility of hosting significant motorsport events is to be sent. A report to be provided to Council at a later date when these actions have been completed.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
06 November 2013  Infrastructure & Recreation	Latrobe Regional Motorsport Complex  <b>(continued)</b>	As above	<b>20 September 2016</b> A tour of possible sites for the development of a Motorsport Complex will be organised for early in 2017. A letter seeking CAMS interest in hosting a significant motorsport event in Latrobe City is currently being prepared.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
25 May 2015  Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities  <b>(continued below)</b>	That Council:  1. Considers allocating funding in the 2016/17 financial year for the installation of air handling systems at the following Latrobe Leisure facilities, Traralgon Sports Stadium, Latrobe Leisure Morwell, Latrobe Leisure Moe Newborough and Latrobe Leisure Churchill;  2. Instructs Council Officers to undertake further investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities;  3. Identifies and allocates the funding for the investigations detailed in point 2 from savings from the 2014/15 budget;  4. Request a report be presented to Council prior to the development of the 2016/17 budget detailing the results of the investigations detailed in point 3;	<b>Complete 2015</b> Quotes are currently being requested for investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities.  Quotes are currently being requested for the provision of temporary air handling units for the BVC Event in 2016.  A report is planned to be presented to the April Council Meeting.  <b>30 March 2016</b> A report is planned to be presented to the June Council Meeting.  <b>08 June 2016</b> The report to Council has been rescheduled to 01 August 2016.  <b>18 July 2016</b> A report is to be presented to the 8 August 2016 Councillor Briefing.  <b>10 August 2016</b> A report was presented to the Councillor Briefing on 08 August 2016. Officers are working on a further report.



**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
25 May 2015 Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities  <b>(continued)</b>	5. Instructs Council Officers to investigate the ability to hire, and the costs associated with, temporary air handling units for the BVC event in 2016;  6. Consider the costs of item 5 is as part of the mid year budget review; and  7. Advise Basketball Victoria Country of Councils' decision.	<b>20 September 2016</b> A report was presented to the 12 September 2016 Ordinary Council meeting. Council resolved to apply for funding in the 2016/17 Better Stadiums Fund. Applications close 20 September 2016.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>27 July 2015</p> <p>Infrastructure &amp; Recreation</p>	<p>2015/15 - Request for Investigation into Traralgon Netball Court Resurfacing</p> <p><b>(continued below)</b></p>	<p>That Council engage an Independent investigator to investigate the Traralgon Netball Court resurfacing tender process including;</p> <ol style="list-style-type: none"> <li>1. The materials used</li> <li>2. The written Tender brief</li> <li>3. The overseeing process utilised and reporting details</li> <li>4. The report with all of these details be brought back to Open Council as soon as practical.</li> </ol>	<p><b>Complete 2015</b></p> <p>Officers have not as yet engaged an independent investigator to investigate the Traralgon Netball Court resurfacing tender process. Council Officers are currently focused on finalising the remediation process with the Contractors who undertook the works.</p> <p>A project brief is currently being developed and quotes will be sought for the investigation during March. The investigation report will be provided to the Council Meeting in May 2016.</p> <p>We are currently negotiating with the Contractor who undertook the works for them to accept responsibility for the resurfacing. Once we have clarified the contractors position the review will commence.</p> <p><b>08 April 2016</b></p> <p>The company have acknowledged that the repairs are their responsibility and the work is underway.</p> <p>An independent review will be arranged by end of financial year.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

Council Meeting Date	Item	Resolution	Status Update
27 July 2015  Infrastructure & Recreation	2015/15 - Request for Investigation into Traralgon Netball Court Resurfacing  (continued)	As above	<p><b>04 May 2016</b> The remedial works were completed however minor defects have arisen that are being attended to.</p> <p><b>21 May 2016</b> The tender brief is prepared and will be sent 24 May 2016.</p> <p><b>08 June 2016</b> Tenders closing mid-June, with a report to Officers by 14 July, and a report prepared for the next available meeting in August</p> <p><b>20 July 2016</b> Tender process recommenced due to the prices received. A new tenderer has provided a quote to undertake the works and this will be awarded by the end of July.</p> <p><b>10 August 2016</b> The tenders received were very expensive and a third tender sought (approx \$2500) and their report is due the week of 15 August. A report will be presented to Council as soon as possible thereafter.</p> <p><b>13 September 2016</b> Report presented to the 12 September meeting. No further action.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
02 May 2016 Infrastructure & Recreation	<p>Agnes Brereton Park Traralgon - Preparation of Work Plan for Repairs</p> <p><b>(continued below)</b></p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Takes immediate action to inspect, stabilise and prepare a work plan to ensure the surface of the netball courts at Agnes Brereton Park Traralgon are safe and appropriately repaired; and</li> <li>2. Advises the Traralgon Netball Club of the timeframe for this work; and</li> <li>3. Requests a report to be provided to the next Ordinary Council meeting regarding the outcomes.</li> </ol>	<p><b>Complete 10 May 2016</b></p> <p>An on-site meeting was held on 6 May 2016 with the following actions outlined, that will be carried out by Council over the coming weeks, addressing the concerns raised at the meeting by the Traralgon Netball Association.</p> <ol style="list-style-type: none"> <li>1. Weekly Inspections</li> </ol> <p>An inspection will be undertaken of the courts on a weekly basis to determine if any additional repair works are required. Should any additional works be required these will be organised by Council as soon as practically possible.</p> <ol style="list-style-type: none"> <li>2. Independent Consultant</li> </ol> <p>We will appoint an independent consultant to undertake an assessment of the Courts. The consultant will provide advice to Council in relation to any additional works that may be required, over both the short and long term, to ensure the courts are in the best condition possible for use by the community.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
02 May 2016 Infrastructure & Recreation	Agnes Brereton Park Traralgon - Preparation of Work Plan for Repairs  <b>(continued)</b>	As above	<p>3. Car Park Repairs</p> <p>I will arrange for my staff to assess the condition of the car park. While on site today I identified a number of areas that will require immediate attention and some that may be undertaken at a later date. I will provide you with further detail in relation to when these works will be undertaken after the car park has been assessed by my staff.</p> <p>4. Additional Concreting Works</p> <p>Additional concreting works will be undertaken to provide pathway connections from the concrete roadway to the back courts.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
02 May 2016  Infrastructure & Recreation	Agnes Brereton Park Traralgon - Preparation of Work Plan for Repairs  <b>(continued)</b>	As above	Our contractor has advised that there may be a sand like material on the surface during the first few weeks while the surface dries completely. It would be appropriate for the association to monitor the condition of the courts during play to ensure that the surface continues to be safe for play. Should the surface be determined to be unsafe play may need to be suspended for a short period in order for the courts to be swept clean.  <b>13 September 2016</b> All resolution items met. No further action.
20 June 2016	Draft Drainage Asset Management Plan 2016	That Council: 1. Endorses the draft Drainage Asset Management Plan 2016 for public consultation for 7 weeks from 10 October 2016 to 28 November 2016. 2. Requests that a further report be brought to Council following the public consultation with a draft Drainage Asset Management Plan 2016 that considers the feedback from the community consultation.	<b>05 July 2016</b> Following adoption Officers are reviewing the improvement plan and will discuss Consultation with Communication Department to prepare a plan to consult immediately following the caretaker period.  <b>21 September 2016</b> Consultation will commence once the Caretaker period has finished.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
11 July 2016  Infrastructure and Recreation	Petition - Old Sale Road Newborough	That Council:  1. Agrees to lay the petition, regarding Old Sale Road Newborough, on the table until the next practical opportunity for Council Officers to present a report at an Ordinary Council Meeting.  2. Advises the head petitioner of Council's decision in relation to the petition.	<b>10 August 2016</b> A report will be presented to the 12 September 2016 Ordinary Council Meeting  <b>09 August 2016</b> Report for 12 September Council meeting has been written. Action finalised
11 July 2016  Infrastructure and Recreation	Latrobe Leisure Moe Newborough Hydrotherapy Program	That Council:  1. Continue the hydrotherapy program at LLMN on Sundays until a report is presented to Council in early 2017, which will provide time to assess the impact of the opening of the newly redeveloped Warragul Leisure Centre.  2. Advise key stakeholders (Pre-schools, schools, LCC childcare centres, aged care facilities, and medical centres) of Councils decision to continue the hydrotherapy program at LLMN until a report is presented to Council in early 2017.	<b>20 July 2016</b> A report will be presented to Council in 2017.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
01 August 2016  Infrastructure and Recreation	Petition requesting the installation of traffic calming devices along Manning Drive, Churchill	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Agrees to lay the petition requesting traffic calming devices be installed along Manning Drive, Churchill, on the table until the Ordinary Council Meeting to be held on 12 September 2016.</li> <li>2. Advises the head petitioner of Council's decision in relation to the petition requesting traffic calming devices be installed along Manning Drive, Churchill</li> </ol>	<p><b>Complete</b>  <b>03 August 2016</b>            A report will be presented to Council on 12 September 2016</p> <p><b>09 August 2016</b>            Report for 12 September meeting has been written.</p> <p><b>20 September 2016</b>            A report was presented to the 12 September 2016 Council Meeting.</p>



**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>22 August 2016</p> <p>Infrastructure &amp; Recreation</p>	<p>Bickerton Road and Riggall Road Glengarry North - Special Charge Scheme</p>	<p>1. That in accordance with section 163 of the <i>Local Government Act 1989</i>:</p> <p>a. Council declares its intention to levy a Special Charge Scheme at the Ordinary Council Meeting on 14 November 2016 for funding the construction of a sealed roadway surface on parts of Bickertons Road and Riggall Road, Glengarry North; and</p> <p>b. Council gives public notice of its intention to make a declaration of a Special Charge Scheme; and</p> <p>c. Council notifies persons liable to pay the \$1776.32 special charge by sending a notice.</p> <p>2. That Council, in accordance with section 223 of the <i>Local Government Act 1989</i> consider any submissions received in relation to the declaration of its intention to levy a Special Charge Scheme to seal parts of Bickertons Road and Riggall Road, Glengarry North at the Ordinary Council Meeting on 14 November 2016.</p>	<p><b>31 August 2016</b></p> <p>A report will be presented to the 14 November 2016 Council Meeting.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p style="text-align: center;">12 September 2016</p> <p>Infrastructure &amp; Recreation</p>	<p>2016/25 - Footpaths in Central Business District and Moe CBD on Street Car Parking</p> <p><b>(continued below)</b></p>	<p>That Council:</p> <p>1. Develops a report investigating the Moe, Morwell, Traralgon and Churchill Central Business Districts footpaths that includes the following information:</p> <p>a) A current asset condition assessment.</p> <p>b) The number of current defects that require rectification.</p> <p>c) The number of customer requests that have been received over the past five years.</p> <p>d) The number of insurance claims that have been received by Council.</p> <p>e) The history of major reconstruction works that have been undertaken in each centre since 1994.</p> <p>f) What work, indicative costs and timeframe would be required to redevelop the CBD's to an adequate standard</p>	<p><b>20 September 2016</b> Preparation of the plans is underway.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
12 September 2016 Infrastructure & Recreation	2016/25 - Footpaths in Central Business District and Moe CBD on Street Car Parking  <b>(continued)</b>	g) If any major works are to be proposed for Council's consideration as part of Council's future capital works programs; and  2. Receives a report in relation to the potential changes to the layout of parking bays in the Moe Central Business District that would alleviate the current problems associated with the on-street car parking areas where street trees are located in the road.	As above
12 September 2016 Infrastructure & Recreation	2016/26 - Parking and Traffic Management, Queen Street, Moe	That Council receives a report in relation to the options, and associated costings, to improve parking and traffic management arrangements in the area of Queen Street, Moe between Elizabeth Street and Margaret Street.	<b>20 September 2016</b> Officers will prepare a report for a future Council Meeting.
12 September 2016 Infrastructure & Recreation	2016/27 - Use of Telephone and Mobile Device Applications for Improving Communication between our Community and Council	That Council requests a report on the use of telephone and mobile device applications for improving communication between our community and council. Particularly in regard to reporting faults with council infrastructure and services; with the report examining the effectiveness of existing applications used by other councils and the cost implications of their use.	<b>20 September 2016</b> Officers will prepare a report for a future Council Meeting.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
12 September 2016  Infrastructure & Recreation	Outdoor Pool Operating Hours 2016/17	That Council:  ... (see minutes for full resolution)...  2. In relation to the Traralgon Outdoor Pool...  Officers provide a report to Council after the end of the outdoor pool season regarding the trial including an evaluation of operating expenses, operating revenue, hourly visitation and community feedback throughout the trial.	<b>20 September 2016</b> A report was presented to the 12 September 2016 Ordinary Council meeting. Council resolved to implement amended operating hours for the 2016/17 outdoor pool season in accordance with the resolution. Due to the caretaker period an advertising campaign will commence for a 7 week period (minimum) following the caretaker period.  A report will be presented to Council at the end of the outdoor pool season (March 2017).
12 September 2016  Infrastructure & Recreation	Country Football Netball Program	That Council requests the CEO to review the TTU Football Netball Club Project and bring a report back to Council.	<b>20 September 2016</b> Officers will prepare a report for a future Council Meeting.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

Council Meeting Date	Item	Resolution	Status Update
<b>Community Services</b>			
18 February 2013  Community Services	Affordable Housing Project – Our Future Our Place  <b>(continued below)</b>	<ol style="list-style-type: none"> <li>1. That Council proceeds to publically call for Expressions of Interest as a mechanism to assess the viability and interest in developing an affordable housing project on land known as the Kingsford Reserve in Moe.</li>   <li>2. That a further report be presented to Council for consideration on the outcome of the Expression of Interest process for the development of an affordable housing project on land known as the Kingsford Reserve in Moe.</li> </ol>	<p>Project review underway, almost at completion.</p> <p><b>09 March 2016</b> A report will be presented to a Councillor Briefing in May 2016</p> <p><b>08 June 2016</b> The Briefing report has been rescheduled to 27 June 2016.</p> <p><b>20 July 2016</b> A briefing report was prepared for the Councillor briefing on 27 June. Feedback from the briefing was received and a further briefing report is being presented to the Councillor briefing on 25 July. The report outlines an option for gifting the land to a not for profit organisation for a social housing project.</p> <p><b>09 August 2016</b> A briefing report was presented to the Councillor briefing on 25 July. Feedback from the Councillors is currently being considered and a further briefing report will be presented at a future briefing.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
18 February 2013  Community Services	Affordable Housing Project – Our Future Our Place  <b>(continued)</b>	As above	<b>26 August 2016</b> Research to inform a briefing report that examines the viability of establishing a Community Garden at the Hinkler Street Reserve site is currently underway. The briefing report will be scheduled when sufficient information has been collated.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>01 August 2016</p> <p>Community Services</p>	<p>Tarwin Street Pop Up Park</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Extends the duration of the Tarwin Street Pop Up Park until 31 March 2017.</li> <li>2. Publish a Public Notice in the Latrobe Valley Express on 4 August 2016, advising the community that Council intends to exercise its powers under clause 10(1)(c) of Schedule 11 of the Local Government Act 1989 to maintain the closure of the northbound lane of Tarwin Street, Morwell, from Commercial Road for a distance of approximately 30 metres south of Commercial Road and of their rights to make a submission under section 223 of the <i>Local Government Act 1989</i>;</li> <li>3. Consider any submissions received in relation to the proposed closure of Tarwin Street until 31 March 2017 as part of a final decision on the closure of Tarwin Street at the Ordinary Council Meeting to be held on Monday 12 September 2016.</li> </ol>	<p><b>Complete</b></p> <p><b>03 August 2016</b> Report to be presented to Council on 12 September 2016</p> <p><b>20 September 2016</b> Submissions were considered as part of a report presented at the Ordinary Council Meeting on 12 September 2016.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
22 August 2016  Community Services	2016/21 - Hinkler Street Reserve Site	That Council requests a report to establish if the Hinkler Street Reserve site could be utilised as a Community Garden site.	<b>26 August 2016</b> Research to inform a briefing report that examines the viability of establishing a Community Garden at the Hinkler Street Reserve site is currently underway. The briefing report will be scheduled when sufficient information has been collated.
22 August 2016  Community Services	Petition Requesting Latrobe City Councillors to Endorse the Future Morwell Revitalisation Plan Incorporating the Morwell Circuit and to have the Plan adopted by 22 September 2016.	That Council:  1 Agrees to lay the petition requesting endorsement and adoption of the Future Morwell Urban Design Revitalisation Plan incorporating the Morwell Circuit, on the table until the Ordinary Council Meeting to be held on 12 September 2016.  2 Advises the head petitioner of Council's decision in relation to the petition requesting endorsement and adoption of the Future Morwell Urban Design Revitalisation Plan incorporating the Morwell Circuit by 22 September 2016.	<b>Complete</b> <b>31 August 2016</b> A report will be presented to Council on 12 September 2016  <b>20 September 2016</b> A report was presented to the 12 September 2016 Council Meeting.



**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

Council Meeting Date	Item	Resolution	Status Update
<b>Corporate Services</b>			
02 May 2016  Corporate Services	Traralgon Greyhound Racing Club - Long Term Lease  <b>(continued below)</b>	That Council:  1. Endorses the in principle draft terms and special conditions prepared for the long term lease with the Traralgon Greyhound Racing Club for part of Glenview Park, Traralgon, and  2. Forwards a copy of the draft lease document to the Traralgon Greyhound Racing Club for consideration.  3. Requests the Chief Executive to revise and amend the draft terms and special conditions following comments from the Traralgon Greyhound Racing Club and subject to further advice from Council Officers that the outstanding issues have been resolved provide a report prior to the signing of the revised Lease with the Traralgon Greyhound Racing Club and sublease with Telstra for Glenview Park, McNairn Road, Traralgon.	<b>Complete</b> <b>12 May 2016</b> Follow up report will be provided advising Council of the status of the outstanding issues.  <b>08 June 2016</b> A further report is planned to be presented to Council at the 01 August 2016 meeting, subject to receiving information from the Traralgon Greyhound Racing Club.  <b>15 July 2016</b> Council officers met with the President and Manager of the Traralgon Greyhound Racing Club on 7 July 2016 to discuss the terms and conditions of the draft lease. The Greyhound Racing Club has provided its comments in response to the draft lease and requested to speak to Councillors which has been tentatively arranged for the Public Presentation session to be held on 15 August 2016.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
02 May 2016  Corporate Services	Traralgon Greyhound Racing Club - Long Term Lease  <b>(continued)</b>	As above	<p><b>04 August 2016</b> The Traralgon Greyhound Racing Club has advised: 1/ road works from the horse crossing around to the end of the slipping runs has been completed. 2/ Further remedial and improvement works to the area below the landscaping area will be undertaken over the next few months, and as the weather improves. 3/ Agree to the terms and conditions of the draft lease. A further report to be submitted to 12 September 2016 Council meeting.</p> <p><b>24 August 2016</b> A confidential report has been prepared for Councillor Briefing (1) to be held on 29 August 2016 to provide Councillors with an update on this matter.</p> <p>A report has been drafted for the Council Meeting to be held on 12 September 2016 for Council to revoke the existing lease and enter into the head lease and sublease.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
02 May 2016  Corporate Services	Traralgon Greyhound Racing Club - Long Term Lease  <b>(continued)</b>	As above	<b>20 September 2016</b> Following a report being presented to a Council Meeting on 12 September 2016, Traralgon Greyhound Racing Club and Urbis Pty Ltd, on behalf of Telstra Corporation Ltd, notified in writing of Council decision to enter into the respective lease and sublease for part of Glenview Park subject to all outstanding matters being rectified.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
<p>22 August 2016</p> <p>Corporate Services</p>	<p>Potential Road Discontinuance and Sale of Land - Sullivans Track, Yallourn</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Pursuant to Section 206 and Schedule 10 Clause 3 of the <i>Local Government Act 1989</i> gives Public notice of its intention to consider the potential discontinuance and sale by private treaty of the unconstructed road reserve described as Road R1 on PS412576W, contained in Certificate of Title Volume 10462 Folio 229 and invite written submissions pursuant to Section 223 of the <i>Local Government Act 1989</i>.</li> <li>2. Considers any written submissions received regarding the potential discontinuance and sale by private treaty of the unconstructed Road R1 on PS412576W, contained in Certificate of Title Volume 10462 Folio 229, at its meeting to be held on Monday 14 November 2016.</li> <li>3. Notifies the owner of Lot 1 Sullivans Track, Yallourn of its decision.</li> </ol>	<p><b>26 August 2016</b></p> <p>Public Notice has been prepared and will be published in the Council Noticeboard on 1 and 8 September 2016 inviting written submissions. A letter to NBA Group is being drafted.</p>

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

<b>Council Meeting Date</b>	<b>Item</b>	<b>Resolution</b>	<b>Status Update</b>
22 August 2016  Corporate Services	Report into Grant Acquittal Practices	That Council: 1. Receives and notes this progress report into grant acquittal practices; 2. Notes the management actions contained within the Community Grants and Sponsorships internal audit report; and 3. A further report to be presented by 2 December 2016 detailing the progress of designing the new Grants and Sponsorship Framework and demonstrating how it addresses the Audit objectives.	<b>24 August 2016</b> A report will be prepared for Council Meeting December 2016 which will outline the progress / completion of implementing the new Grants & Sponsorships Management including addressing the Audit objectives.

Comments provided 21 September 2016. Any further updates after this time will be provided in the next Council Meeting Agenda.

# NOTICES OF MOTION

**9. NOTICES OF MOTION**

**9.1 2016/28 - CAPITAL EXPENDITURE AND GRANTS**

**Cr Dale Harriman**

I, Cr Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 03 October 2016.

That Council:

1. Revokes *Notice of Motion 2016/20 Funding for non-Council Land and Organisations Being Brought Before Council* adopted at the Ordinary Council Meeting on 12 September 2016; and

2. Adopts the following motion:

That Council requires a report to be brought before Council prior to any grants or capital works being applied to:

- a. Non-council owned or Crown leased or operated land; or
- b. Any community or sporting associations not branded as part of Latrobe City or located within Latrobe City

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Gibson

**That Council:**

1. **Revokes *Notice of Motion 2016/20 Funding for non-Council Land and Organisations Being Brought Before Council* adopted at the Ordinary Council Meeting on 12 September 2016; and**

2. **Adopts the following motion:**

**That Council requires a report to be brought before Council prior to any grants or capital works being applied to:**

- a. **Any land, other than Council owned land or Crown land leased or managed by Council; or**
- b. **Any community or sporting associations not branded as part of Latrobe City or located within Latrobe City**

**CARRIED UNANIMOUSLY**

**Attachments**  
Nil

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



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

**10.1 PLANNING SCHEME AMENDMENT C85 - CRINIGAN ROAD, MORWELL**

General Manager

City Development

For Decision

*The recommended decision is not a major policy decision, as defined in section 93A of the Local Government Act 1989 or a significant decision within the meaning of the Election Period Policy.*

**PURPOSE**

This report provides an update to Council in relation to the next steps of Planning Scheme Amendment C85 – Crinigan Road, Morwell.

**EXECUTIVE SUMMARY**

At the 7 December 2015 Ordinary Council Meeting, Council resolved to defer consideration of Planning Scheme Amendment C85 until advice was received from the landowner of the subject site as to how they wish to proceed with the amendment.

A solicitor firm, acting on behalf of the landowner of the Amendment C85 site, formally advised Latrobe City Council on 12 August 2016 that their client wishes to proceed with Amendment C85 (see Attachment 1).

Amendment C85 must now proceed in accordance with the prescribed planning scheme amendment process.

A report seeking Council's formal consideration of the submissions received in relation to Amendment C85 and approval to progress the amendment to the next stage will be presented at a future Ordinary Council Meeting.

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr White

**That Council:**

1. **Notes that the landowner of Lot 1 PS 634891 Crinigan Road, Morwell will proceed with Planning Scheme Amendment C85.**
2. **Notes that a further report seeking Council's consideration of submissions received to Amendment C85 will be presented at a future Ordinary Council Meeting.**
3. **Advises those persons who made written submissions to Amendment C85 of Council's decision.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTEREST**

The Manager Planning Services declared an indirect interest under section 78 of the *Local Government Act 1989*. In order to provide unbiased advice to Council, the Manager Planning Services has not been involved in the preparation of this report.

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

**Latrobe 2026: The Community Vision for Latrobe Valley*****Strategic Objectives - Built Environment (City Planning)***

*In 2026, Latrobe Valley benefits from a well planned environment that is complementary to its surroundings, and which provides for a connected and inclusive community.*

***Strategic Objectives – Governance***

*In 2026, Latrobe Valley has a reputation for a conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.*

**Latrobe City Council Plan 2013 - 2017****Theme and Objectives*****Theme 5: Planning for the future***

*To provide a well planned, connected and liveable community.*

*To provide clear and concise policies and directions in all aspects of planning.*

***Strategic Direction – Planning for the future***

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

Provide efficient and effective planning services and decision making to encourage development and new investment opportunities.

Plan and coordinate the provision of key services and essential infrastructure to support new growth and developments.

*Legislation*

The provisions of the Latrobe Planning Scheme and the following legislation apply to this amendment:

**BACKGROUND**

An application proposing to rezone land at Lot 1 PS 634891 Crinigan Road, Morwell from Farming Zone (FZ) to General Residential Zone – Schedule 1 (GRZ1) and apply the Development Plan Overlay – Schedule 5 (DPO5) was received from NBA Group (the former proponent) on behalf of DiFabro PD Pty Ltd (acting with consent of the landowners) on 16 September 2013.

In accordance with the prescribed processes, Amendment C85 was placed on public exhibition from 30 October 2014 to 8 December 2014. During this exhibition period, six submissions were received, comprising of three from referral authorities, two from businesses and one from a neighbouring landowner. Of these six submissions, two raised concerns which related to bushfire risk and loss of rural amenity to the area.

Following the exhibition period, an outcome with the proponent was sought in order to resolve the concerns raised by submitters.

Despite council's efforts, concerns of the submitters were unable to be resolved. As submissions could not be satisfied, in accordance with Section 23(1) of the *Planning and Environment Act 1987* (the Act) the next step of the amendment process was to either request the Minister for Planning to establish a planning panel to independently consider all submissions or for Council to abandon the amendment.

On 26 May 2015 the proponent provided written advice to Latrobe City Council confirming that their client was abandoning Amendment C85 due to the ongoing costs that may be incurred by proceeding to a Planning Panel and the uncertain outcome of the planning scheme amendment process.

In order to facilitate an outcome, at the Ordinary Council Meeting held on 7 December 2015, Council resolved the following:

*That Council:*

1. *Defer the consideration of Amendment C85 until advice has been received from the landowner on how they wish to proceed with the amendment.*
2. *That a report outlining the next steps be presented to Council no later than 30 October 2016.*
3. *Advise those persons who made written submissions to Amendment C85 of Council's decision.*

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

In accordance with section 30(1) of the Act, the amendment was due to lapse on 30 October 2016, two years after the date of publication of the notice in the Government Gazette. On 15 September 2016 the Department of Environment, Land, Water and Planning (DELWP) granted an extension of time under section 30(1)(a)(ii) of the Act to allow Council additional time to consider the amendment. Council must now consider whether to adopt or abandon Amendment C85 by 27 June 2017.

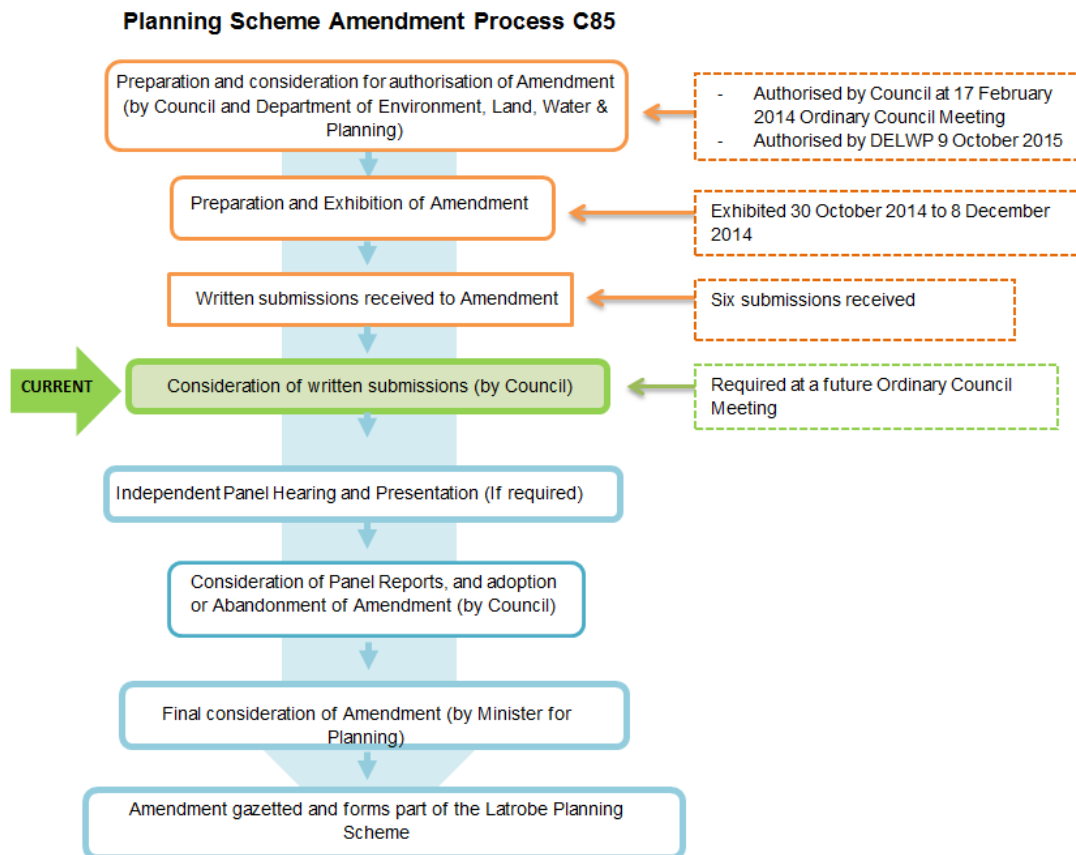
**KEY POINTS/ISSUES**

A solicitor firm, acting on behalf the landowner of the Amendment C85 site, formally advised Latrobe City Council on 12 August 2016 that their client wishes to proceed with Amendment C85.

In order for the amendment to proceed to the next phase of the planning scheme amendment process, a report seeking Council's consideration of all submissions received to Amendment C85 will be presented at a future Ordinary Council Meeting.

Due to the amendment being on hold while the landowner has been considering their options, it will be appropriate for Latrobe City Council to make contact with all submitters to Amendment C85 in order to confirm if their original submission still stands. On 16 August 2016, a submitter formally withdrew their submission of concern and therefore only one submission remains outstanding.

The planning scheme amendment process is shown in the figure below and provides an indication of the current stage of Amendment C85.



### **RISK IMPLICATIONS**

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

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial implications as result of this report.

### **INTERNAL/EXTERNAL CONSULTATION**

In accordance with the resolution of the 7 December 2015 Ordinary Council Meeting, all submitters to Amendment C85 were formally notified of Council's resolution.

In May 2016, a further project update was provided to those submitters who raised concerns with the amendment.

All submitters have been notified that Amendment C85 will now be proceeding to the next phase of the planning scheme amendment process.

Given almost two years has passed since Amendment C85 was on public exhibition, a review of landownership in the area will be undertaken and any new landowners will be contacted regarding the Amendment C85 proposal so that they will have the opportunity to participate in the Amendment C85 process moving forward.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)****OPTIONS**

The options available to Council are as follows:

1. That Council notes that the landowner of the Amendment C85 subject site will proceed with Planning Scheme Amendment C85; or
2. That Council requests further information.

**CONCLUSION**

Latrobe City Council has received formal advice that the landowner of the Amendment C85 site does wish to proceed with the amendment.

Amendment C85 must now proceed in accordance with the prescribed planning scheme amendment process.

A report seeking Council's formal consideration of the submissions received in relation to Amendment C85 and approval to progress the amendment to the next stage will be presented at a future Ordinary Council Meeting.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Letter from Davis Advisory Lawyers - 12 August 2016 (Published Separately)  
(Confidential)

# 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

**14.1 ANNUAL REPORT FOR DEVELOPMENT CONTRIBUTION PLANS**

**General Manager**

**City Development**

**For Decision**

*The recommended decision is not a major policy decision, as defined in section 93A of the Local Government Act 1989 or a significant decision within the meaning of the Election Period Policy.*

**PURPOSE**

This report presents to Council an annual report on funds collected, works in kind delivered and Council projects delivered from development contribution levies as part of Development Contribution Plans in the 2015/2016 Financial Year.

**EXECUTIVE SUMMARY**

Legislation changes to the *Planning and Environment Act 1987 (the Act)* require new reporting for both Infrastructure Contribution Plans (ICP's) and Development Contribution Plans (DCP's).

Latrobe City Council have DCPs for Morwell North West, Traralgon North and Lake Narracan. As part of the DCPs Council is required to deliver over \$94,000,000 worth of works over the life of the plan (approximately 35 years).

A DCP identifies what new infrastructure is required as part of the development of a precinct and allocates funds to these infrastructure items so that they are delivered.

Latrobe City Council has one DCP for Lake Narracan, relevant to the new legislation and must be formally reported on. This is due to the Lake Narracan DCP being an incorporated document in the Latrobe Planning Scheme. However, to ensure transparency of all Latrobe City Council DCPs an annual report has been prepared for the 2015/2016 Financial Year showing works in kind delivered, cash contributions received and council projects delivered with DCP levies collected for all Latrobe City Council DCPs.

The annual report highlights that between October 2010 and June 2015 a total of \$883,241 worth of works have been delivered by developers works in kind has been delivered and a total of \$298,486.29 cash contributions have been received.

In the 2015/2016 Financial Year a total of \$43,200 of Community Infrastructure Levy (CIL) was received for the Traralgon North Development Plan. A total of nine projects for the Morwell North West Development Plan (DP) and DCP and Traralgon North DP and DCP have been delivered in kind for dollar value of \$146,260.66 and \$512,128 respectively.

## ORDINARY COUNCIL MEETING MINUTES 03 OCTOBER 2016 (CM490)

As Lake Narracan DCP was formally gazetted on 17 December 2015, no works in kind or cash contributions have been received.

### MOTION

**Moved:** Cr White  
**Seconded:** Cr Middlemiss

**That Council receives and notes the Annual Report for Development Contribution Plans.**

**CARRIED UNANIMOUSLY**

### DECLARATION OF INTEREST

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

### STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

#### *Latrobe 2026: The Community Vision for Latrobe Valley*

##### *Strategic Objectives – Built Environment*

In 2026, Latrobe Valley benefits from a well – planned built environment that is complementary to its surrounding, and which provides for a connected and inclusive community.

##### *Strategic Objectives – Governance*

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.

#### *Latrobe City Council Plan 2013 - 2017*

##### *Theme and Objectives*

##### *Theme 3: Efficient, effective and accountable governance*

*Objective* – To achieve the highest standards of financial probity and meet all statutory obligations.

##### *Strategic Direction – Efficient, effective and accountable governance*

Continuously improve financial management and reporting.

*Objective* – To provide open, transparent and accountable governance

##### *Theme 5: Planning for the future*

*Objective* – To provide a well planned, connected and liveable community

**BACKGROUND**

In June 2015 legislation was enacted to amend the *Act* in order to provide for a new system for levying and collecting contributions towards the provision of infrastructure. The *Planning and Environment Amendments (Infrastructure Contributions) Act 2015* introduced new reporting requirements for both ICP's and Development Contribution Plans DCP's.

Table 1 shows Latrobe City Council three DCPs which we are administering and total costs;

Table 1

<b>DCP</b>	<b>Total Cost of Works</b>
Morwell North West Development Plan (DP) and DCP	\$14,621,619
Traralgon North DP and DCP	\$20,075,580
Lake Narracan Precinct Structure Plan and DCP	\$59,538,404
<b>TOTAL</b>	<b>\$94,235,603</b>

A DCP identifies what new infrastructure is required as part of the development of a precinct and allocates funds to these infrastructure items so that they are delivered. Two types of levies can be included in a Development Contribution Plan being Development Infrastructure Levy (DIL) and CIL.

A DIL is assigned to most infrastructure items including, drainage, roads, playgrounds, paths, open space and land. A Development Infrastructure levy is payable per developable hectare and is not capped.

A CIL is assigned to the delivery of community facilities only. The Community Infrastructure Levy is capped up to \$900 per dwelling.

The infrastructure can be delivered in two ways:

1. Works in kind – the developer delivers the works and is provided with a credit on the amount of contribution they have to pay.
2. Cash Contribution – the developer pays the cash amount identified in the DCP and Council delivers the infrastructure item.

**KEY POINTS/ISSUES**

The annual report (Attachment 1) provides a summary of previous year's works in kind delivered and cash contributions received for 2010 – June 2015. The report also details cash contributions received, works in kind delivered and Council projects delivered with the collection of DCP levies for 2015/2016 Financial Year.

Table 2 below shows a summary of Development Contributions collected or delivered between 2010 and June 2015.



**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

Table 2 – Summary of DCP collections

Financial Year	Morwell North West		Traralgon North		Lake Narracan	
	WIK \$	Cash \$	WIK \$	Cash \$	WIK \$	Cash \$
2010/2011	-	-				
2011/2012	-	-				
2012/2013	\$696,478.33	\$298,486.29				
2013/2014			-	-		
2014/2015	\$186,762.67		-	-		
<b>TOTAL</b>	<b>\$883,241</b>	<b>\$298,486.29</b>	-	-		

In summary, between October 2010 and June 2015 a total of \$883,241 worth of works have been delivered by developers through works in kind and a total of \$298,486.29 cash contributions have been received. All works in kind and cash were in relation to the Morwell North West DP and DCP.

Table 3 and Table 4 shows for the 2015/2016 financial year the cash amount of development contributions received and total works and / or land delivered as works in kind.

Table 3 – Cash contribution

Name of DCP	Contributions received for 2015/2016 Financial Year \$
Traralgon North DCP	\$43,200 (CIL)
<b>TOTAL</b>	<b>\$43,200</b>

## ORDINARY COUNCIL MEETING MINUTES 03 OCTOBER 2016 (CM490)

Table 4 – Land, works, services of facilities delivered WIK.

Name of DCP	Project ID	Project Description	Item Purpose	Total Cost Project in DCP \$	Total Cost of Project Delivered in 15/16 Financial Year \$
Morwell North West DCP	RD-04	Construction of Heritage Street	Continuation of construction of Heritage Street for Stage 5B	\$84,358	\$16,735.00
Morwell North West DCP	RD-08	Road widening for Heritage Street	Land for road widening	\$11,445	\$1,038.29
Morwell North West DCP	RD-03	Construction of Ashley Street	Continuation of construction of Ashley Street	\$1,086,424	\$120,090.64
Morwell North West DCP	RD-07	Land for road widening, Ashley Street	Land for road widening	\$53,654	\$6,015.73
Morwell North West DCP	PT-01	Bus Stop	Construction of one bus stop.	\$29,215	\$2,381.00
Traralgon North DCP	DI_OS_2a	Passive open space improvements	Landscaping to Reserve 1	\$2,506,991	\$275,859
Traralgon North DCP	DI_LA_8a	Land for widening of Marshalls Road	2m widening of Marshalls Road frontage	\$30,875	\$30,875
Traralgon North DCP	DI_TR_4	Shared path, part construction	212m of path constructed on internal connector street	\$280,649	\$39,644
Traralgon North DCP	DI_LA_4	Land for retention basin	Land for retention basin	\$165,750	\$165,750
<b>Total</b>					<b>\$658,388.66</b>

In summary, in the 2015/2016 Financial Year:

- A total of \$43,200 CIL was received for Traralgon North DP and DCP
- Five projects from the Morwell North West DP and DCP were delivered as works in kind with a total dollar value of \$146,260.66.
- Four projects from the Traralgon North DP and DCP were delivered as works in kind with a total dollar value of \$512,128.
- To date, no projects have been delivered by Latrobe City Council with the DCP levies.

**RISK IMPLICATIONS**

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

If the report is not noted there is a risk that we will not meet our statutory obligations under the Act to report on Development Contribution Plans.

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial or resource implications associated with this report. The annual report only report on what has happened in the 2015/2016 Financial Year of funds collected, works in kind delivered and council projects delivered from development levies collected.

The delivery of infrastructure items through DCP levies will have impact on Council Capital Works program in the future. A future report detailing the cash flow implication on the delivery of these infrastructure items will be presented to a future Council Meeting.

**INTERNAL/EXTERNAL CONSULTATION**

*Internal engagement:*

Input from Finance, Statutory Planning, Engineering and Urban Growth have been sought in the preparation of the annual report.

*External Engagement:*

No external engagement is required for the preparation of the annual report.

**OPTIONS**

Options available to Council are as follows:

1. That Council receives and notes the Annual Report for Development Contributions Plan.

**CONCLUSION**

Changes to the *Act* require new reporting requirements for ICP and DCP.

An Annual Report has been prepared which provides detail around works in kind that have been delivered, cash contributions that have been received and projects that have been delivered by council with collected DCP levies for the 2015/2016 Financial Year.

Annual reporting will continue on all DCP funds collected to ensure transparency on works in kind delivered, cash contributions received and projects delivered as part of the DCP's.

A report will be presented to Council in the future on cash flow implications and affordability of delivering DCP infrastructure items as part of future Capital Works programs.

**SUPPORTING DOCUMENTS**

Nil

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

**Attachments**

1. Annual Report Development Contribution Plans

## **14.1**

### **Annual Report for Development Contribution Plans**

<b>1</b>	<b>Annual Report Development Contribution Plans.....</b>	<b>73</b>
----------	--	-----------

# Annual Report

*Development Contribution Plans*



July 2016





## Table of Contents

1.0 Introduction .....	3
1.1 Background .....	3
1.2 Development Contribution Plans .....	3
1.2.1 Morwell North West Development Plan and Development Contribution Plan 2010 .....	4
1.2.2 Traralgon North Development Plan and Development Contribution Plan 2013.. .....	5
1.2.3 Lake Narracan Precinct Structure Plan and Development Contribution Plan .....	6
2.0 Managing Development Contribution Plans .....	8
2.1 Purpose .....	8
2.2 Summary of Development Contributions 2010 – June 2015 .....	8
2.3 2015 / 2016 Financial Year Development Contributions .....	8
3.0 Conclusion .....	10





## 1.0 Introduction

### 1.1 Background

In June 2015 legislation was enacted to amend the *Planning and Environment Act 1987* in order to provide for a new system for levying and collecting contributions towards the provision of infrastructure. The *Planning and Environment Amendments (Infrastructure Contributions) Act 2015* introduced new reporting requirements for both Infrastructure Contribution Plans (ICP's) and Development Contribution Plans (DCP's).

Latrobe City Council have three Development Contribution Plans which are being implemented; the Morwell North West Development Plan (DCP) and Development Contribution Plan (DCP), Traralgon North DP and DCP and Lake Narracan Precinct Structure Plan (PSP) and DCP. Formally, only the Lake Narracan PSP and DCP will be required to be reported on relevant to the new legislation.

The Lake Narracan PSP and DCP is the only DCP that has to be reported on as it is formally incorporated into the Latrobe Planning Scheme. The Morwell North West DP and DCP and Traralgon North DP and DCP are informal DCP's through a Section 173 Agreement.

### 1.2 Development Contribution Plans

A DCP identifies what new infrastructure is required as part of the development of a precinct and allocates funds to these infrastructure items so that they are delivered. Two types of levies can be included in a Development Contribution Plan being Development Infrastructure Levy (DIL) and Community Infrastructure Levy (CIL).

A DIL is assigned to most infrastructure items including, drainage, roads, playgrounds, paths, open space and land. A Development Infrastructure Levy is payable per developable hectare and is not capped.

A CIL is assigned to the delivery of community facilities only. The Community Infrastructure Levy is capped up to \$900 per dwelling.

In the preparation of a DCP Latrobe City Council needs to ensure that contributions are reasonable, fair and appropriately timed. Therefore, most times DCPs have an external apportionment assigned to them which council is to pay.

Development Contributions are required to be paid once development starts and a condition on the planning permit is added to ensure this is done. The condition can require a section 173 Agreement to be entered into to require the DIL and CIL.







The Morwell North West Development Plan and Development Contribution Plan has a total of \$14,621,619.00 worth of Development Contributions. A total of \$12,221,404 is apportioned to the precinct. Therefore, \$2,400,215 is council's contribution.

There is no CIL which forms part of the Morwell North West Development Plan and Development Contribution Plan.

### 1.2.2 Traralgon North Development Plan and Development Contribution Plan 2013

The Traralgon North Development Plan was endorsed by Council in 2013 for land located to the north of Marshalls Road Traralgon, bounded by Traralgon-Maffra Road to the east, Marshalls Road to the south, the floodplain to the west and a high pressure oil and gas pipeline to the north. The precinct has a total land area of 118 ha and contains 13 landowners (see Figure 2).

As with Morwell North West, the Development Plan sets out the locations of major infrastructure items for the precinct.

The Traralgon North Development Contributions Plan details shared infrastructure items and how they will be equitably funded by landowners as lots are developed.

Figure 4: The Development Plan



Figure 2 – Traralgon North Development Plan







The Traralgon North Development Plan and Development Contribution Plan have a total of \$20,075,580 worth of Development Contributions. A total of \$16,200,915 are apportioned to the precinct. Therefore \$3,871,665 is Council’s contribution.

The CIL contribution for the Traralgon North Development Plan and Development Contribution Plan is \$900 per dwelling.

**1.2.3 Lake Narracan Precinct Structure Plan and Development Contribution Plan**

The Lake Narracan PSP applies to approximately 604 hectares of land and contains 85 parcels of land. The PSP area is generally defined by Lake Narracan along the northern and eastern boundary, Becks Bridge Road along the western boundary and Moe North Road (Old Sale Road) and the Moe Yallourn Rail Trail along the southern boundary (See Figure 3).

The Lake Narracan PSP was approved by the Minister for Planning and was gazetted into the Latrobe Planning Scheme on 17 December 2015.

The Lake Narracan PSP is a long-term plan for urban development. It describes how the land is expected to be developed and how and where services are planned to support development.

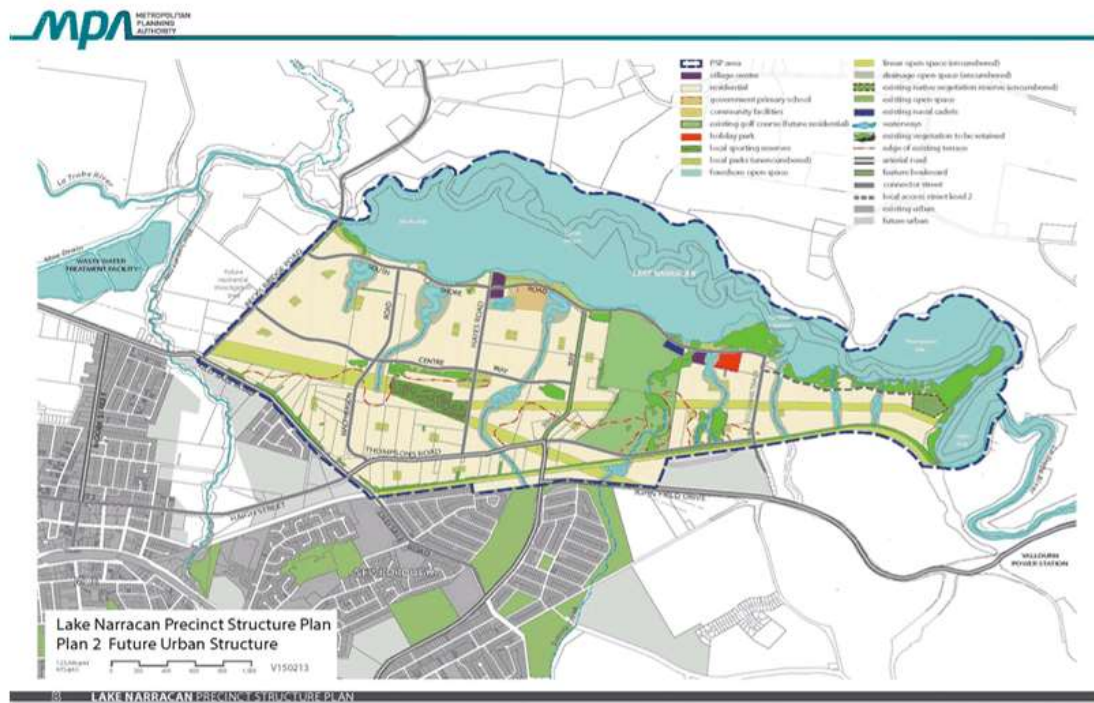


Figure 3 – Lake Narracan Precinct Structure Plan



There Lake Narracan Precinct Structure Plan and Development Contribution Plan has a total of \$59,538,404 worth of Development Contributions. A total of \$57,586,819 is apportioned to the precinct. Therefore, \$1,951,585 is council's contribution.

The CIL contribution for the Lake Narracan Precinct Structure Plan and Development Contribution Plan is \$881 per dwelling.



## 2.0 Managing Development Contribution Plans

### 2.1 Purpose

The purpose of this report is to provide a summary of the works in kind that have been completed or cash contributions that have been received 2010 to June 2015. A detailed list of works in kind that have been completed or cash contributions that have been received in the 2015/2016 Financial Year is also provided.

### 2.2 Summary of Development Contributions 2010 – June 2015

Table 1 Summary of Development Contributions collected or delivered 2010 to June 2015 for Morwell North West, Traralgon North and Lake Narracan

Financial Year	Morwell North West		Traralgon North		Lake Narracan	
	WIK \$	Cash \$	WIK \$	Cash \$	WIK \$	Cash \$
2010/2011	-	-				
2011/2012	-	-				
2012/2013	\$696,478.33	\$298,486.29				
2013/2014			-	-		
2014/2015	\$186,762.67		-	-		
<b>TOTAL</b>	<b>\$883,241</b>	<b>\$298,486.29</b>	-	-		

DCP not approved

### 2.3 2015 / 2016 Financial Year Development Contributions

Table 2 – Total DCP Contributions Received 2015/2016 Financial Year

Name of DCP	Contributions received for 2015/2016 Financial Year \$
Traralgon North DCP	\$43,200 (CIL)
<b>TOTAL</b>	<b>\$43,200</b>



Table 3 – Any DCP land, works, services or facilities accepted through works in kind  
2015/2016 Financial Year

Name of DCP	Project ID	Project Description	Item Purpose	Total Cost Project in DCP \$	Total Cost of Project Delivered in 15/16 Financial Year \$
Morwell North West DCP	RD-04	Construction of Heritage Street	Continuation of construction of Heritage Street for Stage 5B	\$84,358	\$16,735.00
Morwell North West DCP	RD-08	Road widening for Heritage Street	Land for road widening	\$11,445	\$1,038.29
Morwell North West DCP	RD-03	Construction of Ashley Street	Continuation of construction of Ashley Street	\$1,086,424	\$120,090.64
Morwell North West DCP	RD-07	Land for road widening, Ashley Street	Land for road widening	\$53,654	\$6,015.73
Morwell North West DCP	PT-01	Bus Stop	Construction of one bus stop.	\$29,215	\$2,381.00
Traralgon North DCP	DI_0S_2a	Passive open space improvements	Landscaping to Reserve 1	\$2,506,991	\$275,859
Traralgon North DCP	DI_LA_8a	Land for widening of Marshalls Road	2m widening of Marshalls Road frontage	\$30,875	\$30,875
Traralgon North DCP	DI_TR_4	Shared path, part construction	212m of path constructed on internal connector street	\$280,649	\$39,644
Traralgon North DCP	DI_LA_4	Land for retention basin	Land for retention basin	\$165,750	\$165,750
<b>Total</b>					<b>\$658,388.66</b>

Table 4 – Any works services or facilities delivered from the DCP levies collected  
2015/2016 Financial Year

Name of DCP	Project ID	Project Description	DCP Fund (\$)	Council's Contribution	Other Contributions (\$)	Total Project Cost	Percentage of item delivered
-	-	-	-	-	-	-	-



## 3.0 Conclusion

In summary, from 2010 to June 2015 a total of \$883,241 in work in kind were delivered for the Morwell North West project. A total of \$298,486.29 cash contribution has been received.

In 2015/2016 Financial Year a total CIL of \$43,200 was received for the Traralgon North DCP. A total of 9 projects were delivered by works in kind from the developer for both the Morwell North West and Traralgon North Development Plan and Development Contribution Plan for a total dollar value of \$658,388.66. No projects were delivered by Council with DCP levies collected.

The dollar value for works in kind for the five projects delivered for the Morwell North West Development Plan and Development Contribution Plan is \$146,260.66.

The dollar value for works in kind for the four projects delivered for the Traralgon North Development Plan and Development Contribution Plan is \$512,128.



**14.2 REVIEW OF THE PERFORMANCE OF THE STATUTORY  
PLANNING FUNCTION IN THE 2015/16 FINANCIAL YEAR**

**General Manager**

**City Development**

**For Information**

*The recommended decision is not a major policy decision, as defined in section 93A of the Local Government Act 1989 or a significant decision within the meaning of the Election Period Policy.*

**PURPOSE**

This report provides a review of the performance of the statutory planning function of Latrobe City Council during the 2015/16 financial year, including outcomes of the revised planning delegations. It shows that the revised delegation process and the continuous improvement programme have had a positive effect on the efficiency and speed of the planning decision process in Latrobe City.

**EXECUTIVE SUMMARY**

In the 2015/2016 financial year, three hundred planning decisions were issued including 22 applications decided under the amended delegation process. Of the applications decided under the amended delegation process all but 2 applications were finalised within 60 statutory days.

93% of all planning applications were decided within 60 statutory days in the 2015/16 financial year.

The new delegations, together with other process improvements have delivered quicker and more efficient planning decisions.

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Kam

**That Council receives and notes the performance of the statutory planning function during the 2015/16 financial year.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTERESTS**

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

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.



*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Economy*

*In 2026, Latrobe Valley has a strong and diverse economy built on innovation and sustainable enterprise. The vibrant business centre of Gippsland contributes to the regional and broader communities, whilst providing opportunities and prosperity for our local community.*

*Latrobe City Council Plan 2013 - 2017*

*Theme and Objectives*

*Theme 5: Planning For The Future*

*Objectives:*

- *To provide clear and concise policies and directions in all aspects of Planning.*
- *To reduce the time taken to process land use and development planning applications.*

*Strategic Direction – Job creation and economic sustainability*

- *Provide efficient and effective planning services and decision making to encourage development and new investment opportunities.*

*Indicators*

*Indicator 1 – Percentage of planning permit applications by category processed within 60 statutory days annually.*

**BACKGROUND**

Planning for the Future, Job Creation and Economic Sustainability are themes identified in the Council Plan, 2013-2017. A focus has been placed on the objective ‘*to reduce the time taken to process land use and development planning applications*’ and ‘*to provide incentives and work proactively to attract new businesses and industry to locate in Latrobe City*’.

The Economic Sustainability Strategy, 2016 identifies actions to make it easy for businesses to invest, adapt and grow. A strategic direction includes “*Provide efficient and effective planning services and decision making to encourage development and new investment opportunities including Latrobe City Council intends to be at the forefront of delivery of planning permit assessments and visionary strategic land use planning*”.

On 3 March 2014, Council resolved to amend its delegations to Planning Officers, to be more in line with practices across Local Government in Victoria. It was considered appropriate to allow a wider range of planning decisions to be delegated to the Chief Executive Officer to drive more efficient and faster planning outcomes. Planning reports and updates have been distributed each week to Councillors to provide regular information on the progress of the new planning process.

Prior to March 2014 Council delegated all planning decisions to Planning Officers, with the exception of decisions with objections or those recommended for refusal. An application that received one or more

## ORDINARY COUNCIL MEETING MINUTES 03 OCTOBER 2016 (CM490)

objections or was recommended for refusal was required to be decided at an Ordinary Council Meeting.

It is estimated that this delegation model added an average of six weeks to the timeframe for a decision on an application. It also provided additional workload in report-writing and administration of the process, further impacting the speed of the planning service.

### **DISCUSSION**

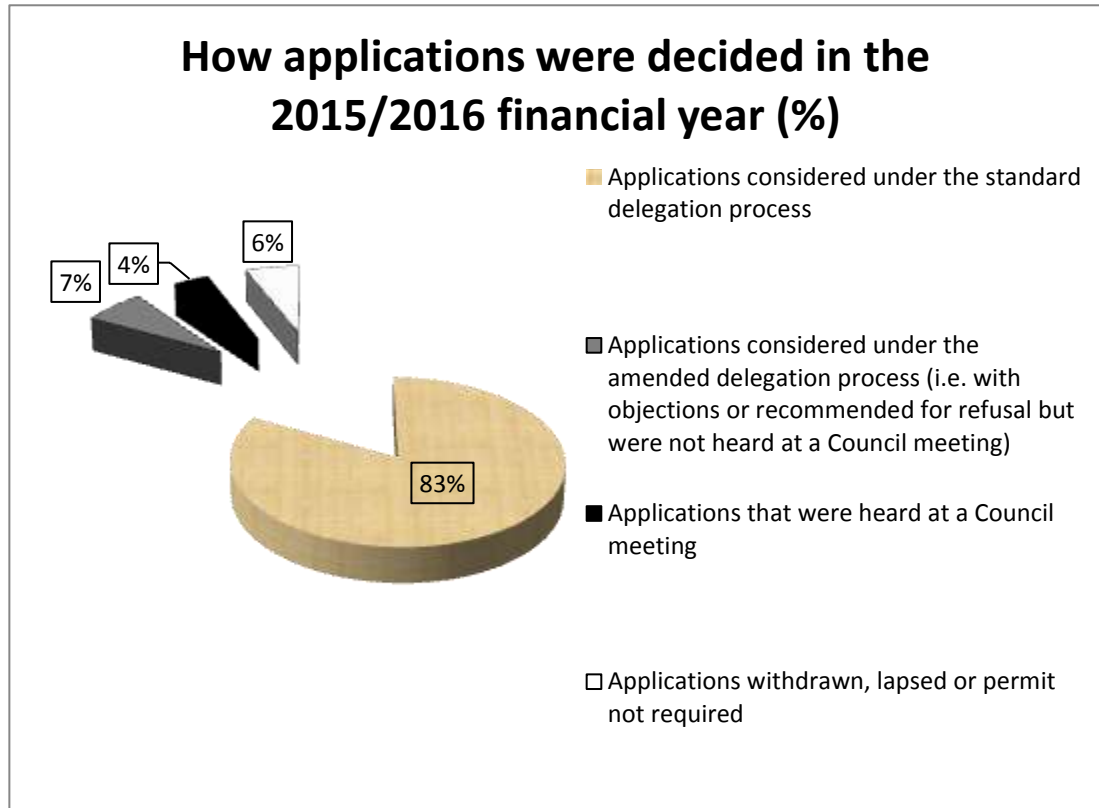
The following is an outline of planning decisions made during the period 1 July 2015 to 30 June 2016:

- 22 applications decided as per the amended delegations as approved by Council on 3 March 2014;
  - 15 applications had one or more objections;
  - 7 applications were recommended for refusal;
  - 11 applications were heard at an Ordinary Council Meeting - 5 with more than 5 objectors and 6 were requested by a Councillor to have the matter decided by Council that could have been considered under the amended delegations.
- 20 of the 22 applications were assessed in less than 60 statutory days.
  - One application was for a 2 lot resubdivision proposal in Hoven Drive, Traralgon. A drainage study had to take place due to concerns raised by WGCMA in relation to possible downstream inundation impacts which resulted in a long but a necessary delay to the application assessment process.
  - The other application was for a 2 unit and 2 lot subdivision proposal in Mclean Street, Morwell. Officers tried to work with the applicant but ultimately the proposal was not supported as sufficient changes were not made to make the development consistent with Rescode considerations and the protection and conservation of significant vegetation within the road reserve
- All except one of the applications requested to be considered at an Ordinary Council were related to dwelling and/or subdivision proposals in the Farming Zone.
- 4 applications for review have been lodged at VCAT in relation to these decisions. VCAT has set aside one of Councils decisions (in relation to planning permit application 2015/130 for the use and development of the land for a dwelling in the Farming Zone which was appealed by DEDJTR). Hearing dates have been set for the other three appeal hearings.

A list of the applications that were decided under the amended process delegation is included in attachment 1.

The following graph shows the percentage breakdown of planning decisions that were decided from 1 July 2015 to 30 June 2016 and details

which path they were considered through. 300 applications were decided this period.



As part of the change to delegations, Councillors have been provided with regular planning reporting, including weekly information on new applications lodged and updates on the progress of current applications.

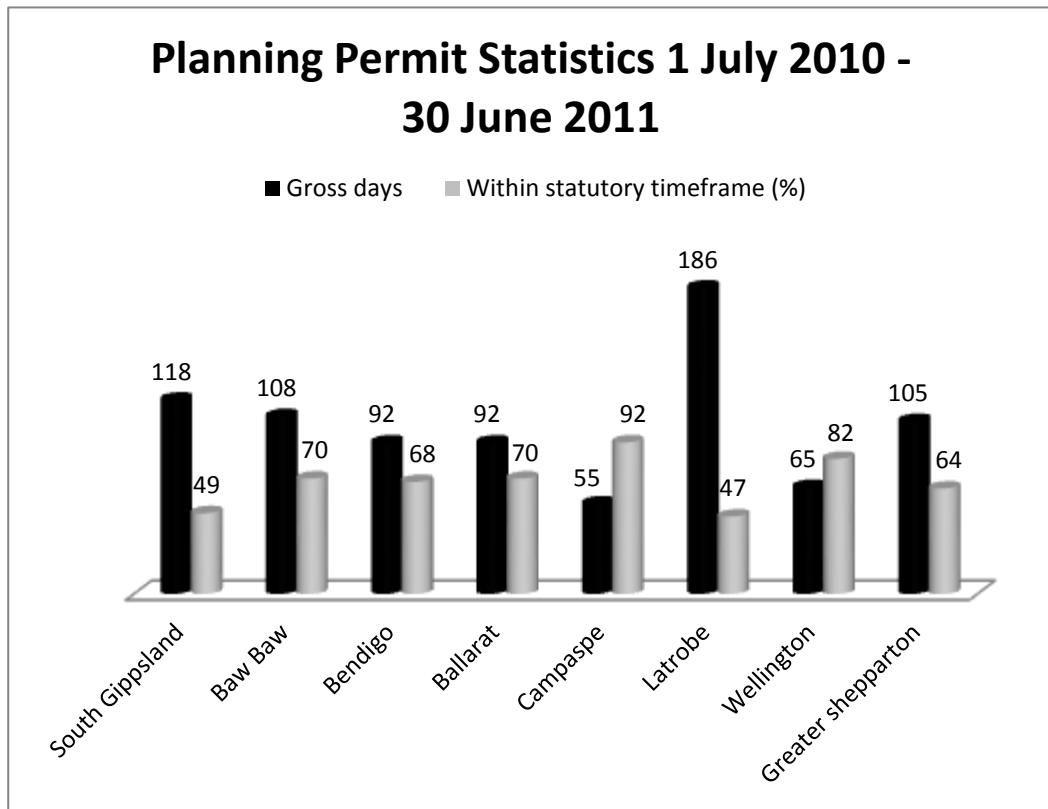
Throughout the 12 month period, further improvements to processes were made to achieve more efficient and effective planning outcomes for our community, as follows:

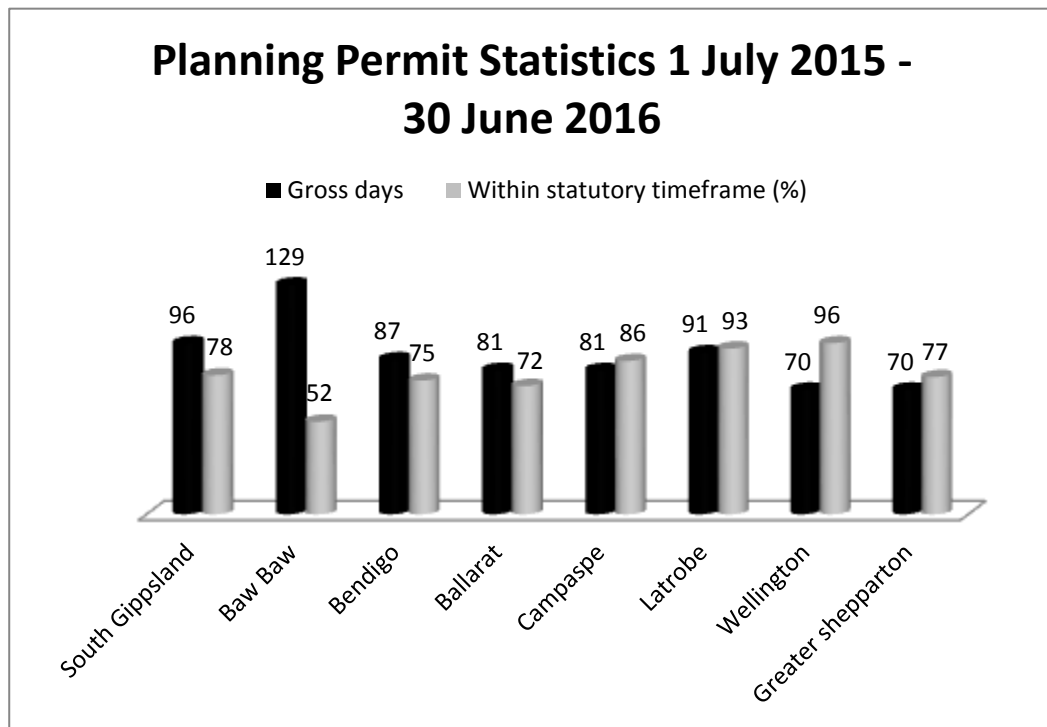
- Frontloading and electronic referrals and notifications at the earliest opportunity – resulting in faster processing times;
- Reminders to internal and external referral authorities when response due date is imminent;
- Early involvement in the subdivisions and certifications process has identified potential concerns sooner, eliminating double-ups;
- Designated “planning advice” email setup which has provided over 260 planning advice emails to customers since January 2016;
- Stronger review and checking process before entering into Section 173 agreements;
- Commencement of planning website review and updates and improvements occurring concurrently; and

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

- Commenced analysis of “gross days” in assessment timeframes for planning applications to assess how this area can be improved further.

The below chart compares Latrobe City’s planning decisions with other similar municipalities. The first chart show statistics for the period between 1 July 2010 – 30 June 2011 and the second chart shows statistics for the period 1 July 2015 – 30 June 2016. There has been a 50% reduction in gross timeframes in the assessment of applications and an increase from 47% to 93% in relation to compliance with statutory timeframes over that period.





Charts outlining statistics of all business years between 2010-2011 to 2015-2016 are included in attachment 2.

A breakdown on a monthly basis of applications decided within 60 statutory days for the 2015/16 financial year (as provided in the Councillor bulletin) is included in attachment 3.

### **RISK IMPLICATIONS**

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

### **FINANCIAL RESOURCES IMPLICATIONS**

Process improvements and associated costs have been allowed for in 2016-17 recurrent Statutory Planning team budget.

### **OPTIONS**

Council has the following option in regards to this report:

1. Receives and notes the performance of the statutory planning function during the 2015/16 financial year.

### **CONCLUSION**

Prior to March 2014, planning applications with one objector or recommended for refusal were considered by Council for decision at an Ordinary Council meeting. Many of these applications were routine compounding the inefficiencies of the process and increased the likelihood for delays in the assessment of planning applications.

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

Alterations to the Council delegations were made in addition to a continuous improvement programme within the Statutory Planning team which has driven Council's planning service towards best practice, and to be more in line with current practice of many Victorian councils. In particular, this change has delivered improvements in speed, consistency and efficiency for the Latrobe City community and in particular the development community.

Councillors will continue to receive weekly reports on planning applications and decisions made while the statutory planning team will strive for further improvements in our everyday work.

**Attachments**

1. Applications decided under the amended delegation process in 2015/16
2. Statistics of all business years between 2010/11 and 2015/16
3. Percentage of planning applications decided in under 60 statutory days by month in 2015/16

## **14.2**

### **Review of the Performance of the Statutory Planning Function in the 2015/16 Financial Year**

<b>1</b>	<b>Applications decided under the amended delegation process in 2015/16.....</b>	<b>91</b>
<b>2</b>	<b>Statistics of all business years between 2010/11 and 2015/16.....</b>	<b>95</b>
<b>3</b>	<b>Percentage of planning applications decided in under 60 statutory days by month in 2015/16 .....</b>	<b>99</b>

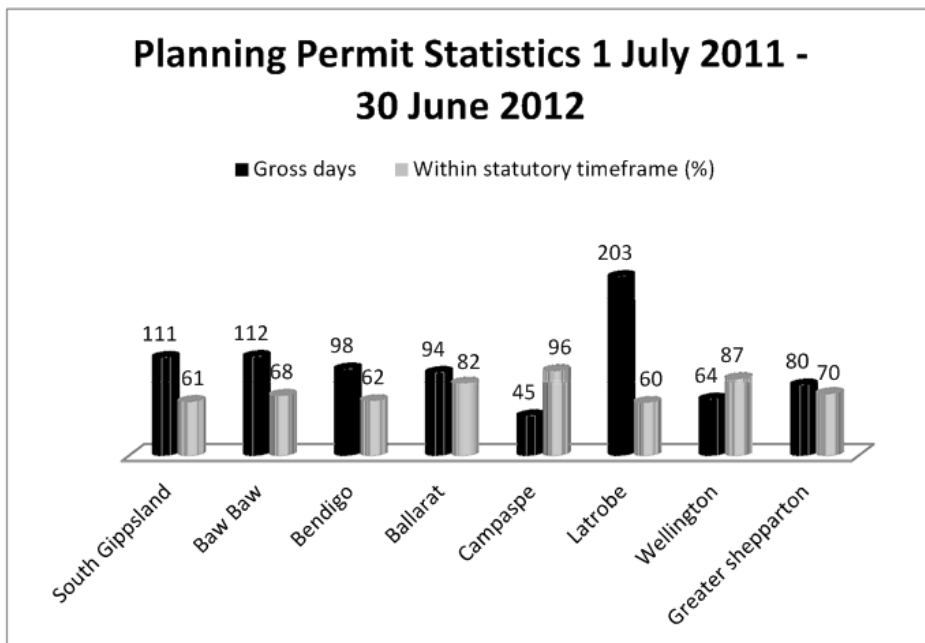
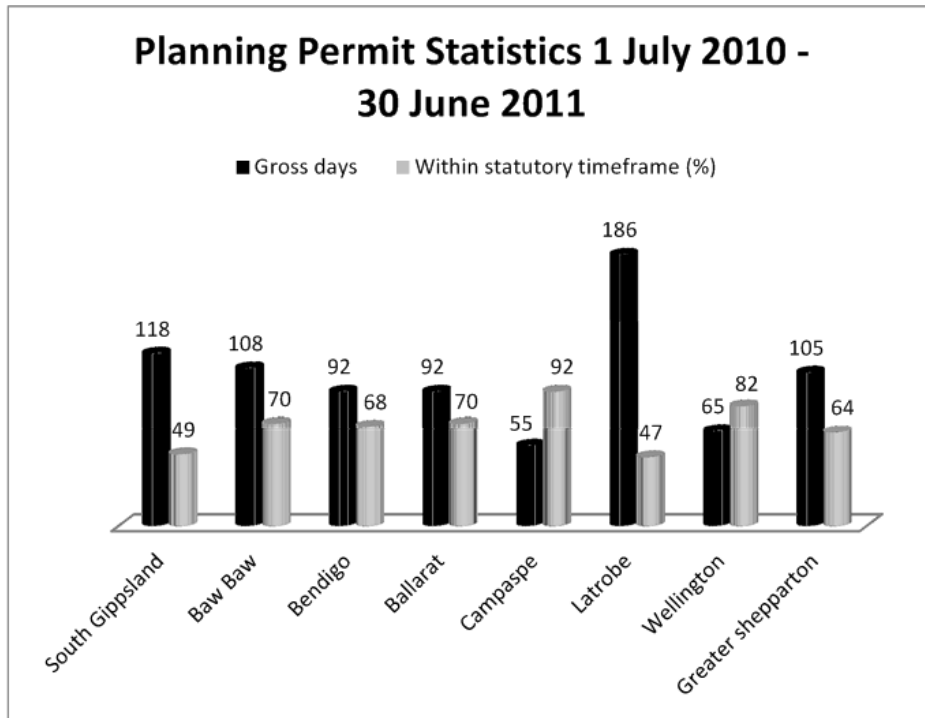
App No	Short description of proposal	Address	Reason placed on list	Recommendation	Decision	Decision Time-Statutory Days
2015/100	Use & Development of 4 industrial warehouses, business identification signage and reduction of car parking (7) spaces	12-13 Nefertiti Court Traralgon	2 Objectors	Approval	Approved	24 days
2015/116	Use of land for manufacturing sales (Clause 35.07-1) and retrospective approval of an existing building	55 Becks Bridge Road Newborough	1 Objector	Approval	Approved	31 Days
2015/170	2 Lot Subdivision	62 Gabo Way Morwell	2 Objectors	Approval	Approved	26 days
2015/171	2 Lot Subdivision & Use & Development of land for a single dwelling associated with a Section 2 Use within 100 meters of a waterway	35 Hoven Drive Traralgon	3 Objectors	Approval	Approved	115 days
2015/186	Use of Land for a laundromat & waiver of car parking in a commercial 2 zone.	2/72 Argyle Street Traralgon	1 Objector	Approval	Approved	18 days
2015/189	2 Lot subdivision & Removal of Native Vegetation within the Rural Living Zone	110 Jeeralang North Road Hazelwood North	1 Objector	Approval	Approved	23 days
2015/191	Use of land for a dwelling & extension to an existing building	126 Church Road Hazelwood north	1 Objector	Refusal	Refused	53 days
2015/192	Use & Development of land for a food & drink premises, Cinema, Motel & Officer, Development of 21 Dwellings in the mixed use zone	24, 26 & 28 Grey Street Traralgon	4 Objectors	Approval	Approved	16 days

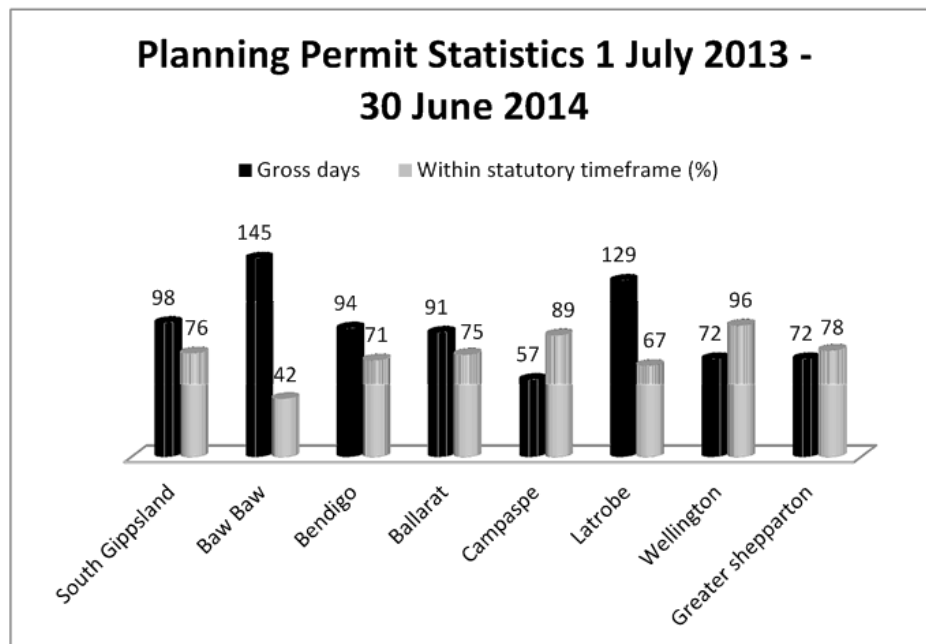
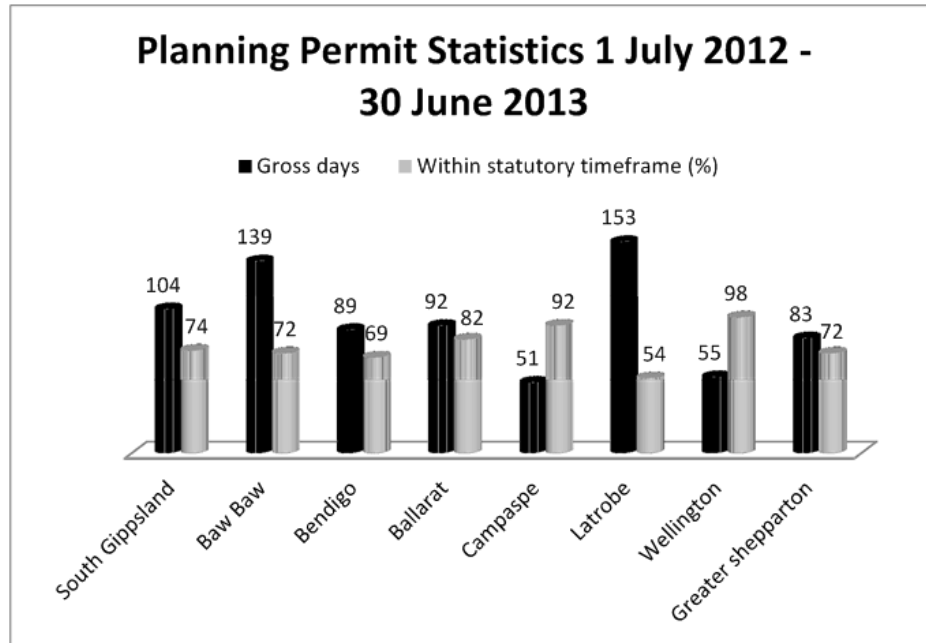


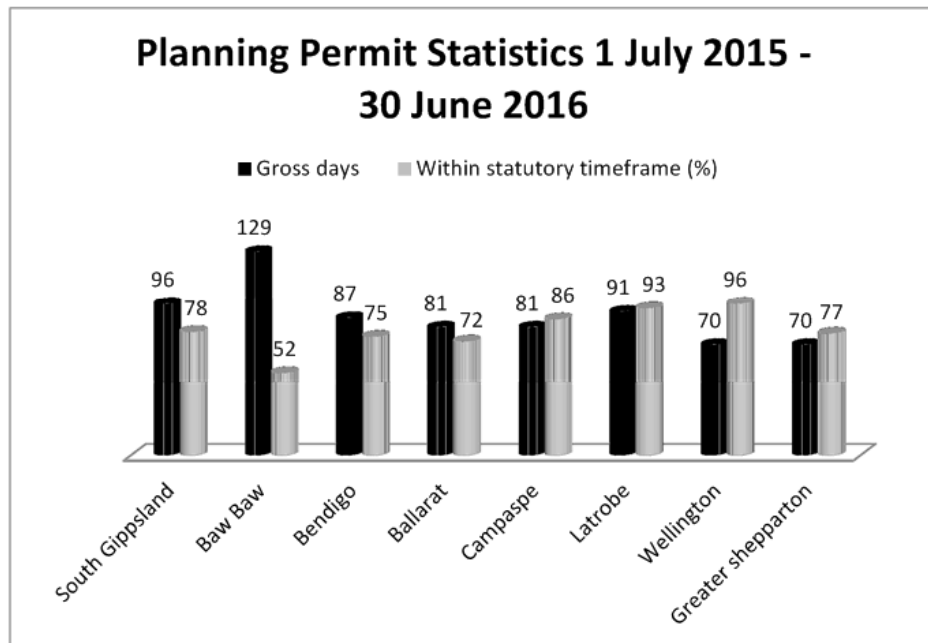
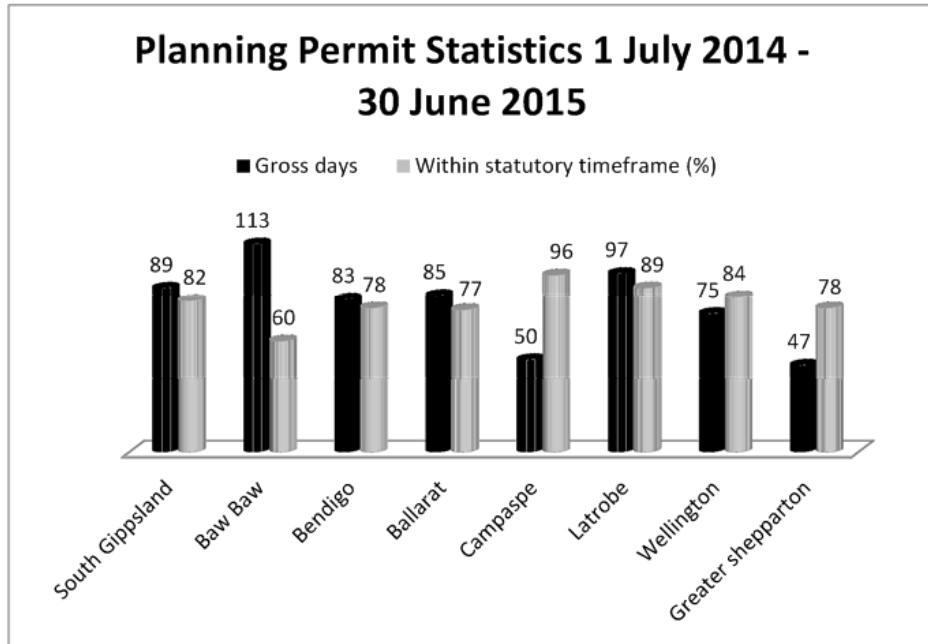
2015/213	Removal of Native Vegetation (20 remnant native trees from pine plantation within the farming zone	Healeys Road & Upper Middle Creek Road Yinnar South	2 Objectors	Approval	Approved	47 days
2015/256	2 Dwellings on a 2 Lot subdivision	4 Kenilworth Drive Traralgon	1 Objector	Approval	Approved	16 days
2015/268	Use of Land for a restricted recreational facility & signage within the mixed use zone	40-50 Queens Parade Traralgon	1 Objector	Approval	Approved	47 days
2016/17	Building & Works associated with non-illuminated major promotional signage	360 Princes Highway Traralgon East	1 Objector	Approval	Approved	54 Days
2016/24	Use of land for animal keeping (3 dogs) within the GRZ	4 Latrobe Crescent Traralgon	1 Objector	Approval	Approved	5 days
2016/45	Works associated with cut & fill of subject land in retrospect & stockpiling of clean fill	5523 Princes Highway Traralgon	1 Objector	Approval	Approved	10 days
2013/108 A	Amendment to Condition to allow 24/7 trading	5/149-163 Argyle Street Traralgon	1 Objector	Approval	Approved	39 days
2015/29	Two Lot subdivision	145 Williams Road Yinnar South	Refusal	Refusal	Refused	39 days
2015/23	2 Units & 2 Lot subdivision	5 McLean Street Morwell	Refusal	Refusal	Refused	117 days
2013/224 A	Extension of Red line area	17 Peterkin Street Traralgon	1 Objector	Approval	Approved	19 days
2015/112	Removal of 1 tree	46 Cross's Road Traralgon	Refusal	Refusal	Refused	45 days

2015/181	Use & Development of land for a single dwelling and ancillary outbuildings	Nuttalls Road Yinnar	1 Objector DEDJTR	Approval	Approved	55 days
2015/241	Use & Development of car wash and display advertising signage in Commercial 1 zone	146-188 Franklin Street Traralgon	2 Objectors	Approval	Approved	45 days
2013/76A	2 Lot subdivision & Creation of common property and construction of a 2 <sup>nd</sup> dwelling	18 Chenhall Crescent Traralgon	1 Objector	Approved	Approved	42 days

### Planning permit statistics 2010-2011 to 2015-2016







**Percentage of planning permit applications  
decided within 60 statutory days in  
2015/16**

July 2015	93%
August 2015	89%
September 2015	96%
October 2015	92%
November 2015	89%
December 2015	96%
January 2016	100%
February 2016	97%
March 2016	88%
April 2016	95%
May 2016	94%
June 2016	100%

# INFRASTRUCTURE AND RECREATION

**15. INFRASTRUCTURE AND RECREATION**

Nil reports



# COMMUNITY SERVICES

16. COMMUNITY SERVICES

**16.1 ANNUAL REPORT 2015-16**

**General Manager**

**Community Services**

**For Information**

*The recommended decision is not a major policy decision, as defined in section 93A of the Local Government Act 1989 or a significant decision within the meaning of the Election Period Policy.*

**PURPOSE**

The purpose of this report is to present the Latrobe City Council Annual Report 2015-16 in accordance with Section 134 of the *Local Government Act 1989*

**EXECUTIVE SUMMARY**

The *Local Government Act 1989* requires Latrobe City Council to submit the Annual Report, including the audited financial, standard and performance statements, to the Minister for Local Government within three months of the end of the financial year. Accordingly a copy of Latrobe City Council's Annual Report 2015-16 has been submitted to the Minister and loaded to the Know Your Council Local Government Portal.

In accordance with the *Local Government Act 1989*, the *Local Government Amendment (Performance Reporting and Accountability) Act 2004*, the *Local Government (Planning and Reporting) Regulations 2014*, Council is required to consider the Annual Report at a meeting of Council within one month after providing the Annual Report to the Minister.

Council is also required to give fourteen days' notice of the meeting and make copies of the Annual Report available for public inspection.

In accordance with the above mentioned legislative requirements, an advertisement was published in the Latrobe Valley Express on Thursday, 15 September 2016, inviting the public to inspect Latrobe City Council's Annual Report and informing the public that the Annual Report would be presented at the Council Meeting on 3 October 2016. Hard copies of the Annual Report are also available at services centres and libraries for viewing and electronically via Council's website.

A copy of Latrobe City Council's Annual Report 2015-16, as presented to the Minister for Local Government, is attached.

**MOTION**

**Moved:** Cr Harriman  
**Seconded:** Cr Gibson

**That Council receives and notes the Latrobe City Council Annual Report 2015-16 in accordance with Section 134 of the *Local Government Act 1989*.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTEREST**

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

**STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Governance*

*In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.*

*Latrobe City Council Plan 2013 - 2017*

Theme and Objectives

*Theme 3: Efficient, effective and accountable governance*

*To achieve the highest standards of financial probity and meet all statutory obligations.*

*To provide open, transparent and accountable governance.*

Strategic Direction –

*Regularly report Council decisions and performance to the community.*

*Increase community awareness and satisfaction with Council's services and facilities.*

*Continuously improve financial management and reporting.*

Legislation –

*Local Government Act 1989 – section 131, 132, 133, 134.*

*Government Amendment(Performance Reporting and Accountability) Act 2004*

*Local Government (Planning and Reporting) Regulations 2014*

In particular, Section 134 of the Local Government Act 1989, states that:

## ORDINARY COUNCIL MEETING MINUTES 03 OCTOBER 2016 (CM490)

(1) *A Council must consider the annual report at a meeting of the Council.*

(2) *The meeting-*

(a) *must be held as soon as practicable but within the time required by the regulations, after the Council has sent the annual report to the Minister;*

(b) *must be advertised at least 14 days before the meeting is held in a public notice that states-*

(i) *that the annual report will be discussed at the meeting; and*

(ii) *the place from which copies of the annual report can be obtained before the meeting;*

(c) *must be kept open to the public while the annual report is discussed.*

### **BACKGROUND**

Latrobe City Council's Annual Report provides details of Council's delivery of annual actions, service provision and performance indicators to meet all legislated and regulatory requirements.

The Annual Report also provides a financial snapshot supported by a comprehensive account of Council's financial performance including audited financial, standard and performance statements.

The Annual Report also includes the Local Government Performance Reporting Framework Key Performance Indicators, Governance and Management Checklist and Performance Statement in accordance with the *Local Government Amendment (Performance Reporting and Accountability) Act 2004* and the *Local Government (Planning and Reporting) Regulations 2014*.

As part of Council's commitment to support the continued strength of our local manufacturers, Councillors may wish to note that the Annual Report has been printed locally, entirely on locally produced Australian Paper paper stock.

Hard copies are available for inspection at all Latrobe City Council service centres and libraries and are available electronically from Council's website.

### **KEY POINTS/ISSUES**

In accordance with the *Local Government Act 1989* and the *Local Government Amendment (Performance Reporting and Accountability) Act 2004*, the *Local Government (Planning and Reporting) Regulations 2014*, Council is required to consider the Annual Report at a meeting of Council within one month after providing the Annual Report to the Minister.

Council is also required to give fourteen days' notice of the meeting and make copies of the Annual Report available for public inspection.

The above legislative requirements have been achieved.

**RISK IMPLICATIONS**

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

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial implications as a result of Council's consideration of this report.

**INTERNAL/EXTERNAL CONSULTATION**

The Chief Executive Officer, Executive Team members and Managers of Latrobe City Council informed and reviewed the content of the Annual Report to ensure its accuracy.

Council's Audit Committee reviewed the financial, standard and performance statements of Latrobe City Council's Annual Report 2015-16 and confirmed its content.

The Victorian Auditor General's Office has conducted a comprehensive audit of the financial, standard and performance statements.

**OPTIONS**

There is a statutory requirement for Council to consider the Annual Report within one month of forwarding the report to the Minister for Local Government.

**CONCLUSION**

Latrobe City Council's Annual Report 2015-16 has been prepared in accordance with the legislative requirements of the *Local Government Act 1989*, and is presented for Council's consideration.

The Victorian Auditor General's Office has conducted a comprehensive audit of the financial, standard and performance statements, and issued unqualified reports for all statements. Council's Audit Committee has reviewed and confirmed the financial, standard and performance statements of Latrobe City Council's Annual Report 2015-16.

Latrobe City Council's Annual Report 2015-16 was emailed to the Minister for Local Government and was also loaded to the Know Your Council Local Government Portal well prior to the prescribed 30 September 2016 deadline.

**Attachments**

1. Annual Report 2015-16

# **16.1**

## **Annual Report 2015-16**

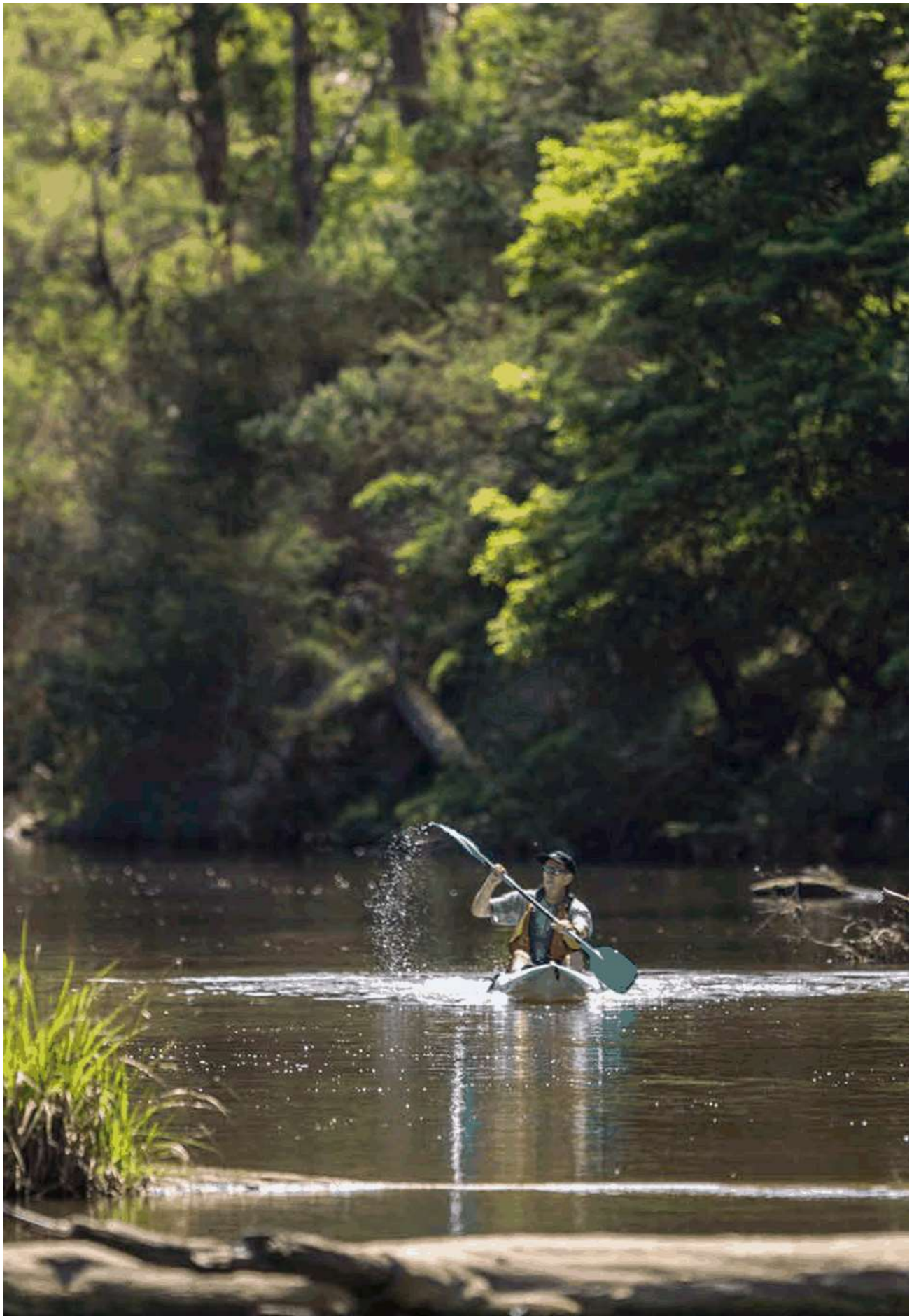
<b>1</b>	<b>Annual Report 2015-16.....</b>	<b>109</b>
----------	-----------------------------------	------------



# LATROBE CITY COUNCIL Annual Report 2015/16











LATROBE  
CITY  
COUNCIL Annual Report  
2015/16

# PREAMBLE

Latrobe City Council acknowledges that prior to colonial settlement, the Braiakaulung people of the Gunaikurnai clan were the occupiers and traditional owners of the land that is now known as Latrobe City.



## Chief Executive Officer's report



**GARY VAN DRIEL**

**I'm proud to present the 2015/16 Annual Report to our community and customers.**

**This year's Annual Report is unlike previous ones.**

Traditionally an Annual Report is designed to reduce a year's worth of effort and action into a neat set of targets, results and indicators. The compulsory content, dictated by various pieces of legislation and local government regulations, enables readers to form a judgement of performance and make comparisons between municipalities—however while those figures represent our results, I believe they lack life and vitality, failing to tell the story of what it was like living, working, growing, moving and playing in Latrobe City during 2015/16.

So for those who want the statistical and financial summary, please flip to the Finance and Performance section of this document beginning on page 76. In addition to this year's data we have provided information from last year, making it simple for you to track our progress.

If however you would prefer to experience a glimpse of 2015/16 life in Latrobe City, from the perspective of our community, I invite you to examine the front section which is a collection of community reflections, personal stories told by groups and individuals across our community, and their experiences of Council this year—leaving you to draw your own conclusions about our effectiveness in achieving good outcomes with our customers.

This year, Council fought an epic David and Goliath battle against GDF Suez in order to prevent the community from becoming responsible for the maintenance and operation of the Morwell Main Drain.

The successful defence of our community from this corporate giant was a substantial task. The case represented a significant moment for our community - to win and to be vindicated, and to have our collective voice heard.

I thank the community who rallied to the cause and who stood shoulder to shoulder with us.

For Council 2015/16 has been a year committed to considering the customer as the centre of our processes.

Through Council's operations, we've made a number of changes to the way in which we work, designed to make the customer experience more reflective of the community's desires and expectations.

This year we've centralised our Call Centre Operations to ensure customers receive a better enquiry service. Centralising our operations provides greater opportunity for us to learn from our experiences, collate valuable and meaningful data and trigger a range of subtle changes to the way we present information to the community. Now, each day, based on the themes identified in our call centre, we amend



*Opposite: The striking Grevillea 'Bronze Rambler' was cultivated by W and L Wilson of Moe South.*

*Cover: Civil works construction play in the sandpit at Carinya Early Learning Centre.*

*Inside Front Cover: Children with park sculptures at Eel Hole Creek in Hazelwood South.*

## Chief Executive Officer's report

(CONTINUED)

our website to ensure the issues and topics that you are calling about are easy to locate in our online offering.

We've also moved our preschool enrolment process online. This year, we've taken around 800 preschool enrolments. Some 700 of those were completed via our new online facility. This has meant that preschool places were offered to families far earlier than previous years, an outcome designed to support families and carers in managing their busy lives.


Our 2016/17 Business Plans aim to continue this work. Our goal is to refine our systems and processes to make it easier to do business with us and to provide smarter, more efficient services to the community.

In closing it would be remiss of me not to mention a major change at Latrobe City Council this year in the form of a restructure during October and November 2015 to deliver greater efficiency at the Executive and Manager level of the organisation and better alignment between department functions. The number of Executives was reduced from six to five, down from a previous seven, and the Management level was reduced from 23 Managers down to 17.

Significant consultation was undertaken as part of the restructure. It has positioned our operations to focus our collective efforts and resources on striving to serve our customers' needs.

The breadth of responsibility in local government is wide—requiring a diversity of knowledge, know-how and adaptability. Thank you to the team of officers who deliver services for our customers and are accountable for providing quality outcomes for our community.

I look forward to future Annual Reports demonstrating how the new structure is continuing to deliver our customers with better service and a better experience of life in Latrobe City.



GARY VAN DRIEL  
Chief Executive Officer, Latrobe City

*Our goal is to refine our systems and processes to make it easier to do business with us and to provide smarter, more efficient services to the community.*





*Latrobe City Council staff members at Moe Service Centre and Library.*

## PREAMBLE

## Why we have an annual report

Under the *Local Government Act 1989*, councils are required to report to the community on a variety of topics covering council operations, performance and finances.

### HOW TO OBTAIN A COPY OF THIS REPORT

A copy of this report can be found on the Latrobe City website [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au) by searching 'Annual Report' and downloading or viewing a printed version at any one of our libraries or service centres. An accessible version is also available on our website.

To obtain this information in languages other than English, or in other formats, please contact Latrobe City Council on 1300 367 700.

**MOE SERVICE CENTRE  
AND FRANK BARTLETT  
MEMORIAL LIBRARY**  
1-29 George Street  
Moe

**MORWELL LIBRARY**  
63-65 Elgin Street  
Morwell

**LATROBE CORPORATE  
HEADQUARTERS**  
141 Commercial Road  
Morwell

**CHURCHILL SERVICE  
CENTRE AND LIBRARY**  
9-11 Philip Parade  
Churchill

**TRARALGON SERVICE  
CENTRE AND LIBRARY**  
34-38 Kay Street  
Traralgon



*Latrobe City Council's new service centre and library at Moe.*

## Table of contents

Preamble .....	2	Services snapshot .....	56
Chief Executive Officer's report .....	3	Our employees .....	58
Latrobe City snapshot .....	8	Setting Our Direction .....	60
Latrobe's demographics .....	9	Council Plan 2013 – 2017 .....	61
Our Leadership .....	10	How are we performing? .....	64
Mayor's report .....	11	Council report card .....	65
Your representatives on Council .....	14	Major initiatives .....	66
Our Community's Reflections of 2015-16 .....	16	Annual actions .....	68
Moe Service Centre and Library opening .....	18	Council Plan indicators .....	70
Indigenous Employment Program .....	20	Local Government Performance Reporting Framework Indicators .....	72
Boolarra Folk Festival .....	22	Capital works highlights .....	74
Callignee Bike Path Project .....	24	Finance and Performance Statements .....	76
Jayco Herald Sun Tour .....	26	Notes to the financial report .....	83
Latrobe City Literary Festival .....	28	Financial certification .....	118
Tarwin Pop Up Park .....	30	Performance certification .....	128
AFL Victorian Junior Championships .....	32	Governance, Management and other information .....	132
Latrobe Valley Volleyball .....	34	What Council does and how Council works .....	133
AUSTimber2016 .....	36	Council Committee Membership .....	135
Boolarra Community against domestic violence .....	38	Local Government Performance Reporting Framework—Governance and Management Checklist .....	140
Emergency relief services network .....	40	Glossary .....	146
Latrobe City Gift Card Program .....	42	Index .....	149
Meals on Wheels .....	44		
Morwell Community Groups .....	46		
Positive Aging Reference Committee .....	48		
Community Recovery Committee .....	50		
Our people .....	52		
Organisational structure .....	54		



PREAMBLE

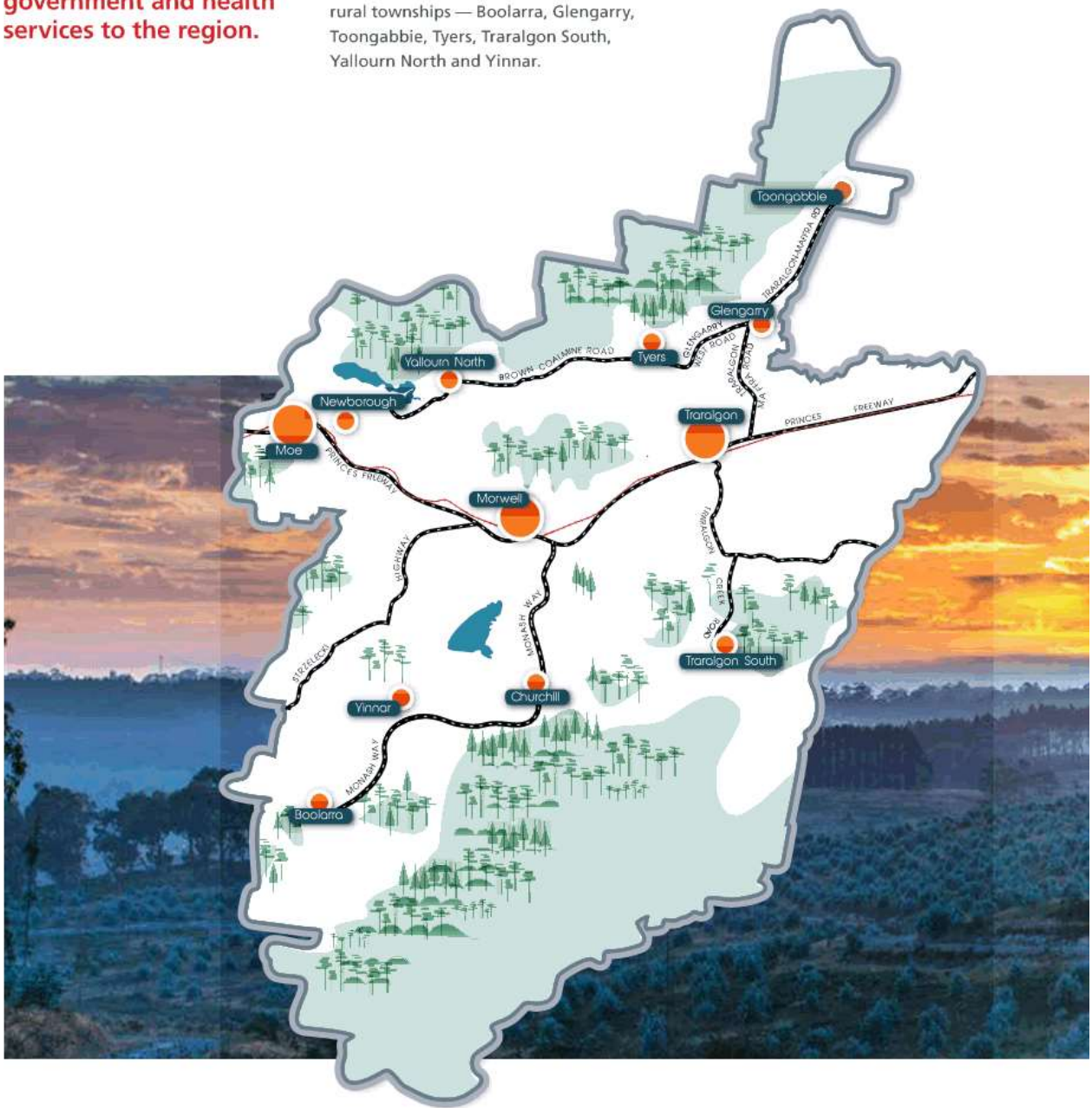
## Latrobe City Snapshot

**Latrobe City is Victoria's eastern regional city and Gippsland's primary service centre and employment hub, providing retail, entertainment, education, government and health services to the region.**

Latrobe City is a 90-minute drive east of Melbourne covering an area of 1425 square kilometres, situated between the Strzelecki Ranges to the south and the Great Dividing Range to the north.

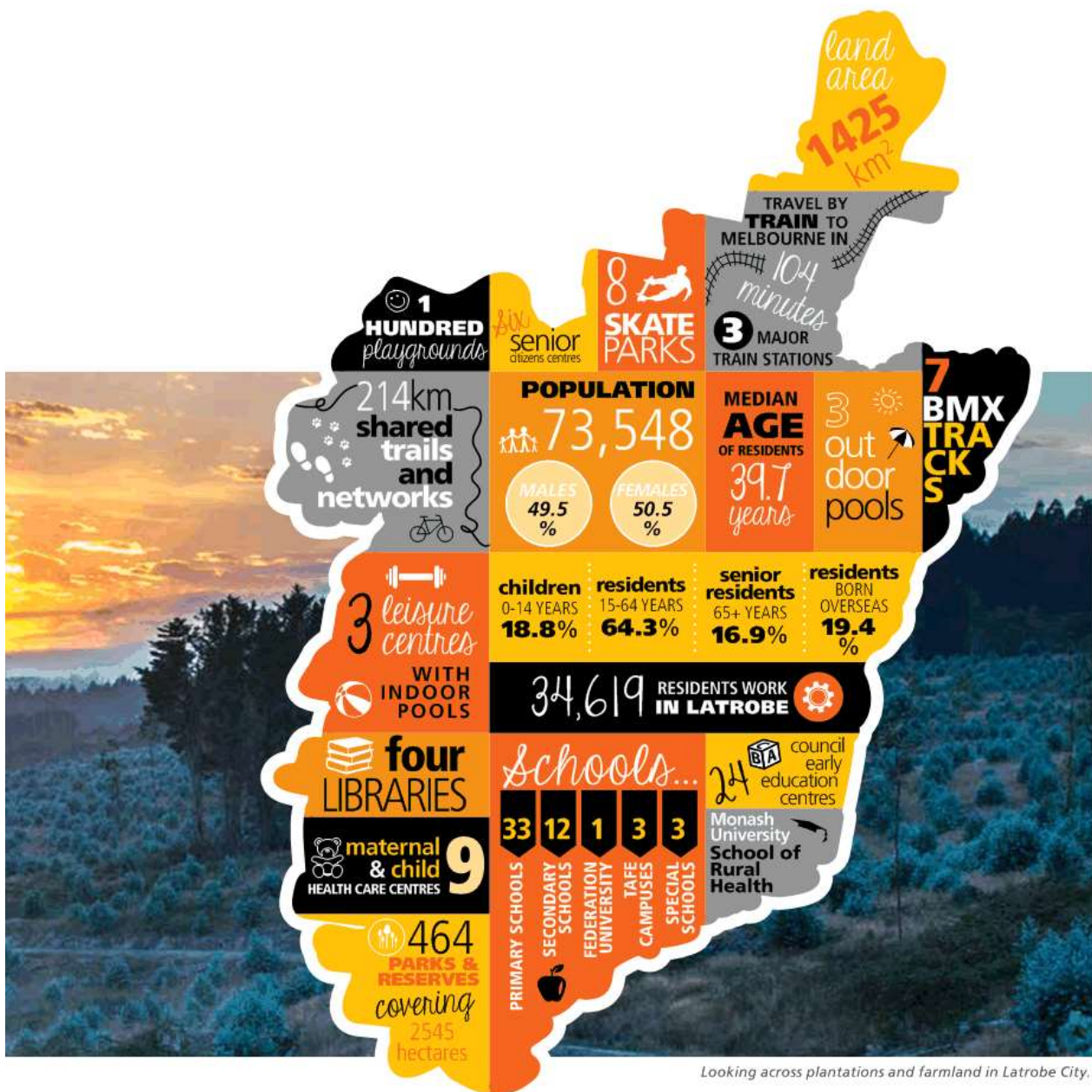
The combination of major employers, the city's regional significance and affordable housing makes Latrobe City a centre of opportunity for both business and residents.

The city is made up of four major towns — Churchill, Moe/Newborough, Morwell and Traralgon; and seven rural townships — Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar.





## Latrobe's Demographics



Looking across plantations and farmland in Latrobe City.

# OUR LEADERSHIP

Latrobe City Council is a public statutory body which operates under the legislative requirements of the *Local Government Act 1989*. This act sets out the role of the Council as an elected body to provide leadership for the good governance of the municipal district and the local community.





## Mayor's report



CR MICHAEL ROSSITER

**I would characterise the 2015/16 year for Latrobe City as one where Council instigated a series of projects, strategic initiatives and commitments that, over coming years, will serve our community by building our strength, prosperity, reputation and character as a true regional city.**

### MAJOR ACHIEVEMENTS FOR 2015/16

#### Economic Transition and Diversification

In April of this year, Council raised its voice around the nature of an economic transition and diversification for the Valley.

As is often the case when a transition is announced, numerous groups and individuals step forward proclaiming to have the plan for how our future should evolve. Council has very firmly stated that it is the community who are the leaders in this space. The voice, history and ingenuity of our community must be harnessed if we are to create a transition and diversification journey that we can be proud of.

Council has urged Government, State and Federal to ensure that the community has a voice at the table and are the masters of this transition. We must have a transition where people – our community – are put first.

Our transition vision allows our strong and determined workforce to apply their skills and make the transition to new opportunities in a way that both provides dignity and respect.

Council has and will continue to call on the Government to ensure that the community are first and foremost in the discussions around the deployment of the \$40 million transition fund.

#### \$30 million secured for the Creative Arts Precinct

In a unanimous vote, a Council resolution confirmed Traralgon as the site for the Creative Arts Precinct. By recognising the city-wide benefit of such a cultural facility, a further \$10 million was subsequently secured from State and Federal funds bringing the total cost of the project to \$30 million.

#### Economic Development Strategy – Engineering Capital

Our new the Economic Development Strategy builds on our proud industrial past and imagines a positive high tech engineering led future. Seeking to reinforce our city as the Engineering Capital of Australia, this five year vision is a foundation document that celebrates our community as innovators, designers, engineers and manufacturers at the forefront of supporting Australia's mining and resource sector. ▶

\$30 million dollars has been secured to upgrade our Creative Arts Precinct.



Council is working to highlight economic transition and diversification for Latrobe City.



## OUR LEADERSHIP

**Mayor's report***(CONTINUED)***Finalised Construction of the Moe Service Centre, commenced operations.**

The new \$14 million Moe Service Centre, incorporating the Frank Bartlett Memorial Library, was completed and opened to the public this year and the overwhelmingly positive reception from the community continues with an average of 700 visitors coming through the doors each week—an almost three fold increase on the previous facility.

**AusTimber**

Council sponsored the AusTimber event in Traralgon which saw over 7,500 people visit the region resulting in an overarching economic benefit of over \$29 million. The event was also an opportunity to share Council's Wood Encouragement Policy with a national audience.

**Pop Up Park at Tarwin Street**

Continuing our focus on healthy lifestyles, Council trialled an innovative pop up park in the most unlikely of places – on the bitumen of Tarwin Street, Morwell.

The park was the location for 90 organised activities including 17 major events as well as becoming an informal meeting place and community focus point.

**Advocacy and Lobbying**

Hazelwood Mine Fire Inquiry – Councillors and Council staff participated in this process expressing the view that the community needed to be front and centre of a long term health improvement effort. The Government's response has committed:

- \$30 million to improve the health of the community
- \$13 million for mine rehabilitation and post-mine closure
- \$12 million to increase our capacity to undertake air quality monitoring and to respond to and manage smoke events.

- \$3 million to permanently increase ambient air monitoring in the Latrobe Valley.

**Gippsland Logistics Precinct**

Council has commenced work to update the masterplan for the Gippsland Logistics Precinct site and designing required infrastructure. The Gippsland Logistics Precinct will be an intermodal industrial precinct that will meet the needs of future manufacturers and exporters. The State Government established a project control group to work with Council in relation to the \$10 million election commitment to the GLP.

**The Traralgon Growth Areas Review**

The Traralgon Growth Areas Review (Planning Scheme Amendment C87) provides a long-term plan to grow Traralgon, not just for housing growth but also in terms of future business and industry needs. The independent Planning Panel appointed by the Minister for Planning recommended Council adopt C87 subject to some changes. Council decided to split C87 into three parts to make it easier to implement.

Part A proposes to protect strategic economic assets through buffers to coal fields, manufacturing sites, and large industrial areas. Part B relates to the introduction of the Urban Amenity Buffer for the Australian Paper Mill to ensure future investment in jobs while protecting residential amenity. Part C looks at facilitating investment and employment, ensuring plans for urban land releases and identifies the locations for new activity centres. In May 2016, Council adopted parts A and C and deferred part B for further consideration.

Over an extended period, the TGAR project has been one where Council has worked with the community to strike the right balance between retaining a liveable city and continuing to attract investment to drive growth.

**Rural Land Use Strategy for Latrobe City.**

Live Work Latrobe will provide a long-term plan for Latrobe City's future growth as Gippsland's Major Regional City. Specifically, the project will develop three long term strategies to guide future housing, industrial land use and employment and rural land use. The project is being undertaken as a two stage process. The first considered the three themes of the project including Housing, Industry and Employment and Rural land use, as well as broader matters which intersect with all three themes. Stage Two will be completed next year.

**Street lighting upgrade**

Latrobe City Council has completed Lighting Latrobe, a three-year project co-funded by Latrobe City Council and the Australian Government, Department of Industry, Innovation and Science. It included an energy efficiency upgrade for internal building lighting and street lighting to LEDs (light emitting diodes). The upgrading of 5880 mercury vapour street lights and 2282 internal lights in five of our largest high profile community buildings with LED lights will reduce Latrobe City's greenhouse emissions by 2748 tonnes per year, over 2 million kWh of electricity and save our ratepayers around \$558,000 per year in electricity and maintenance costs.

This Annual Report is the fourth, and last, for this Council's term and marks the completion of our Council Plan to serve the Latrobe City community.



CR MICHAEL ROSSITER  
Latrobe City Mayor



OUR LEADERSHIP



*Clockwise from top left: AusTimber2016 brought millions of dollars to the region.*

*Lighting Latrobe has seen the city reduce its greenhouse emissions.*

*The Traralgon Growth Areas Review creates a plan for growth.*

*Gippsland Logistics Precinct will meet the needs of future manufacturers and exporters*

## OUR LEADERSHIP

## Your Representatives on Council

Latrobe City's council was elected on 27 October 2012 for a four year term, comprising nine councillors representing four wards.

### WARD INFORMATION

The councillors elected to these ward areas are as follows:

#### *West Ward*



**CR PETER GIBBONS**  
Phone: 0499 981 266  
Email: [peter.gibbons@latrobe.vic.gov.au](mailto:peter.gibbons@latrobe.vic.gov.au)

Cr Peter Gibbons is a West Ward Councillor who was first elected in October 2012.



**CR SHARON GIBSON (DEPUTY MAYOR\*)**  
Phone: 0429 338 762  
Email: [sharon.gibson@latrobe.vic.gov.au](mailto:sharon.gibson@latrobe.vic.gov.au)

Cr Sharon Gibson is a West Ward Councillor who was first elected in December 2008 and then again in October 2012. Cr Gibson was Mayor from November 2013 to October 2014 after serving as deputy mayor three consecutive times.

#### *East Ward*



**CR DALE HARRIMAN**  
Phone: 0419 399 093  
Email: [dale.harriman@latrobe.vic.gov.au](mailto:dale.harriman@latrobe.vic.gov.au)

Cr Dale Harriman is an East Ward Councillor and former mayor. He is currently serving a second term and was first elected in August 2011 (following a resignation) and again in October 2012.



**CR SANDY KAM**  
Phone: 0427 556 967  
Email: [sandy.kam@latrobe.vic.gov.au](mailto:sandy.kam@latrobe.vic.gov.au)

Cr Sandy Kam is an East Ward Councillor who was first elected in 2007 (following a resignation) and then again in 2008 and 2012. Cr Kam was mayor from November 2012 to November 2013.



**CR KELLIE O'CALLAGHAN**  
Phone: 0400 696 324  
Email: [kellie.o'callaghan@latrobe.vic.gov.au](mailto:kellie.o'callaghan@latrobe.vic.gov.au)

Cr Kellie O'Callaghan is an East Ward Councillor who was first elected in 2008 and then again in October 2012. Cr O'Callaghan was mayor from December 2009 to December 2010.

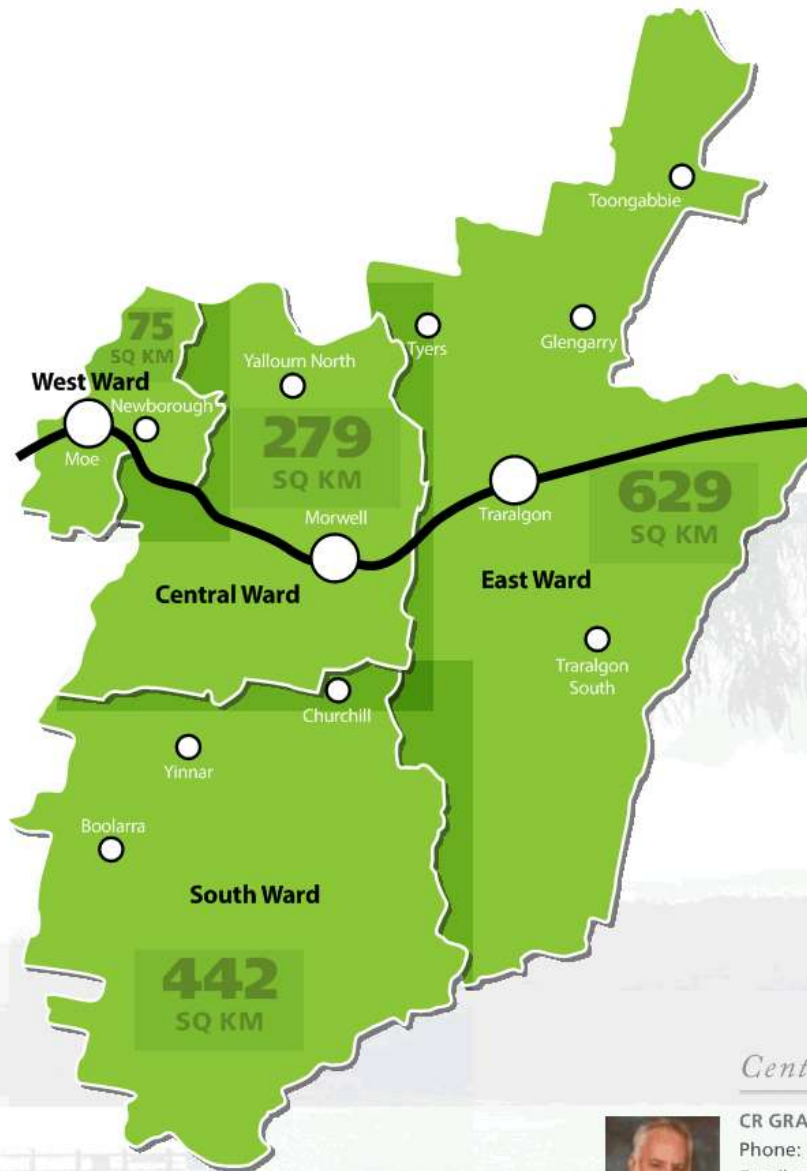


**CR MICHAEL ROSSITER (MAYOR\*)**  
Phone: 0499 981 242  
Email: [michael.rossiter@latrobe.vic.gov.au](mailto:michael.rossiter@latrobe.vic.gov.au)

Cr Michael Rossiter is an East Ward Councillor who was first elected in October 2012. He is the current mayor.

\* The Mayor and Deputy Mayor were elected at the Special Council Meeting held on 9 November 2015.





*Central Ward*



**CR GRAEME MIDDLEMISS**  
 Phone: 0417 379 059  
 Email: [graeme.middlemiss@latrobe.vic.gov.au](mailto:graeme.middlemiss@latrobe.vic.gov.au)

Cr Graeme Middlemiss is a Central Ward Councillor who was first elected in 1997 during the first La Trobe Shire Council elections. He has been on council for 17 years and was mayor from March 2003 to March 2004.



**CR CHRISTINE SINDT**  
 Phone: 0499 981 233  
 Email: [christine.sindt@latrobe.vic.gov.au](mailto:christine.sindt@latrobe.vic.gov.au)

Cr Christine Sindt is a Central Ward Councillor who was first elected in October 2012.

*South Ward*



**CR DARRELL WHITE**  
 Phone: 0417 377 645  
 Email: [darrell.white@latrobe.vic.gov.au](mailto:darrell.white@latrobe.vic.gov.au)

Cr Darrell White is a South Ward Councillor who was first elected in 1997 during the first La Trobe Shire Council. Cr White has been on council for 17 years and was mayor three times.



# OUR COMMUNITY'S REFLECTIONS OF 2015 – 2016



Latrobe City Council works in partnership with community groups, sporting organisations, business and industry to deliver events and initiatives that contribute to the social and cultural fabric of our city.

Council supports, facilitates and instigates programs and activities that foster a collaborative and inclusive community. We attract events that boost the local economy and develop our position as a sporting destination.

From hosting major events such as AUSTimber2016 and the V/Line Cup for the first time, to helping community groups to connect and reach new audiences – council is proud of what our community have achieved in 2015-2016.

This is a collection of our community's reflections and experiences of life in Latrobe City during 2015-16.

*Opposite: children ride the 63km long Gippsland Plains Rail Trail which starts at Traralgon and runs through Glengarry and Toongabbie.*

COMMUNITY REFLECTIONS OF 2015-16



**“IT IS  
FANTASTIC**  
*that all the  
kids growing  
up together in  
Moe now have  
an amazing  
new space to  
help them  
grow up in.”*

The Moe Service Centre and Frank Bartlett Memorial Library opened in June.

*Investing in Latrobe*

## Latrobe City's major project: the opening of the Moe Service Centre and Frank Bartlett Memorial Library

### LATROBE CITY'S MAJOR PROJECT: THE OPENING OF THE MOE SERVICE CENTRE AND FRANK BARTLETT MEMORIAL LIBRARY

It was a proud moment for the Moe community when, in June, Latrobe City Council opened the Moe Service Centre and Frank Bartlett Memorial Library doors to welcome the community in.

More than 4800 people visited the new building in its first week, making use of the new public facilities such as meeting rooms, a commercial kitchen and gaming consoles, in addition to the traditional book lending and Council-related services.

After a long planning process and watching the building gradually take shape on the railway corridor skyline, the opening was much anticipated.

When the construction fencing finally came down there was a crowd gathered at the entrance that first morning—a crowd eager to explore every facet of the new building.

In addition to the hundreds of feedback forms filled with customers' practical ideas, opinions, issues and praise, one community member, Sally-Anne Watson Kane, published an article about her experiences of the facility on her blog.

"Our new community centre has the potential to transform - indeed, has already transformed - the people of Moe," Sally-Anne said.

"It's a wonderful, warm place for people to meet and hang out and while they're there, look at the books and DVDs on offer. It will be a wonderful place for art exhibitions and community meetings and book clubs and study groups and, in the spring time, the rooftop lawns will be a lovely meeting place.

**"It is fantastic that all the kids growing up together in Moe now have an amazing new space to help them grow up in."**

The library and customer service team hopes to see community involvement in the space continue to grow in the form of library memberships and meeting room bookings.

Council has issued a challenge to the community to start thinking about the possibilities and create a dynamic space that is led and owned by people from across the Latrobe City community.

The total cost of this stage of the project was \$14.3 million which has been jointly funded by the Commonwealth Government, Victorian Government and Latrobe City Council.





COMMUNITY REFLECTIONS OF 2015-16

*Learning in Latrobe*

JADE JENSEN HAS A DESIRE TO HELP OTHERS.

That commitment now has Jade in the running for the Victorian Koorie Student of the Year Award, following his win in the same category at Chisholm Institute of TAFE.

Facilitated by Latrobe City Council's Indigenous Employment Program, funded by the Department of Prime Minister and Cabinet, Jade undertook a 12-month traineeship at Latrobe Regional Hospital.

He completed Certificate IV Allied Health, sharing his time between physiotherapy, occupational therapy and community rehabilitation services.

"Any job where I am able to help others is important to me," Jade said.

"Having the opportunity to spend 12 months completing the certificate was a great experience."

During the traineeship, Jade was supported by the Indigenous Employment Program currently led by Latrobe City Council Coordinator Employment Development Sharon Kingaby.

"A big part of our mentoring is to help employers understand the barriers that may be faced and how best to overcome those barriers in a culturally appropriate way," Sharon said.

**"Our scope is very broad, but we have had fantastic success over the years."**

"Our approach is tailored to the needs of the employer and the area in which the traineeship is being delivered.

"Jade was always on our radar as we could see he was committed to the job."

Following completion of the traineeship, Jade interviewed for a role with the Indigenous Employment Program at Latrobe City Council and is now in a position to help others in the program.

"The best thing is being able to go through and gain a qualification, and now use my knowledge of the process to help others and improve their journeys," Jade said.

"Hopefully this will lead to more indigenous people having employment and careers.

"During my 12 months I met some amazing people and it was a privilege to be able to help them.

"Helping people is what interests me and I get a kick out of it.

"Now I feel really lucky to be able to help others and improve their journey."



**“THE  
BEST  
THING**  
*is being able  
go through  
and gain a  
qualification  
and now use  
my knowledge  
of the process to  
help others and  
improve their  
journeys.”*

Jade Jensen completed a 12-month traineeship facilitated by Latrobe City Council.

COMMUNITY REFLECTIONS OF 2015-16

**“IT’S GOOD FOR BOOLARRA**  
*and it’s great for the whole region.”*





## Boolarra Folk Festival a big drawcard

### *Festivals in Latrobe*

MUSIC LOVERS FROM THROUGHOUT VICTORIA ONCE AGAIN FLOCKED TO THE BOOLLARRA FOLK FESTIVAL – A FOCAL POINT OF THE STATE’S FESTIVAL CALENDAR AND MUCH-LOVED COMMUNITY EVENT.

One of the great success stories of Latrobe City, the event regularly draws a crowd of more than 8000—particularly large for a town with a population of fewer than 1000 people.

Outgoing committee president Ray Stewart said the event has gone far beyond what he and fellow co-founder, the late Terry Cupples, dreamed up in 2002.

“It’s good for Boolarra and it’s great for the whole region. Because it’s such a big event now, we know it generates hundreds of thousands of dollars. It’s bringing money into the town that normally wouldn’t be spent,” Ray said.

Ray said the event, which includes a main stage of music, buskers, activities and about 80 market stalls, has a “carnival-like atmosphere” and enjoys a great reputation that keeps visitors coming back each year.

“One in five visitors is from the Melbourne-metro area.” Ray said. That staggers me. When you see the postcodes, there are people coming from inner-city suburbs and they’ve be coming for years and years”.

**And while many of the visitors may be from Melbourne, the acts are not, with organisers committed to supporting local artists.**

“We endeavour to have 80 percent Gippsland content in music and market stalls. We focus on locals, because it’s a great exposure for them,” Ray said.

“And we’re always looking for local volunteers to help out on the day.”

Ray said Latrobe City’s financial support, as well as business sponsorship and grant funding, allowed the event to remain free for 14 years.

“Latrobe City has been really good. Right from day one they’ve been very supportive and they’ve continued to be so. They’ve been terrific.”

Latrobe City Council’s Senior Events Officer Wendy Hrynyszyn commended organisers on their dedication to the event.

“The economic and social benefits derived from this event for our local community are significant”, Wendy said. As such, Latrobe City Council has enjoyed working closely with the Boolarra Folk Festival committee to ensure the event continues to grow and be a great success story”.

Activities, stalls and music created a carnival-like atmosphere.



*Active in Latrobe*

CHILDREN IN CALLIGNEE CAN NOW RIDE THEIR BIKES LOCALLY THANKS TO A COMMUNITY-DRIVEN PROJECT TO CONSTRUCT A 110 METRE BIKE PATH AT THE TOWN'S COMMUNITY CENTRE.

Callignee and Traralgon South Playgroup president Renee Paulet said insurance money from the Black Saturday bushfires and a contribution from the Small Towns Minor Capital Works Program from Latrobe City Council, allowed the playgroup to build the path.

"Having somewhere safe for the kids to ride their bikes was a driving force behind the project," Renee said.

"It's been a really good addition."

The bike path loop, complete with a bridge, was built in January by David Zammit from Latrobe City-based DEZ Constructions, and has since proved popular with children of all ages.

Renee said the children who attended playgroup eagerly hopped on bikes, trikes and other ride-on toys each week.

"It's really good to see the kids getting use out of it," she said, adding that any other residents could access the path at any time.

In addition to being a safe place to cycle, Renee said the path also

gave children an opportunity to be physically active in a way they enjoy.

**"The kids love it."**

Latrobe City Community Development Officer, Teresa Pugliese said this project was a great example of the grant program assisting the community to realise their long and short-term goals.

"This bike path has been on the CATS playgroup radar for years and it is clearly so well-used and enjoyed by the community," Teresa said.

"When we're allocating the program funds, we work with the community through the Township Associations to identify priorities and help them achieve their aspirations.

"It's really a community project – they source the quotes from the suppliers and try to use local contractors whenever possible so that the money stays in Latrobe City, which is great."

*Oliver pedals around the new community bike path in Callignee whenever he can.*



*The Callignee Hall is a great facility for the CATS playgroup and the wider community.*



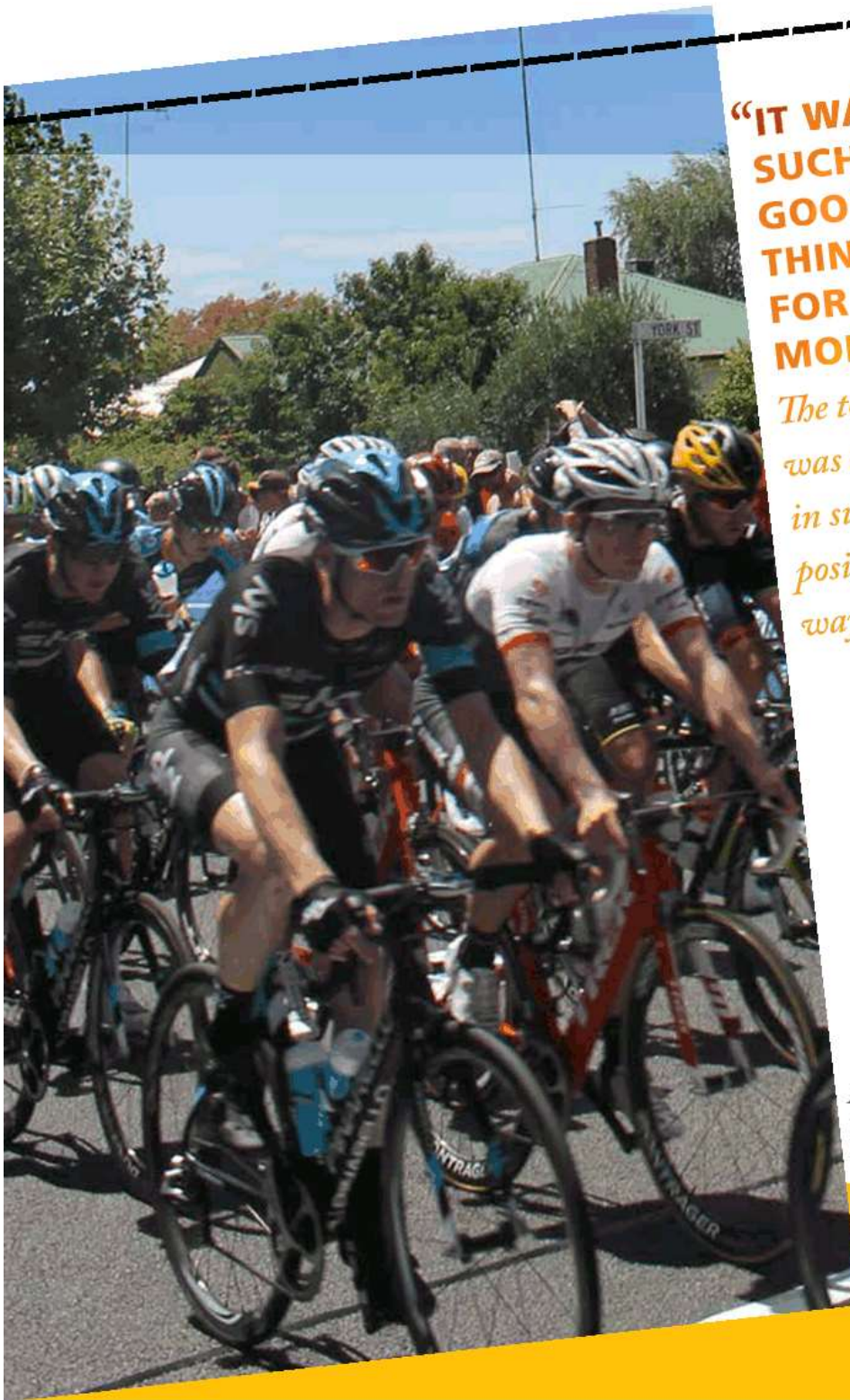


**THE  
CALLIGNEE  
BIKE PATH  
PROJECT**  
*is just one  
example of a  
Latrobe City  
Council grant  
program  
assisting the  
community  
to realise long  
and short-term  
goals.*



Zach, Oliver and Alice love their new bike path in Callignee.

COMMUNITY REFLECTIONS OF 2015-16



**“IT WAS SUCH A GOOD THING FOR MOE.**

*The town was seen in such a positive way.”*

*Jayco Herald Sun Tour competitors raced to the finish line of the second stage.*



**The race is on to build Latrobe City’s regional cycling destination plans**

*Events in Latrobe*

LATROBE CITY RESIDENTS CAME OUT IN FORCE TO GREET THE 96 ELITE CYCLISTS, INCLUDING TOUR DE FRANCE WINNER CHRIS FROOME, AS THEY RACED INTO MOE, COMPLETING THE SECOND STAGE OF THE PRESTIGIOUS JAYCO HERALD SUN TOUR.

“It was the perfect time of the year; Moore Street just looked an absolute treat,” Moe resident Sue Broadbent said.

Sue, with support from Latrobe City Council, organised a street party complete with a jumping castle, face painting, balloon artist, radio broadcast and live music performed by local artist Darcy Fox, creating a festive atmosphere for the incoming riders.

“It was such a good thing for Moe. The town was seen in such a positive way,” Sue said.

“They (organisers) were absolutely impressed with what we did. They actually talked about trying to incorporate Moe into future events.”

The next morning, crowds of people cheered on the cyclists – this time in Traralgon’s CBD - for the third stage of the race.

Latrobe Valley was a key component in the race, hosting two stages, with Stage 3, the longest of the tour, travelling from Traralgon to Inverloch.

Latrobe City Council’s Events and International Relations Coordinator, Jason Membrey, said the return of the Jayco Herald Sun Tour to Latrobe City was testament to council’s strong relationship with Cycling Australia and GTR Events.

**“We are fast developing our reputation as a regional cycling destination, so being able to leverage off this event is a great way to boost that image,” Jason said.**

Race director and former Australian cycling champion, John Trevorrow, said it was always great to return to the Latrobe Valley, where he grew up and lived during his cycling career.

“I still call Gippsland home. When we had the chance to bring (the race) to Gippsland I chose the roads that I used to train on,” John said.

“Race winner Chris Froome, who has won the Tour de France, was very complimentary of the course.”

John said he was grateful to Latrobe City Council for its support of the race.

“All the Gippsland councils have been great, but especially Latrobe City. They’ve been so proactive with cycling.”



COMMUNITY REFLECTIONS OF 2015-16

*Creating in Latrobe*

## A new way for Gippsland writers to connect



THE INAUGURAL LATROBE CITY LITERARY FESTIVAL WAS AN OPPORTUNITY FOR PASSIONATE READERS AND WRITERS TO HEAR AND LEARN FROM PUBLISHED AUTHORS AND CONNECT WITH FELLOW LITERATURE LOVERS.

More than 50 participants from as far afield as Stratford and Bairnsdale attended council's Traralgon library in May for the hugely successful event.

**Feedback was overwhelmingly positive and the organisers are committed to hosting the event annually.**

"Fantastic opportunity, it's what the library should do in our community," one attendee said.

Another commented they "loved the interaction with the authors and the audience".

Latrobe City Council's Libraries Coordinator, Debbie Skinner, said it was clear there was an appetite for this type of activity when the morning workshop, delivered by Sofie Laguna, booked out in just a few days.

"The style of the event, with a hands-on workshop followed by author presentations, meant that the program appealed to both hobby and serious writers and everyone in between. We love events that are inclusive at our libraries," Debbie said.

"Financial assistance from Writers Victoria and the Grace Marion Wilson Trust, through a grant provided to the Gippsland Writers Group, made the workshop possible. This was an event where Council and community worked together for the benefit of the attendees."

"We'd like to thank the authors, Sofie Laguna, Sandi Wallace, Cath Crowley and Honey Brown for their insightful presentations and for sharing their expert knowledge on aspects of their craft as well as the publishing industry."



**“FANTASTIC OPPORTUNITY,**  
*it’s what the library should do in our community.”*



Attendees were engaged as authors spoke at the inaugural Latrobe City Literary Festival.



COMMUNITY REFLECTIONS OF 2015-16



**“IT’S A GREAT**  
*community atmosphere in the little park. It’s a great meeting place as well.”*



*Community events attracted hundreds of people to the park.*

Since the park opened in February there were...

**89**  
 scheduled activities and events held in the park, including 72 planned activities; lunchtime yoga, Storytime for children, parents and bubs fitness classes, and Ready Steady Go Kids, a program designed to get kids moving and more active

**Pop up Park provides community space to live, play and connect**

*Outdoors in Latrobe*



The park is a place to play and be active.

THE TARWIN POP UP PARK STARTED AS A FIVE-MONTH PROJECT - ONE OF FIVE POP UP SPACES ACROSS VICTORIA FUNDED BY VICHEALTH. IT TURNED INTO A MUCH-LOVED MEETING PLACE THAT WILL REMAIN OPEN TO THE COMMUNITY UNTIL AT LEAST THE END OF MARCH 2017.

A rapid makeover converted part of Tarwin Street into a vibrant, safe and accessible park. Over a number of months, it hosted performances by Circus Oz, the Australian Ballet, Arts Centre Melbourne and musicians, as well as many local activities, such as lunchtime yoga and drawing classes.

Morwell resident Mandy Traynor has been using the park with her six-year-old grandson Logan Soall almost every week since it opened in February 2016.

"It's a great community atmosphere in the little park," Mandy said.

"I pick up Logan of a night and we usually go there after school and have a play on the way home.

"It's a great meeting place as well. My family can go there and talk and the kids can play."

Morwell resident David Hollis, who maintains a free library at the park, said he enjoyed attending events and hoped to see more activity over the coming summer months.

Latrobe City Council Community Strengthening Coordinator Heather Farley said the community had embraced the park, which was the only site of five across the state to be extended beyond its initial active period.

"The project allowed Latrobe City to bring high-profile events to Morwell that might not have otherwise stopped by here and which our community might never have been able to access," Heather said.

**"The feedback we received from the community was really positive and confirmed we'd reached our aim which was to get people more physically active."**

"The park also inspired community-organised activities such as a regular running group that met there each Wednesday."

Heather said an important goal of the project for the upcoming year was to get strong community involvement and work with a range of community members, groups and organisations to increase community participation and activity in the park in general.

<p>17 major events held in the park including workshops and performances from the Australian Ballet, Arts Centre Melbourne and Circus Oz with a further 755 community members participating in these events</p>	<p>515 community members participating in the planned activities</p>	<p>218 people attending Tarwin Pop up Park's movie nights over three nights</p>
---	--	---



COMMUNITY REFLECTIONS OF 2015-16

*Active in Latrobe*

## Latrobe City is kicking goals: junior AFL events held outside Melbourne for the first time

LATROBE CITY COUNCIL'S COMMITMENT TO DEVELOPING JUNIOR SPORT WAS RECOGNISED WHEN IT BECAME THE FIRST NON-METROPOLITAN REGION TO HOST THE AFL VICTORIA JUNIOR CHAMPIONSHIPS, THE V/LINE CUP AND THE SUBWAY SHIELD, IN 2015.

Held in AFL Grand Final week, the four-day premier regional junior carnival saw 14 male and eight female teams compete against the best in their age group from across regional Victoria.

Latrobe City Council's Major Events Officer, Jessica Lloyd, said the landmark representative sports event for country Victorian under 15 boys and Youth Girls under 18, was staged at venues across Morwell, Traralgon and Moe.

"This was the first time the carnival had been moved from metropolitan Melbourne to a regional centre," Jessica said. Latrobe City will again host the carnival in 2016.

"Securing these events in Latrobe City marks a new era of junior representative football in country Victoria."

Gippsland Power's three teams, boys division 1 and 2 and youth girls, each won one game and narrowly lost the other.

Gippsland Power Division 1 assistant coach Rick Galea said the revamped competition shifted the focus from winning to participation, and also exposed the younger players to a higher level of football.

"This is all for development and an introduction for the boys to what could lay ahead of them," Rick said.

**"It was just a great opportunity to showcase our talent locally on our local grounds."**

In addition to the benefits for the players, Jessica said the event provided a huge economic boost to the region.

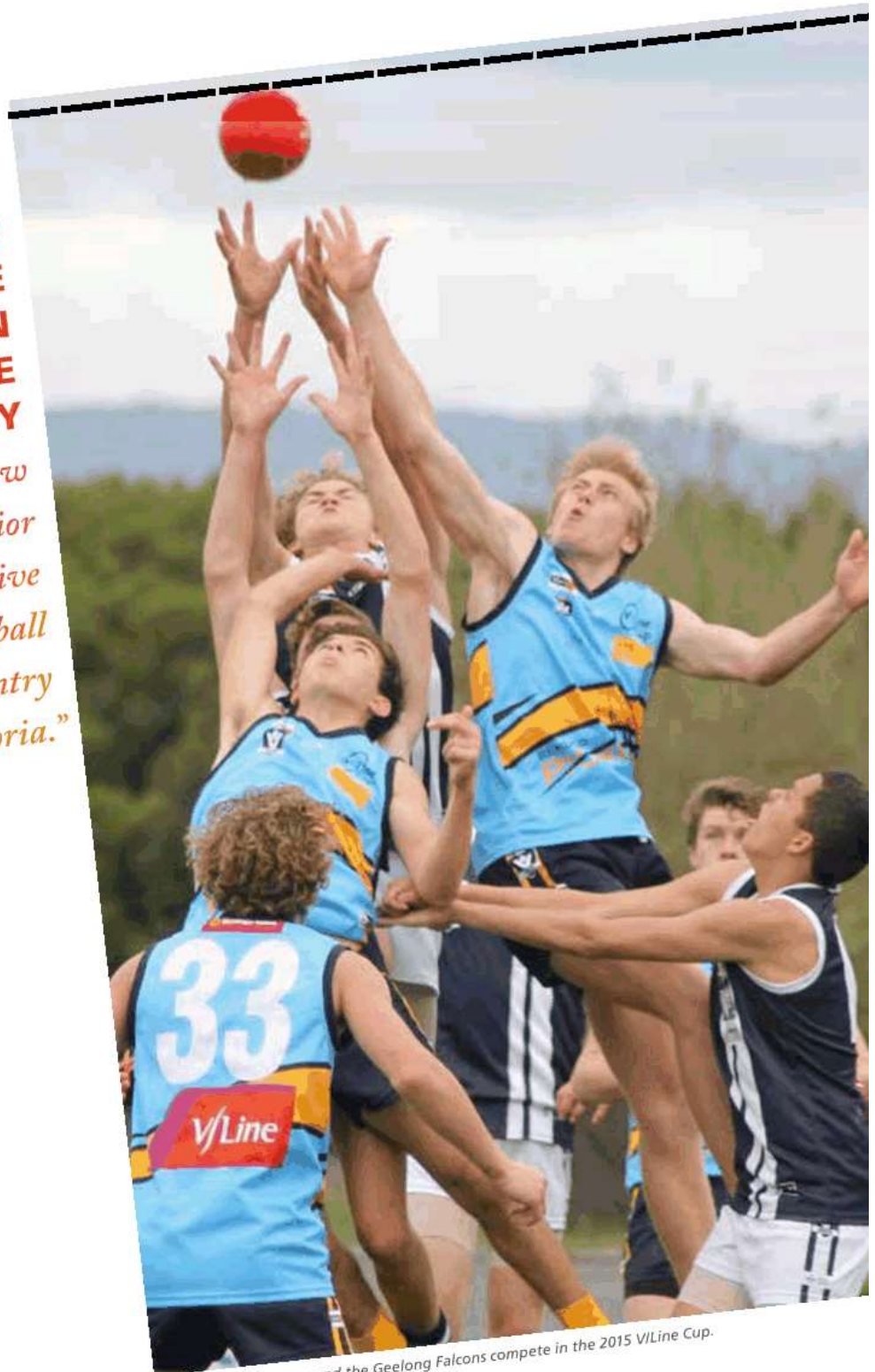
"Visitor numbers to Latrobe City soared to more than 6,500 additional tourists from other Victorian regions, while a further 317 locals supported the event," Jessica said.

"The 2015 V/Line Cup and Youth Girls Shield generated an estimated \$2.1 million in economic benefit to the Latrobe City region.

"Since 1946, the V/Line Cup and Youth Girls Shield have been an important part of the player talent development pathway, with 60 players from the event drafted to the AFL in the last six years."



**“SECURING  
THESE  
EVENTS IN  
LATROBE  
CITY**  
*marks a new  
era of junior  
representative  
football  
in country  
Victoria.”*



The Bendigo Pioneers and the Geelong Falcons compete in the 2015 V/Line Cup.

COMMUNITY REFLECTIONS OF 2015-16

**“THE EVENT ATTRACTED** *thousands of spectators to support teams from as far afield as Horsham, Warrnambool, Geelong and Riddell’s Creek.”*



*Latrobe Valley volleyball teams came away with three gold medals at the Volleyball Victoria Country Championships.*



**Valley volleyball's most successful year yet**

*Achieving in Latrobe*



THE STARS ALIGNED FOR LATROBE VALLEY VOLLEYBALL INCORPORATED IN ITS 50TH YEAR OF COORDINATING THE SPORT, WITH THE LEAGUE HOSTING A MYRIAD OF EVENTS, CULMINATING IN ITS MOST SUCCESSFUL VOLLEYBALL VICTORIA COUNTRY CHAMPIONSHIPS EVER.

Latrobe City Council hosted the championships at Latrobe Leisure Moe Newborough over the Queen's Birthday long weekend and Latrobe Valley Volleyball came away with three gold medals.

Latrobe Valley Volleyball president Susan Lloyd was thrilled with the success of the event, which attracted thousands of spectators to support teams from as far afield as Horsham, Warrnambool, Geelong and Riddell's Creek.

"It's just been the biggest, and the most exhausting, year for us," Susan said, adding the league had hosted several other events this year.

Latrobe City once again hosted the National Junior Women training camp with help from Federation University, who provided accommodation.

"We were able to organise that through Latrobe City's relationship with Fed Uni," Susan said.

"We're very grateful to Latrobe City for all its support."

Susan spoke highly of the partnership, adding that Latrobe Valley Volleyball had applied for funding to install an electronic scoreboard at Latrobe Leisure Moe Newborough, which would also benefit other sports organisations who used the facility.

Latrobe City Council's Art and Events Manager, Michael Bloyce, said there was a significant economic benefit to hosting the championships this year.

"With more than 440 people playing, visiting and staying in Latrobe City for the event, the championships injected an estimated \$247,000 into the local economy," Michael said.

"In addition to the economic benefit, the championships, along with many other volleyball events held throughout the past year, contributed to raising the profile of what is already a thriving volleyball community within Latrobe City's vast sporting landscape.

**"Latrobe City is proud to support such a brilliant example of a successful sporting league with a continued focus on player development."**

A year of success for Latrobe Valley Volleyball:

**LATROBE VALLEY VOLLEYBALL HOSTED:**

- A round of the Victorian Volleyball League in Churchill
- Volleyball Australia Women's Trans-Tasman Series.
- The National Junior Women training camp
- Volleyball Victoria Country Championships

- TWO LOCAL JUNIOR PLAYERS WERE SELECTED FOR THE AUSTRALIAN JUNIOR INDOOR TEAM AND ONE JUNIOR SELECTED FOR THE AUSTRALIAN JUNIOR BEACH TEAM

COMMUNITY REFLECTIONS OF 2015-16

Events in Latrobe

Latrobe City impresses during major timber event



LATROBE CITY'S SUCCESS IN HOSTING AUSTIMBER2016 RAISED THE REGION'S PROFILE AS A TIMBER INDUSTRY HUB AND INCREASED THE LIKELIHOOD OF IT HOSTING THE EVENT AGAIN.

The week-long program included senior secondary students touring sustainably-managed forests and manufacturing facilities, an international forest research conference and industry field trips to logging coupes, timber mills, a nursery, a saw-log plantation and Australia's largest pulp and paper plant, Australian Paper.

This was the first time Latrobe City had hosted the four-yearly event, which council secured in 2014 after adopting an Australian-first Wood Encouragement Policy, which promotes wood as the material of choice for the construction and fit out of council buildings.

**"The Policy was the thing that demonstrated Latrobe City 'gets it' when it comes to the benefits of timber to the environment and local economy and it was that sort of support, it sealed the deal," AUSTimber2016 Events Pty Ltd General Manager, Laurie Martin, said.**

Laurie said Latrobe City made an excellent partner and organisers were very pleased with the results

of the event, including meeting the projected attendance numbers.

"All facilities were first rate and we were very happy with that. We also appreciate the extra effort that was put in by council officers when it came to thinking outside the square for spaces that could be used by organisers."

Latrobe City Council's General Manager City Development, Phil Stone, said the opportunity to host the event consecutively in 2020 and 2024 was a "high possibility" following the success of AUSTimber2016.

"Latrobe City and the greater Gippsland region showcased its diversity and employment and tourism opportunities both nationally and internationally, and this event reinforced our solid reputation as a leading regional event destination," Phil said.

"Many forestry exhibitors hailed the event as the best prepared forest expo site anywhere in the world.

"The overarching economic benefit of AUSTimber2016 was more than \$29 million. That's an outstanding result for our community."



**7,554**  
PEOPLE ATTENDED

**11**  
events

over  
**6 DAYS**



**“MANY FORESTRY EXHIBITORS** *hailed AUSTimber2016 as the best prepared forest expo site anywhere in the world.”*

AUSTimber2016 reinforced Latrobe City's reputation as a leading regional event destination. Opposite: Simulators, machinery demonstrations and presentations ensured visitors received a first-hand experience of the timber industry.



**AUSTimber2016**  
produced an overarching economic benefit of  
— more than —  
**\$29 MILLION**

COMMUNITY REFLECTIONS OF 2015-16

**“WE’RE TRYING TO CHANGE** *community attitudes about what’s acceptable - all those gendered ideas that can create violence down the track.”*



*Boolarra residents Wendy Wills, Samantha Brick and Anne-Marie Stever are community champions against domestic violence.*



*Making a difference in Latrobe***Boolarra community  
tackles family violence**

CONCERNED BOOLLARRA RESIDENTS HAVE BEEN ARMING THEMSELVES WITH EDUCATION AND TRAINING TO HELP TACKLE FAMILY VIOLENCE IN THEIR COMMUNITY.

In April, spokesperson Samantha Brick, along with 50 attendees, launched the Boolarra Community Against Domestic Violence group, whose members have since undergone training to shine a light on a subject that has been "hidden away".

**Samantha was inspired to start the group after seeing a Facebook post about people in a small town in New Zealand who had driven a similar initiative.**

"I thought if my husband and I did some training, we might be able to recognise the signs that someone is experiencing domestic violence and help people down the track," she said, adding that four others so far had joined them in their efforts.

The Boolarra resident said the group determined its role as "mediators" between people experiencing violence and the support services available to them, as well as raising awareness through the group's Facebook page and brochures made available in town.

"We're trying to change community attitudes about what's acceptable - all those gendered ideas that can create violence down the track."

Samantha said the group's goals included "increasing people's awareness that accepting those sexist jokes isn't okay" and "creating a positive change in the community", so victims felt supported and able to speak out about violence affecting them.

Latrobe City Council's Community Development Officer, Liam Bantock, attended the launch and said community-driven initiatives such as this one, which aligned with council's efforts to tackle and prevent family violence, were supported.

"We understand family violence affects many people in the community and the impacts are significant in a lot of different ways, including the victims' participation in community life and their health and wellbeing," Liam said.

"We ran a community safety forum in June which sought to empower participants to be active bystanders with practical tools to interrupt violence and challenge disrespectful behaviour."

Boolarra Community Against Domestic Violence member Wendy Wills said this was the reason she had joined the group - to do something about family violence.

"It's easy for everyone to sit back, but attitudes aren't going to change while everyone sits back", Wendy said.

COMMUNITY REFLECTIONS OF 2015-16

*Giving in Latrobe***Collaboration  
provides relief to  
community members  
in need**

A CHURCH IN MOE IS AMONG THE MOST RECENT TO JOIN A NETWORK OF LATROBE CITY NOT-FOR-PROFIT ORGANISATIONS, CHURCHES AND COMMUNITY GROUPS WORKING TOGETHER TO PROVIDE PRACTICAL SUPPORT TO PEOPLE IN NEED.

The Redeemed Christian Church of God Abundant Life Parish Moe has been operating a foodbank each Thursday evening since September 2015, working with another local church, the Gippsland Christian Church, to provide food whenever people need it.

Minister, Augustine Arogun, said the Gippsland Christian Church collected leftover bread, fruits, vegetables and other goods from the major supermarkets.

"We get food from the Gippsland Christian Church, but during the (school) holidays they are closed and we are open so we go straight to the supermarkets ourselves," Augustine said.

**"We have extended (foodbank) services during the holiday period, so we can serve the community more."**

Augustine said the group sometimes delivered the food and when there was excess, drove to other facilities frequented by people in need.

Latrobe City Council's Community Development Manager, Steve Tong, said the complementary relationship between the two churches was just one example of

many great partnerships within the Emergency Relief Network.

"The network is made up of emergency relief providers, such as Theodora's Cheerful Givers and support services, often run by volunteers who provide foodbanks, soup kitchens and necessities such as clothing and household goods", Steve said. "Additionally, they provide services like housing, counselling, case management and legal advice to people experiencing financial crisis or personal hardship.

"The network has met every second month since 2008. It uses that time to share information and discuss ways they can support each other and create collaborative responses to emergency relief, as well as make appropriate referrals. A collective aim is to support and build the capacity of people in our community so that many can move away from a welfare dependent lifestyle.

"Latrobe City Council continues to support the network by coordinating meetings and printing a brochure that summarises the services of the network.

"It is amazing to witness the work undertaken by this network of people who are so dedicated to giving up their time to help those who really need it."

**“IT IS  
AMAZING  
TO WITNESS**

*the work  
undertaken by  
this network of  
people who are  
so dedicated to  
giving up their  
time to help  
those who really  
need it.”*



*Minister Augustine Arogun and his family distribute donated food to local families who need it.*





**“THE PROGRAM HAS SO MANY BENEFITS—**  
*it’s keeping money within the local economy and therefore supporting the retention and creation of local jobs. It’s also encouraging small businesses across the city to work together.”*

Lynn Keely and Lisa Martini are supporters of the Shop Latrobe City Gift Card Program.

*Innovation in Latrobe*

**The gift card that keeps on giving**

AN INNOVATIVE GIFT CARD HAS BEEN DEVELOPED TO ENCOURAGE THE LATROBE CITY COMMUNITY TO SHOP LOCALLY AND SUPPORT SMALL BUSINESSES.

Witnessing the increasing popularity of gift cards, Traralgon Chamber of Commerce was inspired to rollout a town-wide gift card that would be accepted in participating stores.

After the success of the pilot program, the Latrobe City Business Tourism Association, together with retail groups from Traralgon, Morwell and Moe, launched the Shop Latrobe City Gift Card Program across the city in December 2015.

**“We wanted to be able to compete with the Melbourne shopping centres,” project manager, Debbie Grist, said.**

“Local stores have their own individual gift cards and that’s great for people who know what they want to buy someone, but for people who have no idea, we thought having a Valley-wide gift card would be a good option.”

Debbie said more than 80 stores participate in the program, which has attracted the attention of

larger organisations that wanted to give the cards away as rewards or incentives.

“We’ve sold more than \$30,000 worth of \$20 gift cards to the Hazelwood Health Study,” Debbie said. The cards are being given out when people complete the study’s adult survey.

Debbie said the cards could also be used for promotional purposes within participating stores or as a tool to market their business – for instance, as prizes for social media competitions.

Latrobe City Council supported the scheme with a \$5000 grant to roll out the cards Valley-wide.

“The program has so many benefits – it’s keeping money within the local economy and therefore supporting the retention and creation of local jobs,” Latrobe City Council Business Development Officer, Shannan Little said. It’s also encouraging small businesses across the city to work together.”



The card can be used at more than 80 stores.



COMMUNITY REFLECTIONS OF 2015-16

*Volunteering in Latrobe*

## Meals on Wheels volunteers helping others, helping themselves



VOLUNTEERS FROM CONNECTING SKILLS AUSTRALIA ARE GIVING BACK TO THE COMMUNITY, DELIVERING MEALS ON WHEELS TO PEOPLE IN TRARALGON AND THEY COULD NOT BE HAPPIER ABOUT THE ROLE THEY PLAY.

The Latrobe City Council Meals on Wheels program sees about 130 volunteers deliver more than 2400 meals to about 150 Morwell and Traralgon residents each month at a minimal cost to the client.

Latrobe City Council's Aged and Disability Services System Officer, Gina Zammit, said the program provided people with nutritious meals they might otherwise be unable to access.

**"This program would not be possible without the support of our dedicated volunteers," Gina said.**

Jody, Miriam, Mei Kew and Stacey take part in the activity on a weekly basis and are led by support worker Pam Ferguson.

"We meet once a week to do the Meals on Wheels round" Pam said. "We always do the same round so our group is familiar with the clients.

"The group packs the thermal bags with the meals into the car and we drive the route to deliver the meals. It's a familiar routine but

one we all get enormous reward from. Everyone is totally involved in all aspects of the delivery."

The group's participants enjoy giving something back to the community.

"It makes us feel good," they said. We like helping the elderly people and we can build up a relationship with them. As well as taking them the meal we also check their mailboxes and we collect their menus for the next time".

Pam said some members of the group also volunteered in a local primary school canteen and they all took part in other organised activities through Connecting Skills Australia, Coinda Hill or the local Neighbourhood Learning Houses.

"We want people to be involved in their own community. The Meals on Wheels activity is a perfect example of how we can all, as a community, learn to be more inclusive, more involved and more socially connected to our neighbours."



COMMUNITY REFLECTIONS OF 2015-16

Miriam, Jody, Stacey and Mei Kew enjoy volunteering for Meals on Wheels.



**“IT MAKES US FEEL GOOD.**  
*We like helping the elderly people and we can build up a relationship with them.”*

In the past year...

MORWELL:	50		13,902		157	
		VOLUNTEERS DELIVERED		MEALS TO		CLIENTS
TRARALGON:	78		14,496		183	

COMMUNITY REFLECTIONS OF 2015-16

*Connecting in Latrobe*

MORWELL COMMUNITY GROUPS HAVE BEEN EMBRACING THE POWER OF COLLABORATION AND USING SOCIAL MEDIA TO SPREAD THEIR MESSAGES FURTHER.

A Facebook group, 'Morwell Community Groups' is just one outcome of a Latrobe City Council initiative to connect the community groups of Morwell so they can share ideas, support each other and workshop solutions to common issues.

The initiative began in 2015 with several of the town's community groups attending forums that decided what priorities they should set out to achieve together – one of which was to develop a group Facebook page.

"At the beginning, we only had a few contributors, but now other groups are coming on board and new groups are joining all the time," site administrator and Morwell Lions Club president, Kevin Pullen, said.

Kevin said there were many benefits to the Facebook group, including the ability to reach potential members, learn about opportunities to work together and spread the word about upcoming events and activities.

"Social media does assist community groups in reaching a broader audience," Kevin said.

"If I share something I could probably get 30 people on my Lions Club page (to see it), but then from the Community Groups Forum page, it gets shared onto people's group pages and personal pages and my audience could be up over a 1000 people."

Latrobe City Council Community Development Officer Abby Clavarino said one of the group's goals was to be inclusive of young and multicultural people.

Keeping this in mind, Abby organised members from Latrobe City's Youth Council and Centre for Multicultural Youth Advisory Group to provide community group representatives with the technical know-how to build their pages.

CMY Youth Advisory Group member, Jason Lee, said he enjoyed helping the community group members set up their Facebook pages, while learning more about being part of those groups.

"They didn't know (very much about Facebook), so that's why we had to teach them - how do we upload photos, add friends and set up their profile pictures and profile details," Jason said.

"I think they did pick it up easily. It wasn't that hard."

**Abby said the project had successfully connected Morwell community groups and she expected the newly formed collaborative relationships to continue to develop and thrive.**

"We look forward to seeing what may emerge when we conduct similar workshops in the other major towns," she said.

## Connecting by social media powers up Morwell community



Morwell community group members received social media training from the young people at Latrobe City's Youth Council and the Centre for Multicultural Youth Advisory Group.



The groups' representatives found the one-on-one social media training valuable.



**“SOCIAL MEDIA**  
*does assist community groups in reaching a broader audience.”*



COMMUNITY REFLECTIONS OF 2015-16



**“WE’VE BEEN REVIEWING** *the Positive Ageing Plan*  
*and we’ve carried out a series of interviews with local groups.”*



*Living in Latrobe*

## Council's commitment to positive ageing in our community

A DEDICATED GROUP OF OLDER RESIDENTS HAS BEEN HELPING LATROBE CITY COUNCIL KEEP SENIOR CITIZENS IN MIND WHEN PLANNING FOR THE FUTURE.

Latrobe City's Positive Ageing Reference Committee has been diligently gathering community feedback and exploring the ways planning can have a positive impact on older residents to develop the Latrobe City 2016-2021 Positive Ageing Strategy and Action Plan.

Committee member Mac Wood said the group looked into all aspects of how senior citizens interacted with council - communications, infrastructure, transport amenities, housing and services, as well as identifying service gaps.

"We've been reviewing the positive ageing plan and we've carried out a series of interviews with local groups", Mac said. "There were community meetings in each of the major and the smaller townships and we also approached some major groups, such as each of the towns' senior citizen clubs".

**"We looked at details like amenities. Where is the seating in towns? Is it in the right place? Is it suitable? Is it low so a person can sit down, but can't get up? Does it have an armrest?"**

The 80-year-old said in addition to working on the Latrobe City 2016-2021 Positive Ageing Strategy and Action Plan, the group have been responding to concerns raised by community members in the meetings.

"We've run a couple of training sessions for people," he said.

"One was on applying for grants because we found people just didn't know how."

Latrobe City Council's Aged and Disability Services Manager, Helen Taylor, said the committee was providing valuable feedback to shape a document that would guide council on issues of planning for many years to come.

"Not only are members of the committee exceptionally well-placed to examine matters relating to service needs now and into the future, but they gathered feedback from their peers - raising concerns that currently affect our aged population, Helen said."

*Opposite: Latrobe Leisure have been running Active Ageing sessions for residents aged over 55.*



COMMUNITY REFLECTIONS OF 2015-16

*Advocacy in Latrobe*

DILIGENT VOLUNTEERS HAVE PROVEN THEIR COMMITMENT TO THE LATROBE VALLEY COMMUNITY'S RECOVERY AFTER THE 2014 HAZELWOOD MINE FIRE THROUGH ADVOCACY AND SUPPORT.

The Morwell and Districts Community Recovery Committee, made up of nine Latrobe Valley residents, was formed once it was clear the role of advocacy within the community needed to continue beyond the initial response phase.

Since then, the committee has worked tirelessly to get the best outcomes for the community. Members raised concerns and suggested solutions to improve the health, safety and well-being of Latrobe Valley residents at the two Hazelwood Mine Fire Inquiries and advocated for the State Government to adopt all of the Inquiries' recommendations.

Morwell and Districts CRC chair Carolyne Boothman said participating in the committee had been a "very steep learning curve" for her and other community leaders asked to join.

"It's a lot more involved than any of us ever anticipated", Carolyne said. "During the response phase we were meeting two to three times a week, then once a week, then once a fortnight and only late last year it became once a month".

The Morwell teacher said the committee had worked hard to become a "trusted source" of understanding and information, while providing advice and advocating for the community.

"As much as it's a responsibility, it's also very much a privilege that the community trusts us so much now," Carolyne said.

**"We've earned a lot of respect at the state and local level and we've built great pathways between ourselves and all the emergency services."**

Latrobe City Council sought guidance from the CRC when working directly with the Morwell community to undertake neighbourhood surveys and develop neighbourhood plans to enhance community health, wellbeing and resilience. These community-led plans represent the current strategic directions identified in council's Municipal Public Health and Wellbeing Plan.

Latrobe City Resilience Coordinator, Stuart Simmie, praised the

## Morwell and Districts Community Recovery Committee advocates for Latrobe City residents

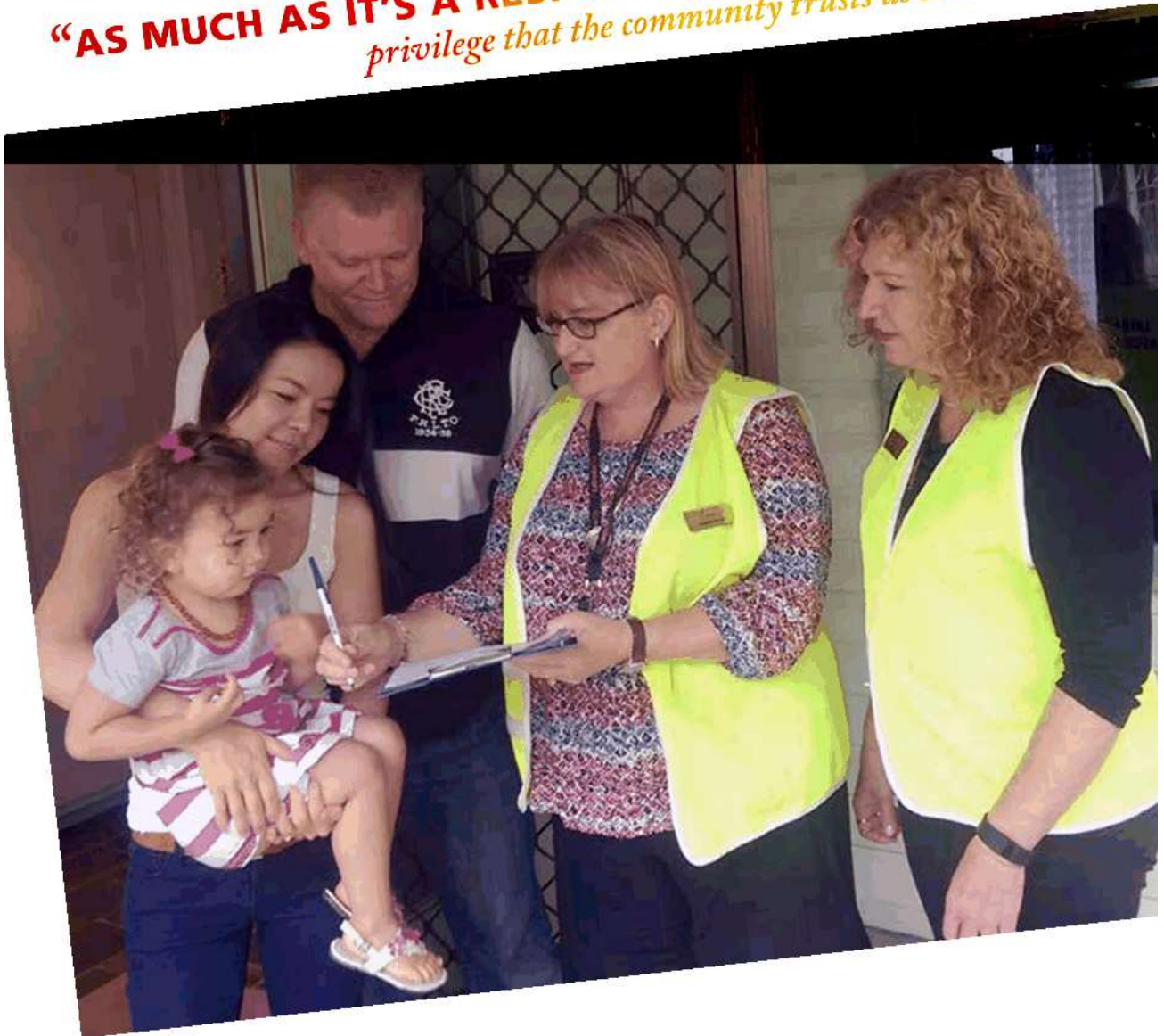
committee members for their commitment, acknowledging the time they take out of their busy lives.

Stuart said the group was heavily involved in the Hazelwood Health Study with Monash University, providing input at the round table discussion and advocating heavily for non-Morwell residents who were working in Morwell at the time of the mine fire event to be included.

"The committee members have shown leadership, diplomacy, advocacy and negotiation skills, thoughtfulness and decisiveness," Stuart said.

*Opposite: Latrobe City Council staff sought advice from the CRC before conducting doorknocks in the community.*

**“AS MUCH AS IT’S A RESPONSIBILITY,** *it’s also very much a privilege that the community trusts us so much now.”*



# OUR PEOPLE

We strive to provide the best possible services and support for our community, our region and all that it has to offer.







Top: Latrobe Leisure staff are available to assist members.  
Below: Latrobe Regional Gallery staff member with artwork.  
Opposite: Latrobe City Council Local Laws staff member.

OUR PEOPLE

**Organisational  
Structure**

AS AT 30 JUNE 2016



**OFFICE EXECUTIVE**

CHIEF EXECUTIVE OFFICER  
Gary Van Driel



**CITY DEVELOPMENT**

GENERAL MANAGER  
Phil Stone

MANAGER  
ARTS AND EVENTS  
Michael Bloyce

MANAGER  
ECONOMIC DEVELOPMENT  
Bruce Connolly

GENERAL MANAGER  
LATROBE REGIONAL AIRPORT  
Neil Cooper

MANAGER  
MUNICIPAL SERVICES  
Ronda Bruerton (Acting)

MANAGER  
PLANNING SERVICES  
Gail Gatt

*Latrobe City Council Corporate Headquarters in Morwell CBD.*







**CORPORATE SERVICES**

GENERAL MANAGER  
Sarah Cumming

MANAGER  
FINANCE  
Matthew Rogers

MANAGER  
GOVERNANCE  
Susan Gillett

MANAGER  
INFORMATION SERVICES  
Christine Wright

MANAGER  
PEOPLE, SAFETY & RISK  
Michael Crane (Acting)

MANAGER  
PERFORMANCE AND INNOVATION  
Angelo Saridis



**COMMUNITY SERVICES**

GENERAL MANAGER  
Sara Rhodes-Ward

MANAGER  
COMMUNICATIONS  
& CUSTOMER RELATIONS  
Edith Heiberg

MANAGER  
COMMUNITY DEVELOPMENT  
Steve Tong

MANAGER  
COMMUNITY HEALTH & DISABILITY  
Helen Taylor

MANAGER  
FAMILY SERVICES  
Jodie Pitkin,  
William McPherson (Acting)

MANAGER  
HEALTHY COMMUNITIES  
Heather Farley (Acting)



**INFRASTRUCTURE & RECREATION**

GENERAL MANAGER  
Steven Piasente

MANAGER  
INFRASTRUCTURE  
DEVELOPMENT  
Kevan Delaney

MANAGER  
INFRASTRUCTURE  
OPERATIONS & WASTE  
Martin Teplik

MANAGER  
RECREATION  
Jamey Mullen



## OUR PEOPLE

## Services Snapshot

### Environment



- Council Emissions Reporting (Water, Electricity, Gas and Fuel)
- Approximately 400km of Rural Roadside Weed Management
- Vegetation Removal Permit Assessments
- Vehicle Emissions Offsets (Tree Plantings)
- Participate in Industry and Community Environment
- Committees and Networks
- Bushland Reserve Management
- Forestry Coup Compliance Reviews
- Environmental Education Services
- Trust for Nature Property Rate Rebates
- Biodiversity Protection Incentive Program Grants
- Community Tree Planting
- Waterway Management Services

### Culture, Leisure and Recreation



- 3 Indoor Pools and 3 Outdoor Pools
- 14 Indoor Stadiums
- Traffic School
- Lake Narracan & Hazelwood Pondage Caravan Parks
- Support Community Committees
- 60 Sporting Reserves, BMX Tracks and Skate Parks
- Latrobe Performing Arts Performances and Venues
- Latrobe Regional Gallery Programs and Exhibitions
- Visual Arts Education and Public Activities
- Cultural Programs and Events
- Sister Cities Partnership Program
- Maintain 510 hectares of Parks and Gardens and 90,500 square metres of Garden Beds
- Maintain 116 Playgrounds
- Operate Council Nursery
- Kerbside Spraying and Tree Planting

### Running Council



- Freedom of Information Requests
- Facilitate Council Elections
- Develop Latrobe City Council Plan and Annual Report
- Organisational Business Planning and Performance Reporting
- Financial Management
- IT, Document & Mail Management and Geographic Information Services
- Human Resources Services
- Risk Management and Insurance
- Occupational Health and Safety
- Facilitate Internal Audits
- Communications and Community Engagement
- Property and Statutory Services
- Mayoral and Councillor Support
- Office of the CEO

### Aged and Disability Care



- Home, Personal and Respite Care
- Disability Support Services and Home Maintenance
- Social Support Programs
- Planned Activity Groups
- We Care Program
- Meals on Wheels
- Operate Senior Citizen Centres
- Support Community Volunteering
- Health Promotion
- Disease Prevention Strategies

### Family and Children



- Preschool and Prekinder Services across 24 Preschools
- Early Childhood Health and Development
- Maternal and Child Health Services
- Best Start Program for Infants
- Preschool Field Officer Program for Children with Additional Needs
- Prevention, Early Detection and Intervention of Factors Affecting Young Children and their Families
- Operate 3 Long Day Care Centres
- Manage and Operate a Commonwealth Funded Family Day Care Scheme

### Community Safety



- Car Parking Services
- Animal Management Services
- Implementing Council Local Laws, Environmental Standards and Relevant Legislation
- School Crossing Supervision
- Fire Risk Prevention Property Notices
- Animal Management Including Cat Cage Hire, Animal Adoptions and Micro-Chipping
- Pet Care Education and Promotion
- Unsightly/unsafe Property Inspections
- Road Safety Education & Awareness

## Community Information & Development



- Operate Latrobe City Service Centres
- Provide Information on Council Services
- Recording and Processing Customer Requests
- Support the Delivery of Projects, Programs, Strategies and Action Plans
- Advocate on Behalf of the Community
- Plan and Prepare Communities for Disasters
- Provide Emergency Support to Disaster Affected Communities
- Improve Liveability for People with a Disability
- Assist with Training and Employment Opportunities for Indigenous Community, and Promote Social Justice and Reconciliation
- Healthy Communities Program

## Infrastructure



- Design and Delivery of Major Capital Projects
- Civil Works Project Planning and Delivery
- Design of Public Infrastructure (Roads, Paths, Bridges, etc)
- Research and Surveying
- Planning for Municipality's Current and Future Infrastructure Needs
- Ensure Existing Infrastructure is Maintained and Protected
- Asset Management
- Traffic Management
- Building Maintenance, Upgrades and Renewal
- After Hours Emergency Works
- Fixed Plant and Equipment Maintenance and Upgrades
- Maintenance of Roads, Drainage, Vegetation and other Council Owned Assets
- 723km of Paths Maintained Annually

## Planning and Building



- Building Permit Services
- Pool Barriers Audit Program
- Ensure Adherence to the *Building Act 1993*
- Land Use Planning and Permit Application Services
- Provide Mediation Services
- Ensure Adherence to the *Planning and Environment Act 1987*
- Land Use Planning Research, Policy and Re-zoning
- Facilitate Council & Community Initiated Planning Scheme Amendments
- Planning Scheme Reviews
- Coordination of New Infrastructure and Services to Support New Communities
- Building Audits and Education

## Economic Development



- Manage, Maintain and Develop the Latrobe Regional Airport
- Support Aviation Manufacturing
- Business Development, Support and Training Services
- Economic Modelling Data
- New Business Start Up and Support
- Pursue New Business Investment Employment Growth
- Major Projects Summit
- Support Community and Emergency Services
- Regional Strategy

## Waste and Recycling



- Kerbside Rubbish Collection, Recycling and Transfer Stations
- Manage and Monitor Landfill Facilities
- Rehabilitation and After Care of Closed Landfills
- Development of New Landfill Cells
- Organic Processing
- Lead Initiatives to Divert Waste from Landfill

## Libraries



- Operation of Public Libraries
- Provision of Library Education Programs
- Provide resources for the community including Books, CDs and DVDs, Audio Books, Hard Copy and Online Newspapers and Magazines
- Provide Community Access to WiFi and the Internet
- Preschool Storytime
- Your Tutor (online program)
- School Holiday Programs
- Work Experience Placements
- Author Talks and Guest Speakers/ Presentations

## Tourism and Events



- Support Latrobe City and Broader Gippsland's Tourism Industry
- Operate Visitor Information Centre and Services
- Develop, Attract and Promote Events
- Support Community & Council Civic Events
- Facilitate the Community Event Grant Program

OUR PEOPLE

## Our Employees

Latrobe City Council is committed to attracting, developing and retaining employees who have a diverse range of qualifications, abilities and a passion for delivering quality services to the community. We value and celebrate the contribution of our people, working together in a spirit of honesty, teamwork and trust.

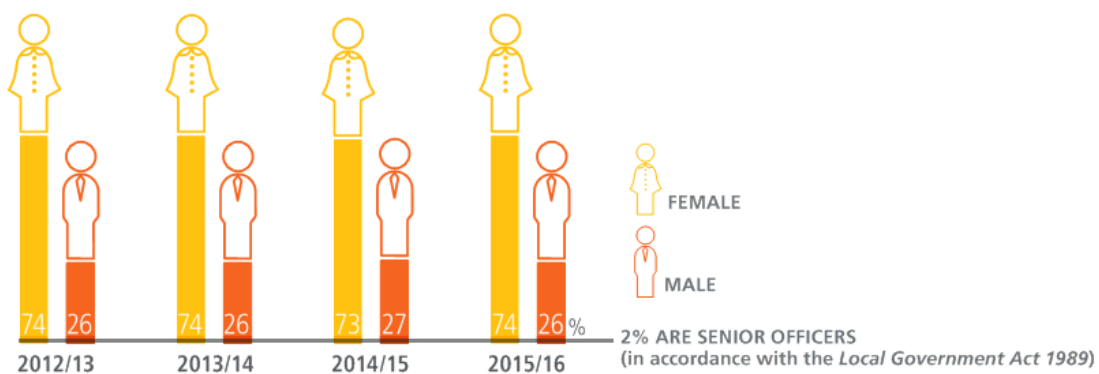
As of 30 June 2016, Latrobe City Council employed 951 people, comprising full time, part time and casual employees. The number of equivalent full time positions (EFT) is 535.5. The total number of employees is down by 67 from the previous year, however, the EFT has remained virtually unchanged as has the level and diversity of services we provide.

### WORKFORCE DETAILS

#### *Workforce Staffing Levels*



#### *Workforce Profile*



### Council Staff

A summary of the number of full time equivalent (FTE) council staff by organisational structure, employment type and gender

2015/16		CITY DEVELOPMENT	COMMUNITY SERVICES	CORPORATE SERVICES	INFRASTRUCTURE AND RECREATION
MALE	Permanent Full Time	24	9	21	105
	Permanent Part Time	4	3	1	7
	Casual	13	3	1	31
FEMALE	Permanent Full Time	35	71	34	20
	Permanent Part Time	17	153	9	13
	Casual	20	84	3	43

### Salary Banding

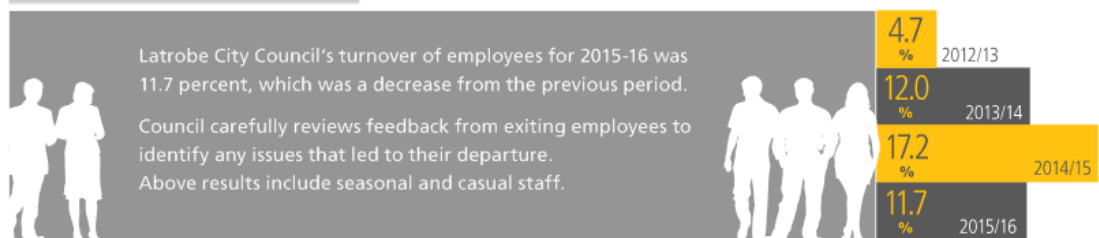
2015/16		1	2	3	4	5	6	7	8	ALL OTHER
MALE	Permanent Full Time	0	5	47	15	20	13	19	9	3
	Permanent Part Time	12	2	12	5	1	0	1	0	0
	Casual	7	2	31	9	1	0	0	0	0
FEMALE	Permanent Full Time	0	1	2	18	27	27	17	1	13
	Permanent Part Time	99	21	25	56	8	9	0	0	25
	Casual	13	23	47	35	1	1	0	0	33

Note: The above table does not include temporary staff.

### Workforce by Age



### Staff Turnover





# SETTING OUR DIRECTION

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

Latrobe 2026 was developed in partnership with the community and outlines the community's vision for the future development of the region, building 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.

Adopted in 2010, the Community Vision sets down the aspirations of the community and guides council in its activities and services, underpinning the Council Plan 2013 - 2017.



## Latrobe City Council Plan 2013-2017

Responding to Latrobe 2026 Community Vision, the Council Plan defines the mission and values of the organisation and the objectives to be achieved.

### LATROBE CITY COUNCIL'S MISSION

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

### LATROBE CITY COUNCIL'S VALUES

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

- Providing affordable people-focussed 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
- Being open to and embracing new opportunities

The Council Plan 2013-2017 is structured around five Themes and supporting Objectives which provide the framework for Strategic Directions and supporting Strategies and Plans which define what Council will work to achieve. Performance Indicators have been included to monitor Latrobe City Council's achievement of the Council Plan's objectives.

### COUNCIL PLAN THEMES:

- 01 JOB CREATION & ECONOMIC SUSTAINABILITY
- 02 APPROPRIATE, AFFORDABLE & SUSTAINABLE FACILITIES, SERVICES & RECREATION
- 03 EFFICIENT, EFFECTIVE & ACCOUNTABLE GOVERNANCE
- 04 ADVOCACY FOR & CONSULTATION WITH OUR COMMUNITY
- 05 PLANNING FOR THE FUTURE

The Council Plan is accompanied by the Strategic Resource Plan and an Annual Action Plan. The Strategic Resource Plan sets out the financial and non-financial resources required to achieve the objectives of the Council Plan. The Annual Action Plan outlines the Major Initiatives and actions to be undertaken each year to deliver on the Council Plan.

For a copy of the Council Plan 2013-2017, current Budget, Strategic Resource Plan or Annual Action Plan, go to: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au) or phone 1300 367 700.



*Opposite: Latrobe City Council Home and Community Care staff member with a community member.*

SETTING OUR DIRECTION

## Planning and Reporting

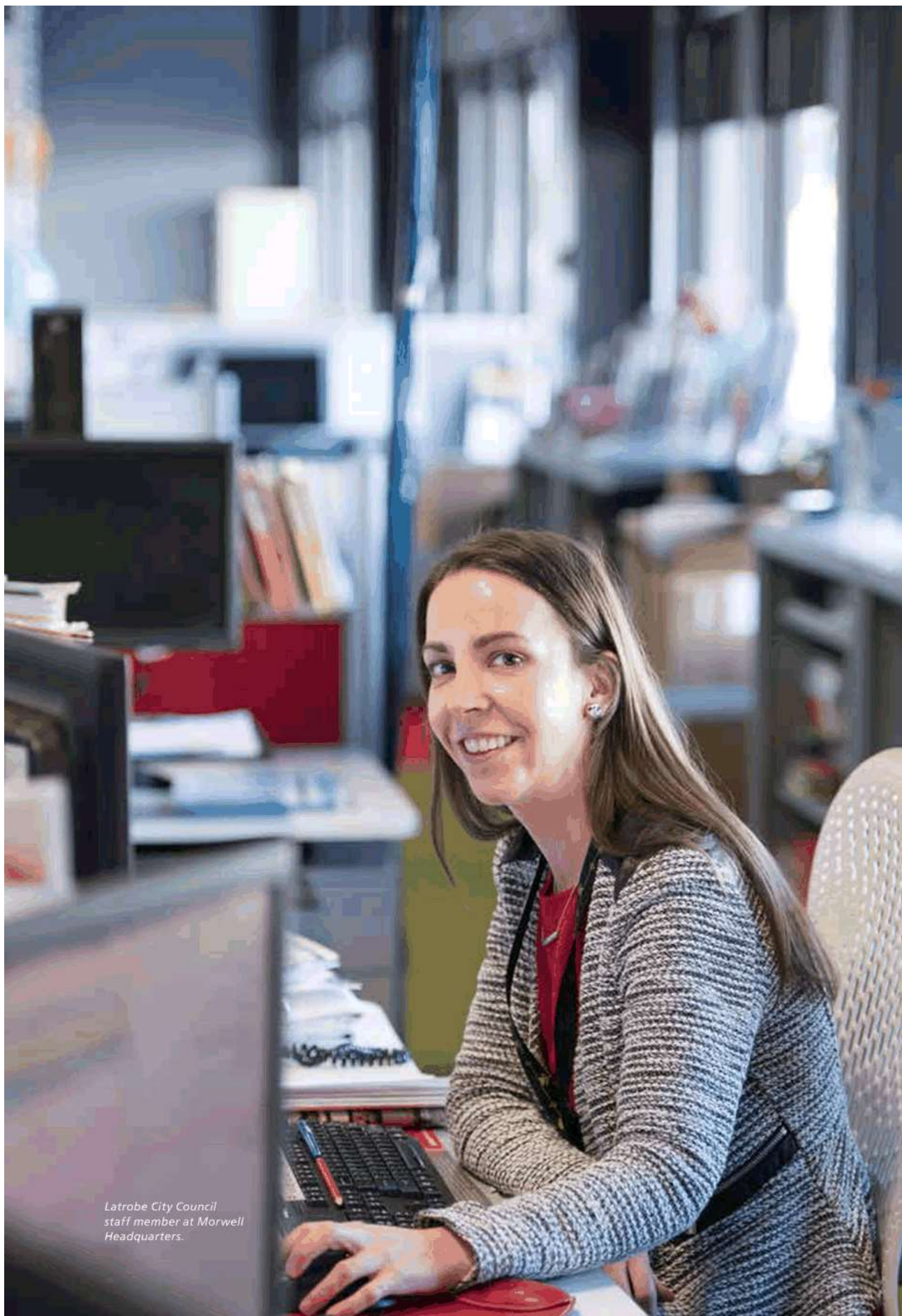
Each year, Latrobe City Council reviews its four-year business plans, setting out activities and objectives that align with the strategic directions of the Council Plan.

Delivering on the objectives of the Council Plan is measured against the achievement of identified actions and a number of performance indicators that form part of the performance reporting process. This process is outlined in the following Planning and Reporting Framework:

## Setting Our Direction







*Latrobe City Council  
staff member at Morwell  
Headquarters.*






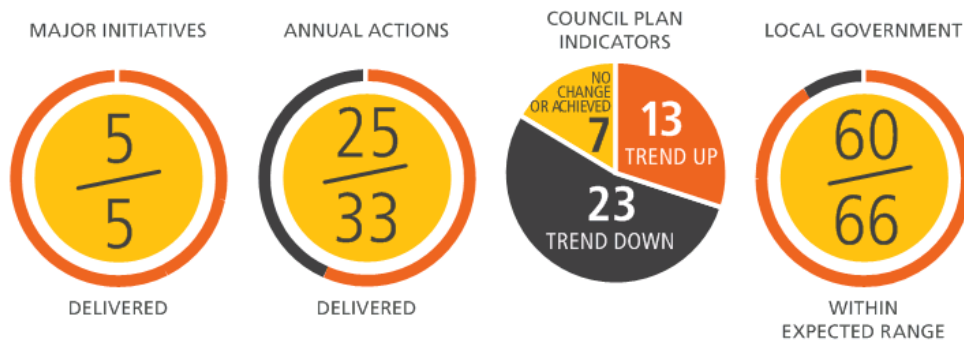
## Council Report Card

The following Report Cards have been arranged by the five themes of the Council Plan and linked to their corresponding objectives. Where available, 2015/16 results have been provided. The Local Government Performance Reporting Framework (LPRF) results have also been included.

There are three measure types included in the report cards as shown below:

<p><b>MAJOR INITIATIVES</b></p> <p>Most significant Annual Actions included within the Latrobe City Council Annual Budget 2014-15</p> <p><b>ANNUAL ACTIONS</b></p> <p>Projects or initiatives included within the Latrobe City Council Annual Budget 2014-15</p>	<p><b>DELIVERY</b></p>	<p>Measured by the <i>delivery</i> of listed projects</p> <p>Achieved: <b>Green</b></p> <p>Part Achieved: <b>Amber</b></p> <p>Not Achieved: <b>Red</b></p>
<p><b>COUNCIL PLAN INDICATORS</b></p> <p>Measure or performance indicators included within the Council Plan 2013-2017.</p>	<p><b>TREND</b></p>	<p>Measured by the comparison or <i>trend</i> with the previous year</p> <p>Achieved: <b>Green</b></p> <p>Part Achieved: <b>Amber</b></p> <p>Not Achieved: <b>Red</b></p> <p>Not Available: <b>Grey</b></p>
<p><b>LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK INDICATORS</b></p> <p>Standard performance indicators required across all Victorian Local Government Areas.</p>	<p><b>RANGE</b></p>	<p>Measured by the expected <i>range</i></p> <p>Example shown below:</p> 

### RESULTS AT A GLANCE



Opposite: Latrobe City Council staff member at Traralgon Service Centre.

HOW ARE WE PERFORMING?

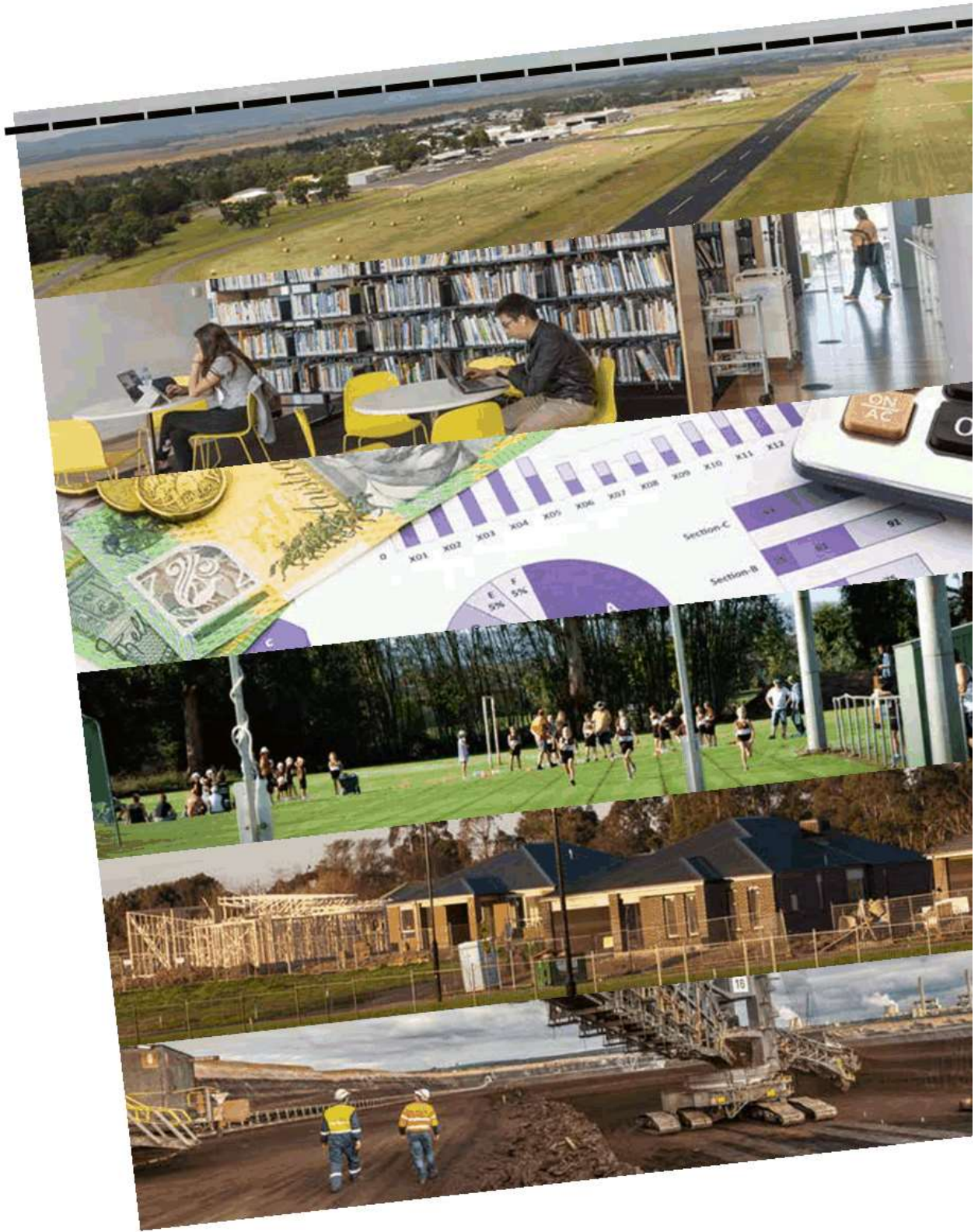
## Results in detail

### MAJOR INITIATIVES

THEME	MEASURE TYPE	ACTION	2015/16 RESULT
Job creation & economic sustainability	Major Initiative	Continue to pursue employment generating opportunities and aerospace manufacturing at Latrobe Regional Airport	Achieved
Advocacy for and consultation with our community	Major Initiative	Actively engage with state and federal governments to advocate for the interests of Latrobe City, to maximise access to government funding which supports job creation, economic diversification and environmental sustainability	Achieved
Efficient, effective and accountable governance	Major Initiative	Develop a new 10-year financial plan to ensure ongoing financial sustainability of Council.	Achieved
Appropriate, affordable and sustainable facilities, services and recreation	Major Initiative	Complete the construction of the Moe Rail Precinct Revitalisation Project.	Achieved
Planning for the future	Major Initiative	Commence a Latrobe City Housing Strategy to provide a clear framework to guide future urban growth and residential densities across Latrobe City.	Achieved

*Opposite from top: Latrobe Regional Airport, the new Moe Service Centre and Library, financial planning, a local school sports carnival at Harold Preston Reserve in Traralgon, one of many new housing estates in the region and Loy Yang mine.*

HOW ARE WE PERFORMING?



HOW ARE WE PERFORMING?

## Results in detail

(CONTINUED)

### ANNUAL ACTIONS

THEME	ACTION	PROGRESS
Job creation and economic sustainability	Investigate identified opportunities for economic diversification and, where appropriate, prepare business cases to progress projects that will support innovation across business and community.	100%
Job creation and economic sustainability	In partnership with Government, secure funding for the development of the Latrobe City Performing Arts and Convention Centre.	100%
Job creation and economic sustainability	Support the local business community to leverage from and maximise economic return from events, arts and tourism services.	100%
Job creation and economic sustainability	Assist the Victorian Government to facilitate the development of the Gippsland Heavy Industry Park by marketing to the private sector.	100%
Job creation and economic sustainability	Work with Government to secure private investment for the establishment of the Gippsland Logistics Precinct to provide railway freight storage and transport services to Latrobe City and the broader Gippsland region.	100%
Appropriate, affordable and sustainable facilities, services and recreation	Progress Council's decision in respect to delivery of the Gippsland Regional Aquatic Centre in Traralgon.	90%
Appropriate, affordable and sustainable facilities, services and recreation	Commence the design and construction of show courts at the Traralgon Tennis Complex.	75%
Appropriate, affordable and sustainable facilities, services and recreation	Deliver actions and complete an annual review of Council's commitments to improve community health as outlined by the Latrobe City Municipal Public Health and Wellbeing Plan.	100%
Appropriate, affordable and sustainable facilities, services and recreation	Provide an annual Community Events Training Program for Latrobe City community groups.	100%
Appropriate, affordable and sustainable facilities, services and recreation	Complete the development of the Latrobe City Council 2015-2019 Arts Strategy and Action Plan.	100%
Appropriate, affordable and sustainable facilities, services and recreation	Develop the Latrobe City International Relations Plan 2016-2020.	83%
Appropriate, affordable and sustainable facilities, services and recreation	Review community access to Latrobe City Council public halls and venues and provide recommendations to improve utilisation.	65%
Appropriate, affordable and sustainable facilities, services and recreation	Develop an Events and Facilities Sponsorship Policy to guide and support alternative funding options.	92%
Appropriate, affordable and sustainable facilities, services and recreation	Develop a long term events calendar including the identification of significant community celebrations and commemorations.	100%
Appropriate, affordable and sustainable facilities, services and recreation	Improve roadside management services through the integration of weed spraying, slashing, tree pruning and provision of landowner incentives.	50%
Appropriate, affordable and sustainable facilities, services and recreation	Deliver initiatives to improve the visual attractiveness of our towns, including town entrances and signage.	50%



THEME	ACTION	PROGRESS
Efficient, effective and accountable governance	Support delivery of Council's Audit Programs to assist in maintaining statutory obligations and ensuring the highest standards of organisational excellence are met.	100%
Efficient, effective and accountable governance	Develop and implement guidelines to support the review and continuous improvement of all Council services in accordance with Best Value legislation.	100%
Efficient, effective and accountable governance	Develop and implement a risk and compliance framework to guide decision making, reporting and service delivery across the organisation.	100%
Efficient, effective and accountable governance	In accordance with the Municipal Public Health & Wellbeing Plan objective to 'Reduce excessive alcohol consumption, develop a policy to minimise harm within our community.	30%
Efficient, effective and accountable governance	Commence the review of the Building Asset Management Plan by collating building data to ensure a clear, achievable plan for future management of Council-owned building assets.	75%
Efficient, effective and accountable governance	Complete development of the Drainage Asset Management Plan.	100%
Advocacy for and consultation with our community	Work in partnership with the community and stakeholders to deliver the 'Future Morwell' initiative.	50%
Advocacy for and consultation with our community	Participate in the Latrobe Valley Mine Fire Task Force to represent the views of our community in the implementation of the Hazelwood Mine Fire Inquiry recommendations.	100%
Advocacy for and consultation with our community	Deliver the Children's Services Expo during Children's Week to promote early years services provided across Latrobe City.	100%
Advocacy for and consultation with our community	Assist sport, recreation and other community clubs in obtaining external grant funding to support the social, recreational and cultural needs of the community.	100%
Advocacy for and consultation with our community	Investigate innovative solutions to improve unsightly buildings and property within Latrobe City.	100%
Planning for the Future	Develop Urban Design Guidelines and local land use policy that recognises and enhances Latrobe City's role as Gippsland's Regional City.	100%
Planning for the Future	Develop a process for the management of Development Contribution Plans to ensure new communities are well planned and provided with essential infrastructure for best value.	100%
Planning for the Future	Commence the development of a Rural Land Use Strategy for Latrobe City.	100%
Planning for the Future	Commence development of an Industrial Land Use and Employment Strategy.	100%
Planning for the Future	Participate in the delivery of the Waterhole Creek Waterway Management Plan, together with the West Gippsland Catchment Management Authority and identified stakeholders.	100%
Planning for the Future	Complete the upgrade of street lighting to energy efficient light globes across Latrobe City to reduce energy consumption and deliver cost savings.	100%



HOW ARE WE PERFORMING?

**Results in detail***(CONTINUED)***COUNCIL PLAN INDICATORS**

KPI NAME	13/14	14/15	15/16
Number of council jobs funded through the federal and state governments.	133	127.5	128.77
Number of new business registrations by sector with Latrobe City.	623	560	1164
Number of international, national, state and regional events held in Latrobe City.	438	514	348
Return on investment from Council's contribution to major events held in Latrobe City.	90.77	125.93	89
Number and value of business expansion, job creation and investment attraction funding applications supported by Council.	5	12	19
Number of businesses supported through direct contact with Latrobe City Council's Economic Development Department, including factors of attraction, job creation and investment value.	285	360	625
Annual employment growth rate in Latrobe City benchmarked against other regional cities.	-5.26	0.93	3.14
Number of trainee and apprentice positions available in Latrobe City each year.	6861	5606	5606
Mean taxable income of residents benchmarked against other regional cities.	51498	n/a	n/a
Percentage change in employment rates by industry sector.	7.5	6.9	0
Opinion of visitors on the cleanliness and attractiveness of Latrobe City.	87	74	83
Overall customer satisfaction in the annual Latrobe City Council's Home and Community Care Services Survey.	93	97	90
Latrobe City Council's satisfaction rating for recreational facilities in the annual Local Government Community Satisfaction Survey.	68	65	64
Report annual health and well-being community indicators as described by the Healthy Together Latrobe Strategic Roadmap.	achieved	achieved	achieved
Number of visitors and memberships for Latrobe City Council's leisure facilities, stadiums and reserves annually.	429934	415207	400525
Number of people who attend Latrobe City Council's performing arts, visual arts and arts education public programs annually.	93270	98807	122808
Number of requests from the community for rubbish collection received annually.	321	376	305
Latrobe City Council's mean score for the appearance of public areas in the annual Local Government Community Satisfaction Survey.	67	67	66
Number of shared pathways, pedestrian footpaths, bicycle paths and walking trails constructed and maintained annually.	723.2	730.6	747.04
Number of people participating in volunteering to support Latrobe City Council events and service delivery annually.	380	604	200
Number of visits to Latrobe City Council libraries to access services, activities, education programs annually.	230630	214956	214403
Overall customer satisfaction in the annual Latrobe City Council Maternal and Child Health Services Survey.	97	100	97
Report performance improvement and initiatives to increase efficiency of our services as required by Best Value legislation annually.	achieved	achieved	achieved

KPI NAME	13/14	14/15	15/16
Report Council's performance against the Victorian Local Government Indicators annually.	achieved	achieved	achieved
Deliver 100% of Key Strategic Activities and Annual Council Plan Actions annually.	73	69	79
Compare and report our annual Local Government Community Satisfaction Survey results.	achieved	achieved	achieved
Report the number and type of community complaints received and resolved annually, including response timeframes.	101	84	69
Percentage of procurement that is awarded to businesses that have a head office in Latrobe City, are owned by a Latrobe City resident or source a high percentage of goods and services from Latrobe City annually.	48	46	47
Percentage of actions completed in the annual Internal Audit Plan.	35	57	31
Percentage of Local Government Community Satisfaction Survey respondents who are satisfied that Council is open about the decisions it makes.	n/a	43	39
Number of Latrobe City Council meetings held with state and federal government representatives annually.	60	41	2
Percentage of Community Safety Committee meetings attended by Council representatives annually.	100	100	100
Percentage of Local Environmental Review Committee meetings attended by Council representatives annually.	100	93	33
Levels of community satisfaction with Council's overall performance and its relationship with the community as described by the annual Local Government Community Satisfaction Survey.	59	55	51
Percentage of Local Government Community Satisfaction Survey respondents who are satisfied that Council provides an opportunity to have a say on important local issues.	55	52	48
Latrobe City Council's mean score for Council planning processes and outcomes in the annual Local Government Community Satisfaction Survey.	69	56	52
Number of objections and or complaints received from the community each year in relation to new residential developments and growth areas annually.	41	242	16
Number of planning permit applications received annually by category.	331	271	286
Annual percentage of Council planning permit decisions upheld by Victorian Civil and Administrative Tribunal, where an appeal has been lodged.	73	80	67
Number of community members who have participated in consultation activities undertaken as part of strategic planning projects.	6456	6381	5418
Provide financial reports quarterly and annually	4	4	4
Number of vacant lot residential property sales in Latrobe City each year	270	216	227
CPI - Percentage of planning permit applications by category processed within 60 statutory days annually	70%	89%	93%

HOW ARE WE PERFORMING?

**Results in detail***(CONTINUED)***LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK INDICATORS**

KPI	14/15	15/16
LGPRF AF2 (29) Number of health inspections of council pool facilities per pool	2	1
LGPRF AF3 (30) Number of WorkSafe reportable safety incidents at aquatic facilities	0	0
LGPRF AF4 (31) Cost of indoor aquatic facilities per pool visit	2.5	2.3
LGPRF AF5 (32) Cost of outdoor aquatic facilities per pool visit	9.7	10.9
LGPRF AF6 (33) Number of pool visits per head of municipal population	5.1	5.2
LGPRF AM1 (34) Average number of days taken to action animal management requests	7.1	2.1
LGPRF AM2 (35) Percentage of animals reclaimed by their owners from the municipal pound	35.6	35.7
LGPRF AM3 (36) Cost of animal management service per registered animal	43.2	47.5
LGPRF AM4 (37) Number of animal management prosecutions	4	0
LGPRF C1 (68) Expenses per head of municipal population	1593.6	1659.1
LGPRF C2 (69) Infrastructure per head of municipal population	12685.1	12811.1
LGPRF C3 (70) Number of persons per kilometre of sealed and unsealed roads	46.7	46.5
LGPRF C4 (66) Own source revenue per head of municipal population	1230.9	1274.3
LGPRF C5 (67) Recurrent grants per head of municipal population	423.8	362
LGPRF C6 (71) Relative socio-economic disadvantage	1	1
LGPRF E1 (64) Average residential rate per residential property assessment	1494.3	1534.6
LGPRF E2 (63) Expenses per property assessment	3126.6	3118.4
LGPRF E3 (65) Resignations and terminations compared to average staff	11.4	15
LGPRF FS1 (38) Average number of days taken for council to action food complaints	1.8	1
LGPRF FS2 (39) Percentage of Class 1 & 2 food premises receiving an annual food safety assessment	95.1	86.4
LGPRF FS3 (40) Cost of food safety service per registered food premises	512.1	533.9
LGPRF FS4 (41) Percentage of critical and major non-compliance outcome notifications followed up by council	90.8	82.5
LGPRF G1 (01) Percentage of Council decisions made at meetings closed to the public	46.8	25.6
LGPRF G2 (02) CSS Score for council's community consultation and engagement with the community on key local issues.	52	48
LGPRF G3 (03) Percentage of Councillor attendance at ordinary Council meetings	96.1	93.6
LGPRF G4 (04) Cost of Council governance	42232.2	41483.5
LGPRF G5 (05) CSS Score for satisfaction with council making decisions in the interests of the community.	49	47
LGPRF HC1 (42) Average number of days taken for a new client to commence the HACC service	28.9	16.4
LGPRF HC2 (43) Percentage of Community Care Common Standards met	100	100
LGPRF HC3 (44) Cost of domestic care service	0	46.8
LGPRF HC4 (45) Cost of personal care service (applicable from the financial year commencing 1 July 2015)	0	36.2
LGPRF HC5 (46) Cost of respite care service (applicable from the financial year commencing 1 July 2015)	0	32.2
LGPRF HC6 (47) Percentage of the municipal target population that receive a HACC service. Target set by DHHS	18.4	18.5

KPI	14/15	15/16
LGPRF HC7 (48) Percentage of the target Culturally & Linguistically Diverse (CALD) person population receiving a HACC service.	19.5	18.5
LGPRF L1 (55) Current assets compared to current liabilities	208.9	271.2
LGPRF L2 (56) Unrestricted cash compared to current liabilities	96.9	147.2
LGPRF LB1 (19) Number of library item collection loans per item	3	2.8
LGPRF LB2 (20) Percentage of library items purchased in the last 5 years	53.7	53.4
LGPRF LB3 (21) Cost of library service per visit to the library	9.6	9.8
LGPRF LB4 (22) The percentage of the municipal population that are active library members	16	15.8
LGPRF MC1 (49) Percentage of infants enrolled in the MCH service that receive a first home visit	110.4	109.8
LGPRF MC2 (50) Percentage of infants born that enrol in the Maternal and Child Health service	101.6	100
LGPRF MC3 (51) Cost of Maternal and Child Health service per hour of service delivered	0	79.8
LGPRF MC4 (52) Percentage of children enrolled in the MCH service who participate in the service	73.6	74.9
LGPRF MC5 (53) Percentage of ATSI children enrolled in the MCH service who participate in the service	69	71.4
LGPRF O1 (57) Loans and borrowings compared to rates	29.3	24.9
LGPRF O2 (58) Loans and borrowings repayments compared to rates	17	9.3
LGPRF O3 (59) Non-current liabilities compared to own source revenue	37.4	42.9
LGPRF O4 (60) Asset renewal compared to depreciation	79.9	64
LGPRF OP1 (54) Adjusted Underlying surplus (or deficit)	1.3	1.1
LGPRF R1 (14) Number of local road requests per 100 Km of sealed road	28.8	32.2
LGPRF R2 (15) Percentage of sealed local roads below the intervention level	99.7	99.6
LGPRF R3 (16) Cost per square metre of sealed local road reconstruction	112.6	111.1
LGPRF R4 (17) Cost per square metre of sealed local road resealing	14.1	9.9
LGPRF R5 (18) Score out of 100 on satisfaction with the condition of sealed local roads - Annual CSS	52	50
LGPRF S1 (61) Rates compared to adjusted underlying revenue	56.4	61.2
LGPRF S2 (62) Rates compared to property values	0.7	0.7
LGPRF SP1 (06) Median days taken between receipt and decision on planning applications	74	73
LGPRF SP2 (07) Percentage of planning applications decided within 60 days	89	93
LGPRF SP3 (08) Cost of statutory planning service per planning application	2196.8	2488.3
LGPRF SP4 (09) Percentage of planning decisions upheld at VCAT	80	66.7
LGPRF WC1 (23) The number of kerbside bin collection requests per 1000 bin collection households	114.6	120.2
LGPRF WC2 (24) Kerbside collection bins missed	3	3.1
LGPRF WC3 (25) Cost of kerbside garbage bin collection service per bin	100.4	98
LGPRF WC4 (26) Cost of kerbside recyclables bin collection service per bin	26.4	22.9
LGPRF WC5 (27) Percentage of kerbside collection waste not going to landfill	55.1	52.1



## Results in detail

(CONTINUED)

### CAPITAL WORKS HIGHLIGHTS

PROJECT	15/16 EXPENDITURE
Moe Rail Precinct Revitalisation Project	10,169,773
Road Rehabilitation Program	3,331,038
Local Road Reseals Program	2,214,350
Local Roads Reseal Prep Program	2,048,620
Heavy Industrial Park Road Infrastructure Construction	1,676,506
Gravel Road Resheets Program	1,302,073
Footpath Rehabilitation Program	1,025,825
Fleet Replacement Program	1,010,305
Landfill Cell 4 Construction	841,303
Landfill Compactor	815,281
Piggery Road Landslip Land Purchase	693,665
Plant Replacement Program	687,585
Ted Summerton Reserve - Oval Re-surfacing	595,284
Kerb and Channel Replacement Program	580,564
Road Rehabilitation Program: Balfour Place, Churchill	439,263
Rural Gravel Road Sealing Program	436,902
Bridle Estate, Morwell Flood Protection	414,979
Duncan Cameron Park Oval: Surface Re-Development	413,693
Traralgon Olympians Change Pavilion - Harold Preston	413,109
Energy Efficiency Lighting Upgrade - Lighting Latrobe.	394,766





## HOW ARE WE PERFORMING?



Works begin on the new show courts at Traralgon Tennis Complex.

PROJECT	15/16 EXPENDITURE
New Footpaths to Link Existing Footpath Networks	369,775
Community Minor Capital Grants Program	363,173
Latrobe Leisure Renewal Program	357,479
Moe North West - Drainage	346,839
Dunbar Road Site Rehabilitation	280,614
Churchill Bowling Club Synthetic Green	224,256
Boolarra Railway Park Upgrade	221,624
Latrobe Leisure Maintenance and Upgrade Program	216,423
IT Equipment Purchases	204,934
Timber Haulage Program: Safety Improvement Works Junction Rd	194,036
Nation Building Blackspot Program	176,056
Landfill Rehabilitation Program- Hyland Highway	170,388
Waterhole Creek Flood Mitigation	168,043
Natural Disaster - Flood Aug 2015 Summerfield Track	163,825
Minor Sealing Works Program (Difficult to Maintain Sections)	156,684
Bridge and Major Culvert Works	136,600
Jumbuk Rd from Junction Rd to Jumbuk Hall (Timber Haulage)	128,151
Preliminary Project Design	109,972
Landfill Rehabilitation Program - Moe	107,014

# FINANCIAL REPORT AND PERFORMANCE STATEMENT

For the year ended  
30 June 2016



## Table of Contents

<b>FINANCIAL REPORT</b>	
Comprehensive Income Statement .....	78
Balance Sheet .....	79
Statement of Changes in Equity .....	80
Statement of Cash Flows .....	81
Statement of Capital Works .....	82
Introduction .....	83
NOTE 1 Significant Accounting Policies .....	83
NOTE 2 Budget Comparison .....	89
NOTE 3 Rates and charges .....	94
NOTE 4 Statutory Fees and Fines .....	94
NOTE 5 User Fees .....	95
NOTE 6 Grants .....	95
NOTE 7 Contributions .....	97
NOTE 8 Net Gain/ (Loss) on Disposal of Property, Infrastructure, Plant and Equipment .....	97
NOTE 9 Other Income .....	97
NOTE 10 Employee Costs .....	98
NOTE 11 Materials and Services .....	98
NOTE 12 Bad and Doubtful Debts .....	99
NOTE 13 Depreciation and Amortisation .....	99
NOTE 14 Borrowing Costs .....	99
NOTE 15 (a) Other Expenses - Landfill Rehabilitation .....	99
NOTE 15 (b) Other Expenses .....	99
NOTE 16 Cash and Cash Equivalents .....	100
NOTE 17 Trade and Other Receivables .....	100
NOTE 18 Other Financial Assets .....	101
NOTE 19 Non-Current Assets Classified as Held for Sale .....	102
NOTE 20 Other Assets .....	102
NOTE 21 Property, Infrastructure, Plant and Equipment .....	102
NOTE 22 Intangible Assets .....	106
NOTE 23 Trade and Other Payables .....	107
NOTE 24 Trust Funds and Deposits .....	107
NOTE 25 Provisions .....	107
NOTE 26 Interest-Bearing Loans and Borrowings .....	108
NOTE 27 Reserves .....	109
NOTE 28 Reconciliation of Cash Flows from Operating Activities to Surplus/(Deficit) .....	110
NOTE 29 Financing Arrangements .....	110
NOTE 30 Commitments .....	111
NOTE 31 Operating Leases .....	112
NOTE 32 Superannuation .....	112
NOTE 33 Contingent Liabilities and Contingent Assets .....	113
NOTE 34 Financial Instruments .....	113
NOTE 35 Related Party Transactions .....	115
NOTE 36 Events Occurring after Balance Date .....	116
Certification of the Financial Statements .....	117
<b>PERFORMANCE STATEMENT</b>	
Description of Municipality .....	120
Sustainable Capacity Indicators .....	121
Service Performance Indicators .....	122
Financial Performance Indicators .....	125
Other Information .....	127
Certification of the Performance Statement .....	128

## FINANCIAL REPORT

## Comprehensive Income Statement

### For the Year Ended 30 June 2016

	NOTE	2016 \$'000s	2015 \$'000s
<b>INCOME</b>			
Rates and charges	3	72,491	69,606
Statutory fees and fines	4	1,851	1,763
User fees	5	15,226	15,120
Grants - operating	6	20,520	32,428
Grants - capital	6	11,498	10,529
Contributions - Monetary	7	634	784
Contributions - Non monetary	7	7,840	7,828
Net gain on disposal of property, infrastructure, plant and equipment	8	-	21
Other Income	9	4,154	4,150
<b>Total Income</b>		<b>134,214</b>	<b>142,229</b>
<b>EXPENSES</b>			
Employee Costs	10	( 50,759)	( 50,234)
Materials and services	11	( 35,659)	( 35,400)
Bad and doubtful debts	12	( 17)	( 53)
Depreciation and amortisation	13	( 23,179)	( 19,781)
Borrowing Costs	14	( 1,003)	( 1,055)
Net loss on disposal of property, infrastructure, plant and equipment	8	( 4,963)	-
Landfill Rehabilitation	15 (a)	( 2,478)	( 7,035)
Other Expenses	15 (b)	( 3,968)	( 3,816)
<b>Total Expenses</b>		<b>( 122,026)</b>	<b>( 117,374)</b>
<b>Surplus for the year</b>		<b>12,188</b>	<b>24,855</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net Asset Revaluation increment	27	96	106,350
<b>Total comprehensive result</b>		<b>12,284</b>	<b>131,205</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes

## Balance Sheet

### As at 30 June 2016

	NOTE	2016 \$'000s	2015 \$'000s
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	16	8,680	18,242
Trade and other receivables	17	7,037	8,196
Other financial assets	18	52,884	44,298
Non-current assets classified as held for sale	19	175	926
Other assets	20	2,205	2,353
<b>Total current assets</b>		<b>70,981</b>	<b>74,015</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	17	-	8
Property, infrastructure, plant and equipment	21	1,163,533	1,154,113
Other financial assets	18	2	2
Intangible assets	22	1,618	348
<b>Total non-current assets</b>		<b>1,165,153</b>	<b>1,154,471</b>
<b>TOTAL ASSETS</b>		<b>1,236,134</b>	<b>1,228,486</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	23	6,220	13,338
Trust funds and deposits	24	2,732	2,610
Provisions	25	15,335	13,773
Interest-bearing loans and borrowings	26	1,883	5,710
<b>Total current liabilities</b>		<b>26,170</b>	<b>35,431</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	25	21,935	18,776
Interest-bearing loans and borrowings	26	16,150	14,684
<b>Total non-current liabilities</b>		<b>38,085</b>	<b>33,460</b>
<b>TOTAL LIABILITIES</b>		<b>64,255</b>	<b>68,891</b>
<b>NET ASSETS</b>		<b>1,171,879</b>	<b>1,159,595</b>
<b>EQUITY</b>			
Accumulated surplus		662,312	650,502
Reserves	27	509,567	509,093
<b>TOTAL EQUITY</b>		<b>1,171,879</b>	<b>1,159,595</b>

The above balance sheet should be read in conjunction with the accompanying notes.



## FINANCIAL REPORT

## Statement of Changes in Equity

### For the Year Ended 30 June 2016

	NOTE	TOTAL \$'000s	ACCUMULATED SURPLUS \$'000s	REVALUATION RESERVE \$'000s	OTHER RESERVES \$'000s
<b>2016</b>					
Balance at beginning of the financial year		1,159,595	650,502	506,469	2,624
Surplus for the period		12,188	12,188		
Net asset revaluation increment	27(a)	96		96	
Transfers to other reserves	27(b)	-	( 485)		485
Transfers from other reserves	27(b)	-	107		( 107)
<b>Balance at end of the financial year</b>		<b>1,171,879</b>	<b>662,312</b>	<b>506,565</b>	<b>3,002</b>
<b>2015</b>					
Balance at beginning of the financial year		1,028,390	625,945	400,119	2,326
Surplus for the period		24,855	24,855	-	-
Net asset revaluation increment	27(a)	106,350	-	106,350	-
Transfers to other reserves	27(b)	-	( 349)	-	349
Transfers from other reserves	27(b)	-	51	-	( 51)
<b>Balance at end of the financial year</b>		<b>1,159,595</b>	<b>650,502</b>	<b>506,469</b>	<b>2,624</b>

The above statement of changes in equity should be read with the accompanying notes.

## Statement of Cash Flows

### For the Year Ended 30 June 2016

	NOTE	2016 \$'000s	2015 \$'000s
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rates and charges		72,208	68,800
Statutory fees and fines		1,851	1,764
User fees		16,052	15,912
Grants - operating		20,714	32,412
Grants - capital		12,467	10,709
Contributions - monetary		952	818
Interest received		2,103	1,789
Trust funds and deposits taken		16,776	14,961
Other receipts		2,030	2,466
Net GST refund/(payment)		2,881	1,859
Employee Costs		( 51,389)	( 49,425)
Materials and services		( 41,886)	( 40,529)
Trust funds and deposits repaid		( 16,653)	( 14,873)
Other payments		( 3,872)	( 3,933)
<b>Net cash provided by operating activities</b>	<b>28</b>	<b>34,234</b>	<b>42,730</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for property, infrastructure, plant and equipment		( 33,726)	( 26,659)
Proceeds from sale of property, infrastructure, plant and equipment		1,878	794
Payments for Investments		( 133,144)	( 97,608)
Proceeds from sale of investments		124,558	56,620
<b>Net cash used in investing activities</b>		<b>( 40,434)</b>	<b>( 66,853)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Finance costs		( 1,002)	( 1,009)
Proceeds from borrowings		3,350	11,566
Repayment of borrowings		( 5,710)	( 10,824)
<b>Net cash provided by/ (used in) financing activities</b>		<b>( 3,362)</b>	<b>( 267)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>( 9,562)</b>	<b>( 24,390)</b>
Cash and cash equivalents at beginning of the financial year		18,242	42,632
<b>Cash and cash equivalents at the end of the financial year</b>	<b>16</b>	<b>8,680</b>	<b>18,242</b>
Financing arrangements	29		
Restrictions on cash assets	16		

The above statement of cash flows should be read with the accompanying notes.

## FINANCIAL REPORT

## Statement of Capital Works

### For the Year Ended 30 June 2016

	NOTE	2016 \$'000s	2015 \$'000s
<b>Property</b>			
Land		10	414
<b>Total Land</b>		<b>10</b>	<b>414</b>
Buildings		10,874	5,464
<b>Total buildings</b>		<b>10,874</b>	<b>5,464</b>
<b>Total property</b>		<b>10,884</b>	<b>5,878</b>
<b>Plant and equipment</b>			
Plant, machinery and Equipment		2,611	1,823
Fixtures, fittings and furniture		351	3
Computers and telecommunications		184	351
Art collection		66	15
Software		21	150
<b>Total plant and equipment</b>		<b>3,233</b>	<b>2,342</b>
<b>Infrastructure</b>			
Roads		12,275	13,139
Bridges		8	700
Footpaths and cycleways		1,513	1,364
Drainage		1,235	1,604
Recreational, leisure and community facilities		49	-
Waste management		841	1,108
Parks, open space and streetscapes		206	285
Aerodromes		0	2,873
Off Street car parks		128	184
Other infrastructure		14	9
<b>Total Infrastructure</b>		<b>16,269</b>	<b>21,266</b>
<b>Total capital works expenditure</b>		<b>30,386</b>	<b>29,486</b>
<b>Represented by:</b>			
New asset expenditure		13,033	7,574
Asset renewal expenditure		14,596	15,340
Asset expansion expenditure		1,247	3,712
Asset upgrade expenditure		1,510	2,860
<b>Total capital works expenditure</b>		<b>30,386</b>	<b>29,486</b>

The above statement of capital works should be read with the accompanying notes.

## Notes to the Financial Report for the year ended 30 June 2016

### INTRODUCTION

The Latrobe City Council was established by an Order of the Governor in Council on 2 December 1994 and is a body corporate. The Council's main office is located at 141 Commercial Road Morwell 3840.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 1989* and the *Local Government (Financial and Reporting) Regulations 2014*.

### NOTE 1

#### SIGNIFICANT ACCOUNTING POLICIES

##### (A) BASIS OF ACCOUNTING

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

The fair value of land, buildings, infrastructure, plant and equipment (refer note 1 (m))

The determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 1 (n))

The determination of employee provisions (refer note 1 (s))

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where

appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

##### (B) CHANGE IN ACCOUNTING POLICIES

There have been no changes in accounting policies from the previous period.

##### (C) PRINCIPLES OF CONSOLIDATION

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2016, and their income and expenses for that part of the reporting period in which control existed.

Subsidiaries are all entities over which Council has control. Council controls an entity when it is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power to direct the activities of the entity. Subsidiaries are fully consolidated from the date on which control is transferred to the Council. They are deconsolidated from the date that control ceases.

Where dissimilar accounting policies are adopted by entities and their effect is considered material, adjustments are made to ensure consistent policies are adopted in these financial statements.

In the process of preparing consolidated financial statements all material transactions and balances between consolidated entities are eliminated.

Entities consolidated into Council include:

- No entities identified

##### (D) COMMITTEES OF MANAGEMENT

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full. The Yallourn North Community Housing Committee is not included in this financial report based on their materiality.

##### (E) ACCOUNTING FOR INVESTMENTS IN ASSOCIATES AND JOINT ARRANGEMENTS

###### Associates

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

###### Joint Arrangements

Investments in joint arrangements are classified as

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

*NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)*

either joint operations or joint ventures depending on the contractual rights and obligations each investor has, rather than the legal structure of the joint arrangement.

*(i) Joint operations*

Council recognises its direct right to the, and its share of jointly held assets, liabilities, revenues and expenses of joint operations. These have been incorporated in the financial statements under the appropriate headings.

*(ii) Joint ventures*

Interests in joint ventures are accounted for using the equity method. Under this method, the interests are initially recognised in the consolidated balance sheet at cost and adjusted thereafter to recognise Council's share of the post-acquisition profits or losses and movements in other comprehensive income in profit or loss and other comprehensive income respectively.

**(F) REVENUE RECOGNITION**

Income is recognised when the Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

**Rates and Charges**

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

**Statutory fees and fines**

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

**User fees**

User fees are recognised as revenue when the service has been provided or the payment is received, whichever first occurs.

**Grants**

Grant income is recognised when Council obtains control of the contribution. This is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and is valued at their fair value at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition

that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in Note 6. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

**Contributions**

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

**Sale of property, infrastructure, plant and equipment**

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

**Interest**

Interest is recognised as it is earned.

**Dividends**

Dividend revenue is recognised when the Council's right to receive payment is established.

**Other Income**

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

**(G) FAIR VALUE MEASUREMENT**

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:



## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

*NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)*

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

**(H) CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

**(I) TRADE AND OTHER RECEIVABLES**

Receivables are carried at amortised cost using the effective interest rate method. A provision for doubtful debts is recognised when there is objective evidence that impairment has occurred.

**(J) OTHER FINANCIAL ASSETS**

Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

**(K) INVENTORIES**

Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential. Inventories are measured at the lower of cost and net realisable value.

All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where Inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

**(L) NON-CURRENT ASSETS CLASSIFIED AS HELD FOR SALE**

A non-current asset classified as held for sale (including disposal groups) is measured at the lower of its carrying amount and fair value less costs to sell, and are not

subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

**(M) RECOGNITION AND MEASUREMENT OF PROPERTY, PLANT AND EQUIPMENT, INFRASTRUCTURE AND INTANGIBLES****Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed in Note 1 n have applied when recognising assets with an applicable asset class and unless otherwise stated are consistent with the prior year.

**Revaluation**

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 21, Property, infrastructure, plant and equipment, and infrastructure.

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

**Land under roads**

Council recognises land under roads it controls at fair value.

**(N) DEPRECIATION AND AMORTISATION OF PROPERTY, PLANT AND EQUIPMENT, INFRASTRUCTURE AND INTANGIBLES**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

ASSET CATEGORY	DEPRECIATION PERIOD	THRESHOLD LIMIT \$'000
Property		
land	N/A	Nil
buildings	50 years	10.0
Plant & Equipment		
plant, machinery and equipment	5 - 10 years	1.0
fixtures, fittings and furniture	5 - 10 years	1.0
computers and telecommunications	3 - 10 years	1.0
art works collection	N/A	0.5
Infrastructure		
road pavements and seals	14 - 87 years	10.0
road formation and earthworks	N/A	10.0
road kerb and channel	77 years	10.0
bridges deck	100 years	10.0
bridges substructure	100 years	10.0
footpaths and cycleways	15 - 60 years	10.0
drainage	100 years	10.0
waste management	2 years	10.0
parks, open space and streetscapes	20 years	5.0
off street car parks	14 - 87 years	10.0
Intangible Assets		
software	5 years	5.0
landfill air space	2 years	10.0

*NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)***(O) REPAIRS AND MAINTENANCE**

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

**(P) IMPAIRMENT OF ASSETS**

At each reporting date, council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**(Q) TRUST FUNDS AND DEPOSITS**

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited (refer to Note 24).

**(R) BORROWINGS**

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

**Borrowing costs**

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Except where specific borrowings are obtained for the purpose of specific asset acquisition,

the weighted average interest rate applicable to borrowings at balance date, excluding borrowings associated with superannuation, is used to determine the borrowing costs to be capitalised.

Borrowing costs include interest on bank overdrafts, interest on borrowings, and finance lease charges.

**(S) EMPLOYEE COSTS**

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

**Wages, salaries and annual leave**

Liabilities for wages and salaries, including non-monetary benefits and annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

**Long Service Leave**

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current Liability - unconditional LSL is disclosed as a current liability even when the council does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months

The components of this current liability are measured at:

- Present value - component that is not expected to be wholly settled within 12 months.
- Nominal value - component that is expected to be wholly settled within 12 months.

**Classification of employee costs**

Non-current liability - conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value.

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**(T) LANDFILL REHABILITATION PROVISION**

Under legislation Council is obligated to rehabilitate landfill sites to a particular standard. The forecast life of the Highland Highway landfill site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to restore the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

**(U) LEASES****Finance leases**

Leases of assets where substantially all the risks and rewards incidental to ownership of the asset, are transferred to the Council are classified as finance leases. Finance leases are capitalised, recording an asset and a liability at the lower of the fair value of the asset and the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are depreciated on a straight line basis over their estimated useful lives to the Council where it is likely that the Council will obtain ownership of the asset, or over the term of the lease, whichever is the shorter. Council currently has no finance leases.

**Operating leases**

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

**(V) GOODS AND SERVICES TAX (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**(W) FINANCIAL GUARANTEES**

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probably that that right will be exercised. Any details of guarantees that Council has provided, that are not recognised in the balance sheet are disclosed at Note 33 Contingent Liabilities and Contingent Assets.

**(X) CONTINGENT ASSETS AND CONTINGENT LIABILITIES AND COMMITMENTS**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a Note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of note and presented inclusive of the GST payable.

**(Y) PENDING ACCOUNTING STANDARDS**

Certain new AAS's have been issued that are not mandatory for the 30 June 2016 reporting period. Council has assessed these pending standards and has identified that no material impact will flow from the application of these standards in future reporting periods.

**(Z) ROUNDING**

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statements may not equate due to rounding.



## NOTE 2 BUDGET COMPARISON

The budget comparison notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 30 June 2016. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

### Income and Expenditure

	BUDGET 2016 \$'000s	ACTUAL 2016 \$'000s	VARIANCE 2016 \$'000s	VARIANCE 2016 %	REF
<b>INCOME</b>					
Rates and charges	71,900	72,491	591	1%	1
Statutory fees and fines	1,835	1,851	16	1%	
User fees	14,229	15,226	996	7%	2
Grants - operating	23,884	20,520	( 3,364)	(14%)	3
Grants - capital	10,522	11,498	976	9%	4
Contributions - monetary	140	634	495	354%	5
Contributions - non monetary	2,000	7,840	5,840	292%	6
Other Income	3,382	4,154	772	23%	7
<b>Total Income</b>	<b>127,892</b>	<b>134,214</b>	<b>6,322</b>	<b>5%</b>	
<b>EXPENSES</b>					
Employee costs	53,373	50,759	( 2,614)	(5%)	8
Materials and services	35,305	35,659	354	1%	9
Bad and doubtful debts	16	17	1	6%	
Depreciation and amortisation	22,946	23,179	233	1%	
Borrowing Costs	1,076	1,003	( 73)	(7%)	
Net loss on disposal of property, infrastructure, plant and equipment	-	4,963	4,963	100%	10
Landfill Rehabilitation	-	2,478	2,478	100%	11
Other Expenses	3,214	3,968	754	23%	12
<b>Total Expenses</b>	<b>115,930</b>	<b>122,026</b>	<b>6,096</b>	<b>5%</b>	
<b>SURPLUS/ (DEFICIT) FOR THE YEAR</b>	<b>11,962</b>	<b>12,188</b>	<b>226</b>	<b>2%</b>	

The budget figures above include a reclassification of categories which vary from the adopted 2015-16 budget, to align with the current year actuals prescribed line item classifications.



## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 2: BUDGET COMPARISON (CONTINUED)

## Explanation of Material Variations – Income and Expenditure

REF	ITEM	EXPLANATION
1	Rates and Charges	<b>Outcome: Favourable \$0.591 million or 1%</b> The favourable variance is primarily the result of higher than anticipated supplementary rates growth from new subdivisions..
2	User Fees	<b>Outcome: Favourable \$0.996 million or 7%</b> The favourable variance is the result of higher landfill gate fees and subdivision fees than expected, partially offset by unfavourable variances in Aged & Disability Services and Early Learning & Care.
3	Grants – Operating	<b>Outcome: Unfavourable \$3.364 million or 14%</b> The unfavourable variance is mainly due to Victoria Grants Commission (VGC) funding being advanced to Council in June 2015 and therefore was included as income in the 2014/15 financial year. The total variance is offset partially by additional unbudgeted grants, the largest being for the Future Morwell Urban Design Revitalisation Plan.
4	Grants – Capital	<b>Outcome: Favourable \$0.976 million or 9%</b> The favourable variance is mainly due to the receipt of additional grant funding for Moe Rail Precinct Revitalisation that was budgeted to be received in the 2014/15 financial year, however was not received until 2015/16. Extra funding for Roads to Recovery is offset by an unfavourable variance in the Heavy Industrial Park Infrastructure and Signalised Intersection projects.
5	Contributions – monetary	<b>Outcome: Favourable \$0.495 million or 354%</b> The favourable variance is mainly due to drainage infrastructure and public open space contributions received from developers that were not anticipated in the adopted budget.
6	Contributions – non monetary	<b>Outcome: Favourable \$5,840 million or 292%</b> The favourable variance is mainly due to higher than expected contribution of infrastructure assets from developers.
7	Other income	<b>Outcome: Favourable \$0.581 million or 17%</b> The additional income is mainly a result of higher than anticipated penalty interest raised on outstanding rates accounts, combined with additional reimbursements and unbudgeted local contributions.
8	Employee costs	<b>Outcome: Favourable \$2,614 million or 5%</b> The favourable variance is due to staff vacancies, resulting in reduced salaries and wages, lower superannuation and a reduction in WorkCover costs. There is also a favourable variance in fringe benefits tax expenses mainly as result of fleet reductions.
9	Materials and services	<b>Outcome: Unfavourable \$0.354 million or 1%</b> The additional expenditure is due largely to the surplus that was generated in the 2014/15 financial year carried forward into 2015/16 to complete projects and meet new requirements that have arisen since the budget was compiled.
10	Net loss on disposal of property, infrastructure, plant and equipment	<b>Outcome: Unfavourable \$4.963 million or 100%</b> The unfavourable variance is the result of the disposal of infrastructure assets identified as part of the annual capital works program and a review of council controlled assets.
11	Landfill rehabilitation	<b>Outcome: unfavourable \$2.478 million or 100%</b> The unfavourable variance is due to increases in the landfill rehabilitation provision mainly associated with the finalisation of the design of the Moe landfill capping requirements, together with revised aftercare requirements at the Moe, Morwell and Hyland Highway sites.
12	Other Expenses	<b>Outcome: Unfavourable \$0.754 million or 23%</b> The unfavourable variance is caused predominately by additional EPA levies on waste accepted at the landfill as a result of higher than expected quantities received and expenditure previously sitting in work in progress, which has now been expensed.

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 2: BUDGET COMPARISON (CONTINUED)

## b) Capital Works

	BUDGET 2016 \$'000s	ACTUAL 2016 \$'000s	VARIANCE 2016 \$'000s	VARIANCE 2016 %	REF
<b>Property</b>					
Land	-	10	( 10)	(100%)	1
<b>Total Land</b>	-	<b>10</b>	<b>( 10)</b>	<b>(100%)</b>	
Buildings	10,766	10,874	( 108)	(1%)	
Heritage Buildings	270	-	270	100%	2
<b>Total buildings</b>	<b>11,036</b>	<b>10,874</b>	<b>162</b>	<b>1%</b>	
<b>Total property</b>	<b>11,036</b>	<b>10,884</b>	<b>152</b>	<b>1%</b>	
<b>Plant and equipment</b>					
Plant, machinery and equipment	2,869	2,611	258	9%	3
Fixtures, fittings and furniture	120	351	( 231)	(193%)	4
Computers and telecommunications	645	184	461	71%	5
Art collection	15	66	( 51)	(339%)	6
Software	-	21	( 21)	(100%)	7
<b>Total plant and equipment</b>	<b>3,649</b>	<b>3,233</b>	<b>416</b>	<b>11%</b>	
<b>Infrastructure</b>					
Roads	14,841	12,275	2,566	17%	8
Bridges	450	8	442	98%	9
Footpaths and cycleways	1,200	1,513	( 313)	(26%)	10
Drainage	1,621	1,235	386	24%	11
Recreational, leisure and community facilities	1,300	49	1,251	96%	12
Waste management	800	841	( 41)	(5%)	
Parks, open space and streetscapes	136	206	( 70)	(52%)	13
Aerodromes	-	-	-	0%	
Off Street car parks	193	128	65	34%	14
Other infrastructure	-	14	( 14)	100%	15
<b>Total Infrastructure</b>	<b>20,541</b>	<b>16,269</b>	<b>4,272</b>	<b>21%</b>	
<b>Total capital works expenditure</b>	<b>35,226</b>	<b>30,386</b>	<b>4,840</b>	<b>14%</b>	
<b>Represented by:</b>					
New asset expenditure	11,771	13,034	( 1,263)	(11%)	16
Asset renewal expenditure	19,224	14,596	4,628	24%	17
Asset expansion expenditure	2,121	1,247	874	41%	18
Asset upgrade expenditure	2,110	1,509	601	28%	19
<b>Total capital works expenditure</b>	<b>35,226</b>	<b>30,386</b>	<b>4,840</b>	<b>14%</b>	

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 2: BUDGET COMPARISON (CONTINUED)

## Explanation of Material Variations – Capital Works

REF	ITEM	EXPLANATION
1	Land	<b>Outcome: Overspend \$0.010 million or 100%</b>  This expenditure relates to the required purchase of land at Piggery Road Boolarra as a result of a landslip. This was not anticipated in the adopted budget
2	Heritage buildings	<b>Outcome: Underspend \$0.270 million or 100%</b>  The variance is due to a delay in starting work on the Traralgon Court House upgrade. This funding will be carried forward to enable completion of the project in the 2016/17 financial year.
3	Plant, machinery and equipment	<b>Outcome: Underspend \$0.258 million or 9%</b>  The variance is largely due to an internal review and audit of fleet motor vehicles which has delayed the replacement of motor vehicles in 2015/16. These funds will be carried forward into 2016/17 to enable the purchase of replacement vehicles.
4	Fixtures, fittings and furniture	<b>Outcome: Overspend \$0.231 million or 193%</b>  The unfavourable variance is due to the purchase of furniture to fit-out the Moe Rail Precinct building; the total budget for this project was classified as Buildings.
5	Computers and telecommunications	<b>Outcome: Underspend \$0.461 million or 71%</b>  The favourable variance is due to lower renewal of Computers and telecommunications than expected within Council. Resourcing changes in the IT team has delayed some of the planned expenditure. The balance of this funding will be held in reserve to meet for future IT upgrade requirements.
6	Artwork Collection	<b>Outcome: Overspend \$0.051 million or 339%</b>  The additional expenditure is due to the installation of an item of public artwork in a Park where the budget was all classified as Parks, Open Space & Streetscape, combined with additional artworks purchased by the gallery funded by donations.
7	Intangible Assets – Software	<b>Outcome: Overspend \$0.021 million or 100%</b>  The budget allocation for this category was included under computers and telecommunications.
8	Roads	<b>Outcome: Underspend \$2.566 million or 17%</b>  The favourable variance is due to delays in completion of the Road Rehabilitation program and construction of a new signalised intersection. Various issues including contract negotiations, stakeholder approvals and unfavourable weather have impacted on the delivering of these projects in 2015/16. Funding will be carried forward into 2016/17 to continue these works.
9	Bridges	<b>Outcome: Underspend \$0.442 million or 98%</b>  Approximately \$0.136M of the budget was expended however the works were deemed maintenance and therefore were treated as an expense. The remaining funding will be carried forward to 2016/17 for the construction of Kenyon Lane bridge.
10	Footpath and cycleways	<b>Outcome: Overspend \$0.313 million or 26%</b>  The variance is largely a result of additional expenditure incurred in the new footpath links program.

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 2: BUDGET COMPARISON (CONTINUED)

REF	ITEM	EXPLANATION
11	Drainage	<p><b>Outcome: Underspend \$0.386 million or 24%</b></p> <p>The variance is mainly caused by a delay in completion of drainage augmentation projects. Funding will be carried forward into 2016/17 to complete these projects.</p>
12	Recreational, leisure and community facilities	<p><b>Outcome: Underspend \$1.251 million or 96%</b></p> <p>The variance is caused by delays in construction of the Traralgon Tennis Show Court due to extended stakeholder engagement and design changes as a result of budget restraints.</p>
13	Parks, open space and streetscapes	<p><b>Outcome: Overspend \$0.070 million or 52%</b></p> <p>This variance is associated with expenditure for the Boolarra Railway Park upgrade for which government funding was carried forward from the previous reporting period.</p>
14	Off-street Carparks	<p><b>Outcome: Underspend \$0.065 million or 34%</b></p> <p>This variance mainly relates to a delay in the completion of an off-street carpark at Mathison Park and reclassification of expenditure for car park resealing to roads.</p>
15	Other infrastructure	<p><b>Outcome: Overspend \$0.014 million or 100%</b></p> <p>This variance mainly relates to the Hazelwood Pondage Caravan Park waste water upgrade project for which funding was carried forward from the previous reporting period.</p>
16	New asset expenditure	<p><b>Outcome: Overspend \$1.263 million or 11%</b></p> <p>The variance is mainly related to the change in classification of the Heavy Industrial Park Infrastructure project which was budgeted as renewal. A favourable variance caused by delays in starting the Traralgon Tennis Show Court project is offset by additional expenditure on buildings and drainage projects for which funding was carried forward from the previous reporting period.</p>
17	Asset renewal expenditure	<p><b>Outcome: Underspend \$4.628 million or 24%</b></p> <p>This variance is due to a delay in the completion of several projects, the largest being the Road Rehabilitation project which will now be completed in 2016/17, combined with the reclassification of the Heavy Industrial Park Infrastructure project to new.</p>
18	Asset expansion expenditure	<p><b>Outcome: Underspend \$0.874 million or 41%</b></p> <p>This variance is associated with delays in completing drainage augmentation projects; the funding for these projects will be carried forward into 2016/17.</p>
19	Asset upgrade expenditure	<p><b>Outcome: Underspend \$0.601 million or 28%</b></p> <p>This variance mainly relates to delays in construction of the new signalised intersection at Maffra/Marshalls Rd as a result of prolonged stakeholder negotiations. This variance is partially offset by additional expenditure for several projects that were carried forward from the previous reporting period.</p>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

**NOTE 3  
RATES AND CHARGES**

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the value of its land and all its improvements.

This valuation base was used to calculate general rates, excluding valuations for power generation companies and Australian Paper Maryvale Ltd:

The valuation base used to calculate general rates for 2015/16 was \$10,090.00 million (2014/15 was \$10,001.76 million).

The applicable rates in the CIV dollar were:

	2016 \$	2015 \$
General	0.00473581	0.00458663
Farm	0.00355186	0.00343997
Cultural and recreational	0.00236791	0.00229332

This derived rate revenues of:

	2016 \$'000s	2015 \$'000s
General rates	46,652	44,751
Municipal charge	4,817	4,660
Garbage charge	10,383	9,984
EPA Victoria landfill levy	666	645
Supplementary rates and rates adjustments	814	503
Cultural and recreational	52	50
Revenue in lieu of rates	9,107	9,013
<b>Total rates and charges</b>	<b>72,491</b>	<b>69,606</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2014, and the valuation was first applied in the rating year commencing 1 July 2014.

**NOTE 4  
STATUTORY FEES AND FINES**

Infringement and costs	516	439
Town Planning Fees	21	34
Land information certificates	49	43
Permits	371	387
Other	96	95
Health Registrations	364	348
Animal Registrations	434	417
<b>Total Statutory fees and fines</b>	<b>1,851</b>	<b>1,763</b>



	2016 \$'000s	2015 \$'000s
<b>NOTE 5 USER FEES</b>		
Aged and health services	1,818	1,956
Leisure centre and recreation	2,312	2,274
Child care/children's programs	5,376	5,334
Waste management services	4,510	4,426
Other fees and charges	1,210	1,130
<b>Total User fees</b>	<b>15,226</b>	<b>15,120</b>

## NOTE 6 GRANTS

Grants were received in respect of the following:

<b>SUMMARY OF GRANTS</b>		
Commonwealth funded grants	15,205	6,644
State funded grants	16,813	36,313
<b>Total</b>	<b>32,018</b>	<b>42,957</b>

### GRANTS – OPERATING

#### *Recurrent – Commonwealth Government*

Victorian Grants Commission	5,710	17,119
Family Day Care	130	101
Employment Facilitation	301	298
Other	6	57

#### *Recurrent – State Government*

Aged and Disability Programs	5,155	4,864
Preschools	3,810	3,664
Family and Children Programs	717	790
Maternal and Child Health	478	505
Libraries	499	494
Enhanced Home Visiting Program	211	203
Arts Programs	155	161
Rural Access Program	119	114
School Crossing Supervision	88	97
Community Health	73	898
Community Support and Development Programs	49	659
Other	29	-
<b>Total Grants – Operating (Recurrent)</b>	<b>17,530</b>	<b>30,024</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 6: GRANTS (CONTINUED)

	2016 \$'000s	2015 \$'000s
<b>Non-Recurrent – Commonwealth Government</b>		
Family & Children Programs	68	-
Energy Efficiency Lighting	184	1,015
Other	-	29
<b>Non-Recurrent – State Government</b>		
Aged & Disability Programs	35	-
Arts Program	21	-
Community Health	103	205
Family & Children Programs	18	-
Natural Disaster Recovery	1,357	119
Economic Development	432	263
Other Recreation Facilities	164	375
Community Support and Development Programs	282	249
Roads	115	-
Other	211	149
<b>Total Grants – Operating (Non-Recurrent)</b>	<b>2,990</b>	<b>2,404</b>
<b>Total Grants – Operating</b>	<b>20,520</b>	<b>32,428</b>
<b>GRANTS – CAPITAL</b>		
<b>Recurrent – Commonwealth Government</b>		
Roads to Recovery Program	3,405	1,192
<b>Total Grants – Capital (Recurrent)</b>	<b>3,405</b>	<b>1,192</b>
<b>Non-Recurrent – Commonwealth Government</b>		
Aerodromes	-	2,100
Buildings	5,400	1,100
Roads	-	751
<b>Non-Recurrent – State Government</b>		
Aerodromes	-	740
Buildings	2,248	2,174
Roads	13	2,217
Drainage	36	36
Footpath	20	39
Off-street Carparks	19	102
Plant, Machinery & Equipment	12	-
Recreation, Leisure & Community Facilities	260	-
Parks, Open Space & Streetscape	85	78
<b>Total Grants – Capital (Non-Recurrent)</b>	<b>8,093</b>	<b>9,337</b>
<b>Total Grants – Capital</b>	<b>11,498</b>	<b>10,529</b>
<b>Total Grants</b>	<b>32,018</b>	<b>42,957</b>
Unspent grants received on condition that they be spent in a specific manner		
Balance at start of year	11,127	5,336
Received during the financial year and remained unspent at balance date	4,441	10,202
Received in prior years and spent during the financial year	(9,918)	(4,411)
<b>Balance at year end (refer Note 16)</b>	<b>5,650</b>	<b>11,127</b>

	2016 \$'000s	2015 \$'000s
--	-----------------	-----------------

### NOTE 7 CONTRIBUTIONS

Monetary	634	784
Non-Monetary	7,840	7,828
<b>Total Contributions</b>	<b>8,474</b>	<b>8,612</b>

Contributions of non-monetary assets were received in relation to the following asset classes

Artwork	435	-
Land	718	409
Infrastructure	6,687	7,419
	<b>7,840</b>	<b>7,828</b>

### NOTE 8 NET GAIN/ (LOSS) ON DISPOSAL OF PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT

Proceeds of Sale	1,878	794
Write down value of Assets Disposed	(6,841)	(773)
<b>Total Net Gain/ (Loss) on Disposal of Property, Infrastructure, Plant and Equipment</b>	<b>(4,963)</b>	<b>21</b>

### NOTE 9 OTHER INCOME

Interest	2,140	2,021
Other Rent	787	794
Insurance	3	119
Sales	626	634
Contributions Other	160	368
Other	438	214
<b>Total other income</b>	<b>4,154</b>	<b>4,150</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

	2016 \$'000s	2015 \$'000s
<b>NOTE 10</b>		
<b>EMPLOYEE COSTS</b>		
<b>(a) Employee Costs</b>		
Salaries and Wages	44,428	43,919
Workcover	849	779
Superannuation	4,000	3,911
Fringe Benefits Tax	494	519
Other	988	1,106
<b>Total Employee Costs</b>	<b>50,759</b>	<b>50,234</b>

**(b) Superannuation**

Council made contributions to the following funds:

**Defined Benefits Funds**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	423	426
Employer contributions payable at reporting date	-	-
	423	426

**Accumulation Funds**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,237	3,017
Employer contributions payable at reporting date	340	468
	3,577	3,485

Refer to note 32 for further information relating to Council's superannuation obligations.

**NOTE 11**  
**MATERIALS AND SERVICES**

Contract Payments	21,774	21,509
Building Maintenance	176	152
General Maintenance	3,965	4,030
Utilities	2,833	3,090
Office Administration	2,017	1,855
Information Technology	1,652	1,696
Insurance	1,049	1,059
Consultants	2,058	1,897
Other	135	112
<b>Total Materials and Services</b>	<b>35,659</b>	<b>35,400</b>

	2016 \$'000s	2015 \$'000s
--	-----------------	-----------------

#### NOTE 12 BAD AND DOUBTFUL DEBTS

Other Debtors	18	52
Rates debtors	(1)	1
<b>Total Bad and Doubtful Debts</b>	<b>17</b>	<b>53</b>

#### NOTE 13 DEPRECIATION AND AMORTISATION

Property	3,697	3,673
Plant, Furniture and Equipment	2,142	2,314
Infrastructure	16,973	13,222
Intangible assets	367	572
<b>Total Depreciation and Amortisation</b>	<b>23,179</b>	<b>19,781</b>

Refer to Note 21 and 22 for a more detailed breakdown of depreciation and amortisation charges.

#### NOTE 14 BORROWING COSTS

Interest on Borrowings	1,003	1,055
<b>Total Borrowing Costs</b>	<b>1,003</b>	<b>1,055</b>

#### NOTE 15 (A) OTHER EXPENSES – LANDFILL REHABILITATION

Hyland Highway	871	3,042
Moe	892	1,146
Morwell	643	3,160
Other	72	(313)
<b>Total Other Expenses</b>	<b>2,478</b>	<b>7,035</b>

#### NOTE 15 (B) OTHER EXPENSES

Auditors' Remuneration - VAGO	57	56
Auditors' Remuneration - Internal	138	84
Audit Other	38	35
Councillors' Allowances	283	276
Operating Lease Rentals	154	228
Grants	1,272	1,305
Levies	1,855	1,832
Works in Progress expensed	172	0
<b>Total Other Expenses</b>	<b>3,968</b>	<b>3,816</b>



## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

	2016 \$'000s	2015 \$'000s
<b>NOTE 16</b>		
<b>CASH AND CASH EQUIVALENTS</b>		
Cash on Hand	16	15
Cash at Bank	8,664	14,227
Short Term Deposits	-	4,000
<b>Total Cash and Cash Equivalents</b>	<b>8,680</b>	<b>18,242</b>

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

Trust Funds and Deposits (Note 24)	2,732	2,610
Unexpended Grants (Note 6 – net decrease of \$5.45 million from 2015 to 2016)	5,650	11,127
<b>Total Restricted Funds</b>	<b>8,382</b>	<b>13,737</b>
<b>Total Unrestricted Cash and Cash Equivalents</b>	<b>298</b>	<b>4,505</b>

**Intended Allocations**

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

Reserve funds allocated for specific future purposes (Note 27 (b))	3,002	2,624
Cash held to fund carried forward capital works	11,649	11,851
<b>Total Funds Subject to Intended Allocations</b>	<b>14,651</b>	<b>14,475</b>

Refer also to Note 18 for details of other financial assets held by Council.

**NOTE 17**  
**TRADE AND OTHER RECEIVABLES**
**Current**

Rates Debtors*	4,353	4,069
Goods and Services Tax (GST)	756	1,079
Other debtors	2,005	3,128
Provision for doubtful debts - other debtors	(77)	(80)
<b>Total Current Trade and Other Receivables</b>	<b>7,037</b>	<b>8,196</b>

\*Rates are payable by four instalments during the year or by lump sum in February. Arrears attract interest, currently at the rate of 9.5% per annum.

**Non-Current**

Other debtors	-	8
<b>Total Non-Current Trade and Other Receivables</b>	<b>-</b>	<b>8</b>
<b>Total Trade and Other Receivables</b>	<b>7,037</b>	<b>8,204</b>

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 17: TRADE AND OTHER RECEIVABLES (CONTINUED)

	2016 \$'000s	2015 \$'000s
<b>(a) Ageing of Receivables</b>		
At Balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's Trade & Other Receivables (excluding statutory receivables i.e Rates and GST) was:		
Current (not yet due)	1,113	559
Past due by up to 30 days	551	2,009
Past due between 31 and 60 days	161	78
Past due between 61 and 90 days	52	24
Past due by more than 90 days	128	466
<b>Total Trade and Other Receivables</b>	<b>2,005</b>	<b>3,136</b>

**(b) Movement in Provision for Doubtful Debts**

Balance at the beginning of the year	80	43
New Provisions recognised during the year	24	70
Amounts already provided for and written off as uncollectable	(20)	(21)
Amounts provided for but recovered during the year	(7)	(12)
<b>Balance at the end of the year</b>	<b>77</b>	<b>80</b>

**(c) Ageing of Individually Impaired Receivables**

At balance date, other debtors representing financial assets with a nominal value of \$77K (2015 \$80K) were impaired. The amount of the provision raised against these debtors was \$77K (2015 \$80K). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 60 days	-	-
Past due between 61 and 90 days	-	-
Past due by more than 90 days	77	80
<b>Total Trade and Other Receivables</b>	<b>77</b>	<b>80</b>

**NOTE 18  
OTHER FINANCIAL ASSETS****Current**

Term Deposits with a maturity term > 90 Days	52,884	44,298
<b>Total Current Other Financial Assets</b>	<b>52,884</b>	<b>44,298</b>

**Non- Current**

MAPS Group Ltd. Shares	2	2
<b>Total Non-Current Other Financial Assets</b>	<b>2</b>	<b>2</b>
<b>Total Other Financial Assets</b>	<b>52,886</b>	<b>44,300</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

	2016 \$'000s	2015 \$'000s
--	-----------------	-----------------

### NOTE 19 NON-CURRENT ASSETS CLASSIFIED AS HELD FOR SALE

Cost of Acquisition	175	926
<b>Total Non-Current Assets Classified as Held for Sale</b>	<b>175</b>	<b>926</b>

### NOTE 20 OTHER ASSETS

Prepayments	411	331
Accrued Income	1,794	2,022
<b>Total Other Assets</b>	<b>2,205</b>	<b>2,353</b>

### NOTE 21 PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT

SUMMARY OF PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT	AT FAIR VALUE 30 JUNE 2016	ACCUMULATED DEPRECIATION	WDV 30 JUNE 2016	AT FAIR VALUE 30 JUNE 2015	ACCUMULATED DEPRECIATION	WDV 30 JUNE 2015
Land	221,304	-	221,304	219,817	-	219,817
Buildings	200,569	(10,928)	189,641	184,659	(7,243)	177,416
Plant & Equipment	24,925	(12,265)	12,660	23,359	(11,676)	11,683
Infrastructure	1,048,355	(312,166)	736,189	1,028,646	(296,936)	731,711
Work in progress	3,738	-	3,738	13,488	-	13,488
	<b>1,498,891</b>	<b>(335,359)</b>	<b>1,163,533</b>	<b>1,469,969</b>	<b>(315,855)</b>	<b>1,154,113</b>

SUMMARY OF WORK IN PROGRESS	OPENING WIP	ADDITIONS	TRANSFERS	WRITE OFFS	CLOSING WIP
Buildings	8,810	246	(5,456)	(3,283)	317
Infrastructure	4,678	3,238	(4,324)	(172)	3,421
<b>Total</b>	<b>13,488</b>	<b>3,484</b>	<b>(9,779)</b>	<b>(3,455)</b>	<b>3,738</b>

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 21: PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)

LAND AND BUILDINGS	NOTE	LAND - SPECIALISED (INCL LAND UNDER ROADS)	LAND - NON SPECIALISED	TOTAL LAND	BUILDINGS - SPECIALISED	TOTAL BUILDINGS	WORK IN PROGRESS	TOTAL PROPERTY
At fair value 1 July 2015		132,547	87,270	219,817	184,659	184,659	8,810	413,287
Accumulated depreciation at 1 July 2015		-	-	-	(7,243)	(7,243)	-	(7,243)
		132,547	87,270	219,817	177,416	177,416	8,810	406,044
Movements in fair value								
Acquisition of assets at fair value		1,641	-	1,641	10,677	10,677	246	12,565
Revaluation increments/decrements		-	-	-	(155)	(155)	-	(155)
Fair value of assets disposed		(54)	-	(54)	(68)	(68)	-	(122)
Impairment losses recognised in operating result		-	(100)	(100)	-	-	-	(100)
Transfers		-	-	-	5,456	5,456	(8,739)	(3,283)
		1,587	(100)	1,487	15,910	15,910	(8,493)	8,904
Movements in accumulated depreciation								
Depreciation and amortisation		-	-	-	(3,697)	(3,697)	-	(3,697)
Accumulated depreciation of disposals		-	-	-	4	4	-	4
Transfers		-	-	-	8	8	-	8
		-	-	-	(3,685)	(3,685)	-	(3,685)
At fair value 30 June 2016		134,134	87,170	221,303	200,569	200,569	317	422,189
Accumulated depreciation at 30 June 2016		-	-	-	(10,928)	(10,928)	-	(10,928)
		134,134	87,170	221,303	189,641	189,641	317	411,261
PLANT AND EQUIPMENT	NOTE	PLANT MACHINERY AND EQUIPMENT	FIXTURES FITTINGS AND FURNITURE	COMPUTERS AND TELECOMMS	ART COLLECTION	TOTAL PLANT AND EQUIPMENT		
At fair value 1 July 2015		13,996	1,335	5,065	2,963	23,359		
Accumulated depreciation at 1 July 2015		(6,929)	(1,134)	(3,613)	-	(11,676)		
		7,067	201	1,452	2,963	11,683		
Movements in fair value								
Acquisition of assets at fair value		2,603	351	193	501	3,648		
Revaluation increments/decrements		-	-	-	168	168		
Fair value of assets disposed		(2,190)	-	-	(61)	(2,250)		
Impairment losses recognised in operating result		-	-	-	-	-		
Transfers		-	-	-	-	-		
		413	351	193	608	1,566		
Movements in accumulated depreciation								
Depreciation and amortisation		(1,668)	(52)	(422)	-	(2,142)		
Accumulated depreciation of disposals		1,553	-	-	-	1,553		
Impairment losses recognised in operating result		-	-	-	-	-		
Transfers		-	-	-	-	-		
		(115)	(52)	(422)	-	(588)		
At fair value 30 June 2016		14,409	1,686	5,258	3,571	24,925		
Accumulated depreciation at 30 June 2016		(7,044)	(1,185)	(4,035)	-	(12,265)		
		7,365	501	1,223	3,571	12,660		

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 21: PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)

INFRASTRUCTURE	NOTE	ROADS	BRIDGES	FOOTPATHS AND CYCLEWAYS	DRAINAGE	WASTE MANAGEMENT	PARKS OPEN SPACES AND STREETSCAPES	AERODROMES	OFF STREET CAR PARKS	WORK IN PROGRESS	TOTAL INFRASTRUCTURE
At fair value 1 July 2015		687,384	54,794	71,686	191,003	5,102	3,027	4,928	10,723	4,677	1,033,323
Accumulated depreciation at 1 July 2015		(165,554)	(21,072)	(22,315)	(80,918)	(4,946)	(1,202)	(15)	(914)	-	(296,936)
		521,830	33,722	49,371	110,085	155	1,825	4,913	9,809	4,677	736,388
<b>Movements in fair value</b>											
Acquisition of assets at fair value		14,130	-	2,958	3,758	841	206	-	659	3,238	25,790
Reclassification of assets		4,695	-	-	-	-	-	-	(4,695)	-	-
Fair value of assets disposed		(5,778)	-	(516)	(873)	-	-	-	-	-	(7,168)
Transfers		2,829	-	35	326	1,120	14	-	-	(4,496)	(172)
		15,876	-	2,476	3,212	1,961	220	-	(4,036)	(1,258)	18,450
<b>Movements in accumulated depreciation</b>											
Depreciation and amortisation		(12,293)	(562)	(1,282)	(1,947)	(399)	(140)	(226)	(124)	-	(16,973)
Reclassification of assets		(671)	-	-	-	-	-	-	671	-	-
Acquisition of assets at fair value		(11)	-	(70)	(137)	-	-	-	(106)	-	(324)
Accumulated depreciation of disposals		1,601	-	201	265	-	-	-	-	-	2,067
		(11,374)	(562)	(1,151)	(1,819)	(399)	(140)	(226)	442	-	(15,230)
At fair value 30 June 2016		703,260	54,794	74,162	194,214	7,063	3,247	4,928	6,687	3,421	1,051,776
Accumulated depreciation at 30 June 2016		(176,928)	(21,634)	(23,466)	(82,737)	(5,346)	(1,342)	(241)	(472)	-	(312,166)
		526,332	33,160	50,697	111,477	1,717	1,905	4,687	6,215	3,421	739,610



## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

*NOTE 21: PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)***Valuation of land and buildings**

Valuation of land and buildings were undertaken by a qualified independent valuer, CJA Lee Property – Valuers and Consultants (Registration number: 61902). The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced)

characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2016 are as follows:

	LEVEL 1 \$'000s	LEVEL 2 \$'000s	LEVEL 3 \$'000s
Land – Non Specialised	-	87,170	-
Land – Specialised	-	-	134,134
Buildings – Specialised	-	-	189,641
<b>Total</b>	-	<b>87,170</b>	<b>323,775</b>

**Valuation of infrastructure**

Valuation of infrastructure assets has been determined in accordance with an independent valuation undertaken by Assetic Pty Ltd MIE(Aust) CPEng, NPER : Membership 1102199.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2016 are as follows:

	LEVEL 1 \$'000s	LEVEL 2 \$'000s	LEVEL 3 \$'000s
Roads	-	-	526,332
Bridges	-	-	33,160
Footpaths and cycleways	-	-	50,697
Drainage	-	-	111,477
Waste management	-	-	1,717
Parks, open space and streetscapes	-	-	1,905
Aerodromes	-	-	4,687
Off street car parks	-	-	6,215
<b>Total</b>	-	-	<b>736,190</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 21: PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)

**Description of significant unobservable inputs into level 3 valuations**

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions.

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$350 to \$6,462 per square metre. The remaining useful lives of buildings are determined on the basis of the current

condition of buildings and vary from 30 years to 50 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 0 to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

**Reconciliation of specialised land**

	2016 \$'000s	2015 \$'000s
Land under roads	18,124	18,108
Parks, reserves and other	116,010	114,439
<b>Total specialised land</b>	<b>134,134</b>	<b>132,547</b>

**NOTE 22  
INTANGIBLE ASSETS**

Software	202	299
Landfill Air Space	1,416	49
<b>Total Intangible Assets</b>	<b>1,618</b>	<b>348</b>

	SOFTWARE \$'000s	LANDFILL AIR SPACE \$'000s	TOTAL \$'000s
<b>Gross Carrying Amount</b>			
Balance at 1 July 2014	890	14,970	15,860
Additions from Internal Developments	150	-	150
Other	-	-	-
<b>Balance at 1 July 2015</b>	<b>1,040</b>	<b>14,970</b>	<b>16,010</b>
Additions from Internal Developments	21	1,617	1,638
<b>Balance at 30 June 2016</b>	<b>1,061</b>	<b>16,587</b>	<b>17,648</b>
<b>Accumulated Amortisation and Impairment</b>			
Balance at 1 July 2014	(651)	(14,439)	(15,090)
Amortisation Expense	(90)	(482)	(572)
<b>Balance at 1 July 2015</b>	<b>(741)</b>	<b>(14,921)</b>	<b>(15,662)</b>
Amortisation Expense	(117)	(250)	(367)
<b>Balance at 30 June 2016</b>	<b>(858)</b>	<b>(15,171)</b>	<b>(16,029)</b>
<b>Net Book Value at 30 June 2015</b>	<b>299</b>	<b>49</b>	<b>348</b>
<b>Net Book Value at 30 June 2016</b>	<b>202</b>	<b>1,416</b>	<b>1,618</b>

	2016 \$'000s	2015 \$'000s
--	-----------------	-----------------

### NOTE 23 TRADE AND OTHER PAYABLES

Trade Payables	5,489	11,065
Accrued Expenses	731	2,273
<b>Total Trade and Other Payables</b>	<b>6,220</b>	<b>13,338</b>

### NOTE 24 TRUST FUNDS AND DEPOSITS

Refundable deposits	2,269	1,980
Fire Service Levy	336	357
Retention amounts	108	218
Other refundable deposits	19	55
<b>Total Trust Funds and Deposits</b>	<b>2,732</b>	<b>2,610</b>

#### Purpose and Nature of Items

**Refundable deposits** – Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to contracts, asset protection, planning permit works and the use of civic facilities.

**Fire Service Levy** – Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

**Retention amounts** – Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

### NOTE 25 PROVISIONS

	ANNUAL LEAVE \$'000s	LONG SERVICE LEAVE \$'000s	LANDFILL REHABILITATION \$'000s	TOTAL \$'000s
<b>2016</b>				
Balance at Beginning of the Financial Year	4,117	8,884	19,549	32,550
Additional Provisions	3,708	1,289	3,488	8,485
Amounts Used	(3,676)	(1,047)	(295)	(5,018)
Increase in the discounted amount arising because of time and effect of any change in the discount rate	6	641	606	1,253
<b>Balance at the End of the Financial Year</b>	<b>4,155</b>	<b>9,767</b>	<b>23,348</b>	<b>37,270</b>
<b>2015</b>				
Balance at Beginning of the Financial Year	3,930	8,256	14,132	26,318
Additional Provisions	3,751	1,430	7,038	12,219
Amounts Used	(3,570)	(1,261)	(1,618)	(6,449)
Increase in the discounted amount arising because of time and effect of any change in the discount rate	6	459	(3)	462
<b>Balance at the End of the Financial Year</b>	<b>4,117</b>	<b>8,884</b>	<b>19,549</b>	<b>32,549</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 25: PROVISIONS (CONTINUED)

	2016 \$'000s	2015 \$'000s
<b>(a) Employee Provisions</b>		
<b>Current Provisions Expected to be wholly settled within 12 months</b>		
Annual Leave	3,863	3,822
Long Service Leave	2,111	1,963
	<b>5,974</b>	<b>5,785</b>
<b>Current Provisions Expected to be wholly settled after 12 months</b>		
Annual Leave	291	295
Long Service Leave	5,709	5,368
	<b>6,000</b>	<b>5,663</b>
<b>Total Current Employee Provisions</b>	<b>11,974</b>	<b>11,448</b>
<b>Non-Current</b>		
Long Service Leave	1,948	1,553
<b>Total Non-Current Employee Provisions</b>	<b>1,948</b>	<b>1,553</b>
<b>Aggregate Carrying Amount of Employee Provisions</b>		
Current	11,974	11,448
Non-Current	1,948	1,553
<b>Total Aggregate Carrying Amount of Employee Provisions</b>	<b>13,922</b>	<b>13,001</b>
<b>(b) Landfill Restoration</b>		
Current	3,361	2,325
Non-Current	19,987	17,224
	<b>23,348</b>	<b>19,549</b>
<b>(c) Summary of provisions</b>		
Current	15,335	13,773
Non-current	21,935	18,776
	<b>37,270</b>	<b>32,549</b>

## NOTE 26 INTEREST-BEARING LOANS AND BORROWINGS

<b>Current</b>		
Borrowings – Secured	1,883	5,710
<b>Total Current</b>	<b>1,883</b>	<b>5,710</b>
<b>Non-Current</b>		
Borrowings – Secured	16,150	14,684
<b>Total Non-Current</b>	<b>16,150</b>	<b>14,684</b>
<b>Total Interest-Bearing Loans and Borrowings</b>	<b>18,033</b>	<b>20,394</b>

All borrowings are secured over Council's Rate Revenue

The maturity profile for Council's borrowings is:

Not later than one year	1,883	5,710
Later than one year and not later than five years	12,548	14,155
Later than five years	3,602	529
	<b>18,033</b>	<b>20,394</b>

	BALANCE AT BEGINNING OF REPORTING PERIOD \$'000s	INCREMENT/ (DECREMENT) \$'000s	BALANCE AT END OF REPORTING PERIOD \$'000s
<b>NOTE 27</b>			
<b>RESERVES</b>			
<b>(a) Asset Revaluation Reserves</b>			
<b>2016</b>			
<b>Property</b>			
Land	167,239	-	167,239
Buildings	89,547	(72)	89,475
	<b>256,786</b>	<b>(72)</b>	<b>256,714</b>
<b>Infrastructure</b>			
Roads	134,136	-	134,136
Bridges	28,983	-	28,982
Footpaths and cycleways	19,311	-	19,311
Off street carparks	7,079	-	7,080
Drainage	59,370	-	59,370
Parks, open space and streetscapes	63	-	63
	<b>248,942</b>	<b>-</b>	<b>248,942</b>
<b>Other</b>			
Artworks	727	168	895
Other	14	-	14
	<b>741</b>	<b>168</b>	<b>909</b>
<b>Total Asset Revaluation Reserves</b>	<b>506,469</b>	<b>96</b>	<b>506,565</b>
<b>2015</b>			
<b>Property</b>			
Land	167,239	-	167,239
Buildings	89,547	-	89,547
	<b>256,786</b>	<b>-</b>	<b>256,786</b>
<b>Infrastructure</b>			
Roads	61,716	72,420	134,136
Bridges	22,620	6,362	28,982
Footpaths and cycleways	6,967	12,344	19,311
Off street carparks	4,982	2,098	7,080
Drainage	46,244	13,126	59,370
Parks, open space and streetscapes	63	-	63
	<b>142,592</b>	<b>106,350</b>	<b>248,942</b>
<b>Other</b>			
Artworks	727	-	727
Other	14	-	14
	<b>741</b>	<b>-</b>	<b>741</b>
<b>Total Asset Revaluation Reserves</b>	<b>400,119</b>	<b>106,350</b>	<b>506,469</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.



## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 27: RESERVES (CONTINUED)

**(b) Other Reserves**

	BALANCE AT BEGINNING OF REPORTING PERIOD \$'000s	TRANSFER FROM ACCUMULATED SURPLUS \$'000s	TRANSFER TO ACCUMULATED SURPLUS \$'000s	BALANCE AT END OF REPORTING PERIOD \$'000s
<b>2016</b>				
Developer Contributions	2,624	(107)	485	3,002
<b>Total Other Reserves</b>	<b>2,624</b>	<b>(107)</b>	<b>485</b>	<b>3,002</b>
<b>2015</b>				
Developer Contributions	2,326	(51)	349	2,624
<b>Total Other Reserves</b>	<b>2,326</b>	<b>(51)</b>	<b>349</b>	<b>2,624</b>

**Purpose and Nature of Other Reserves**

**Developer Contributions** – The development contribution reserve is maintained to account for funds held by the Council for specific development purposes include off street parking, drainage, playgrounds and public open spaces and tree planting development.

**NOTE 28****RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO SURPLUS/(DEFICIT)**

	2016 \$'000s	2015 \$'000s
<b>Surplus for the year</b>	12,188	24,855
Depreciation and Amortisation	23,179	19,781
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	4,963	(21)
Contributions Non-monetary assets	(7,840)	(7,828)
Finance Costs	1,003	1,055
Found Assets	(191)	-
Work in Progress written off	172	-
<b>Changes in Assets and Liabilities</b>		
(Increase)/ decrease in trade and other receivables	1,167	(992)
(Increase)/ decrease in prepayments	(81)	(37)
(Increase)/ decrease in accrued income	228	(255)
Increase/ (decrease) in trade and other payables	(3,780)	(149)
Increase/ (decrease) in trust funds and deposits	123	88
Increase/ (decrease) in provisions	3,103	6,233
<b>Net Cash Provided by Operating Activities</b>	<b>34,234</b>	<b>42,730</b>

**NOTE 29****FINANCING ARRANGEMENTS**

<b>Facilities</b>		
Bank Overdraft	1,000	1,000
Credit card facilities	120	120
Other facilities	18,034	20,394
<b>Total Facilities</b>	<b>19,154</b>	<b>21,514</b>
<b>Used Facilities</b>	<b>18,049</b>	<b>20,408</b>
<b>Unused Facilities</b>	<b>1,105</b>	<b>1,106</b>

### NOTE 30 COMMITMENTS

The Council has entered into the following commitments

	NOT LATER THAN 1 YEAR \$'000s	LATER THAN 1 YEAR AND NOT LATER THAN 2 YEARS \$'000s	LATER THAN 2 YEARS AND NOT LATER THAN 5 YEARS \$'000s	LATER THAN 5 YEARS \$'000s	TOTAL \$'000s
<b>2016</b>					
<b>Operating</b>					
Recycling	1,726	1,388	-	-	3,114
Garbage Collection	3,281	3,372	1,732	-	8,385
Courier Service	59	-	-	-	59
Consultancies	261	-	-	-	261
Cleaning contracts for council amenities/streets	367	-	-	-	367
Cleaning contracts for council buildings	400	-	-	-	400
Meals for Delivery	275	-	-	-	275
Recreation	182	-	-	-	182
<b>Total</b>	<b>6,550</b>	<b>4,759</b>	<b>1,732</b>	<b>-</b>	<b>13,042</b>
<b>Capital Construction</b>					
Plant, Machinery and Equipment	171	-	-	-	171
Buildings	399	-	-	-	399
Drainage	1,351	-	-	-	1,351
Footpaths	44	-	-	-	44
Roads	4,111	-	-	-	4,111
Landfill	-	-	-	-	-
<b>Total</b>	<b>6,077</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,077</b>
<b>2015</b>					
<b>Operating</b>					
Recycling	1,723	1,396	195	-	3,314
Garbage Collection	2,902	2,982	4,639	-	10,523
Courier Service	57	39	-	-	96
Consultancies	482	-	-	-	482
Cleaning contracts for council amenities/streets	473	168	-	-	641
Cleaning contracts for council buildings	403	-	-	-	403
Meals for Delivery	200	-	-	-	200
<b>Total</b>	<b>6,240</b>	<b>4,585</b>	<b>4,834</b>	<b>-</b>	<b>15,659</b>
<b>Capital Construction</b>					
Plant, Machinery and Equipment	75	-	-	-	75
Buildings	8,956	-	-	-	8,956
Drainage	322	-	-	-	322
Footpaths	60	-	-	-	60
Roads	1,047	-	-	-	1,047
Landfill	907	-	-	-	907
<b>Total</b>	<b>11,367</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,367</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 31 OPERATING LEASES

### Operating Lease Commitments

At the reporting date, the Council has the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities):

	2016 \$'000s	2015 \$'000s
Not later than one year	115	95
Later than one year and not later than five years	307	398
Later than five years	1,040	1,329
	<b>1,462</b>	<b>1,822</b>

## NOTE 32 SUPERANNUATION

Latrobe City Council makes some of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

### Accumulation

The Fund's accumulation categories, Vision MySuper/ Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2016, this was 9.5% as required under Superannuation Guarantee legislation).

### Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

### Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the

Trustee on the advice of the Fund Actuary.

As at 30 June 2015, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 105.8%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns 7.0% pa

Salary information 4.25% pa

Price inflation (CPI) 2.5% pa

Vision Super has advised that the estimated VBI at 30 June 2016 was 102%. The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 2015 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

### Employer contributions

#### Regular contributions

On the basis of the results of the 2015 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2016, this rate was 9.5% of members' salaries (9.5% in 2014/2015). This rate will increase in line with any increase to the contribution rate. In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

### Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation,

**NOTE 32: SUPERANNUATION (CONTINUED)**

the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit

obligations of that employer will be transferred to that employer's successor.

**2015 Interim actuarial investigation surplus amounts**

The Fund's interim actuarial investigation as at 30 June 2015 identified the following in the defined benefit category of which Council is a contributing employer:

A VBI surplus of \$130.8 million; and

A total service liability surplus of \$239 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2015. The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses. Council was notified of the 30 June 2015 VBI during August 2015.

**Future superannuation contributions**

The expected contribution to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2017 is \$0.43 million.

**NOTE 33****CONTINGENT LIABILITIES AND CONTINGENT ASSETS****Contingent Liabilities**

In the 2014/15 financial year, Latrobe City Council referred allegations of fraud to the Independent Broad-based Anti-Corruption Commission. This matter is still under investigation, and details and outcomes of the investigation were unknown, at the time of the compiling of the Annual Report.

Council has set aside a provision for the rehabilitation of landfill sites. The amounts provisioned are management's best estimates of the cost to rehabilitate these sites however until the rehabilitation plans have been designed and approved by the Environment Protection Authority Victoria (EPA) there is a possibility that Council's obligations could further increase in respect to these sites.

**Contingent Assets**

Construction of infrastructure assets by developers in the course of creating new subdivisions results in the infrastructure assets being vested in Council when Council

issues a Statement of Compliance. These assets are brought to account as revenue and capitalised. At reporting date, developers had commenced construction of assets that will eventually be transferred to Council contingent upon Council issuing a Statement of Compliance. Due to the nature of the arrangements in place and the assets involved, a contingent asset cannot be reliably measured prior to completion.

A Supreme Court action was issued against Latrobe City Council in relation to the ownership of the Morwell Main Drain. Latrobe City Council defended the claim in the Supreme Court and on the 3 June 2016 the Supreme Court found in favour of Latrobe City Council. At the 30 June 2016 Latrobe City Council was in the process of seeking costs from the plaintiff with the financial outcomes unable to be reliably estimated, no provision has been made in the financial report.

**NOTE 34****FINANCIAL INSTRUMENTS****(a) Objectives and Policies**

'The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on

which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in Note 1 of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

**NOTE 34: FINANCIAL INSTRUMENTS (CONTINUED)****(b) Market Risk**

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest Rate Risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- Diversification of investment product;
- Monitoring of return on investment; and
- Benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

**(c) Credit Risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. To help manage this risk:

- Council have a policy for establishing credit limits for the entities Council deal with;
- Council may require collateral where appropriate; and
- Council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 33.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity Risk**

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

- To help reduce these risks Council:
- Have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- Have readily accessible standby facilities and other funding arrangements in place;
- Have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- Monitor budget to actual performance on a regular basis; and
- Set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 33, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 26.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

**(d) Fair Value**

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value

**Fair value hierarchy**

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.



## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 34: FINANCIAL INSTRUMENTS (CONTINUED)

**(e) Sensitivity Disclosure Analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

A parallel shift of + 1% and -1% in market interest rates (AUD) from year-end rates of 2%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

## NOTE 35 RELATED PARTY TRANSACTIONS

**(a) Responsible Persons**

Names of persons holding the position of a Responsible Person at the Council at any time during the year are:

		FROM	TO
Councillors:	Darrell White	01/07/15	30/06/16
	Graeme Middlemiss	01/07/15	30/06/16
	Sandy Kam	01/07/15	30/06/16
	Kellie O'Callaghan	01/07/15	30/06/16
	Sharon Gibson	01/07/15	30/06/16
	Dale Harriman	01/07/15	30/06/16
	Michael Rossiter	01/07/15	30/06/16
	Christine Sindt	01/07/15	30/06/16
	Peter Gibbons	01/07/15	30/06/16
Chief Executive Officer:	Gary Van Driel	01/07/15	30/06/16

**(b) Remuneration of Responsible Persons**

The numbers of Responsible Persons whose total remuneration from Council and any related entities, excluding retirement benefits, fall within the following bands:

	2016 NO.	2015 NO.
Income Range		
\$20,000 - \$29,999	7	7
\$40,000 - \$49,999	1	1
\$50,000 - \$59,999	-	2
\$60,000 - \$69,999	1	-
\$100,000 - \$109,000	-	1
\$140,000 - \$149,999	-	1
\$270,000 - \$279,999	1	-
<b>Total</b>	<b>10</b>	<b>12</b>

	2016 \$'000S	2015 \$'000S
Total Remuneration for the reporting year for Responsible Persons included above amount to:	562	573

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

## NOTE 35: RELATED PARTY TRANSACTIONS (CONTINUED)

**(c) Senior Officers Remuneration**

A Senior Officer other than a Responsible Person, is an officer of Council who:

- has management responsibilities and reports directly to the Chief Executive; or
- whose total annual remuneration exceeds \$139,000 (2014/15 \$136,000).

The number of Senior Officers other than the Responsible Persons, are shown below in their relevant income bands:

	2016 NO.	2015 NO.
Income Range		
<\$139,000	-	1
\$139,000 - \$139,999	2	1
\$140,000 - \$149,999	7	7
\$150,000 - \$159,999	5	2
\$160,000 - \$169,999	-	3
\$170,000 - \$179,999	-	-
\$210,000 - \$219,999	2	-
\$220,000 - \$229,999	2	-
<b>Total</b>	<b>18</b>	<b>14</b>
	2016 \$'000S	2015 \$'000S
Total Remuneration for the reporting year for Senior Officers included above amount to:	2,932	2,083

**(d) Responsible Persons Retirement Benefits**

No retirement benefits have been paid during the reporting period by Council in connection with the retirement of responsible persons of the Council. (2014/15 \$Nil)

**(e) Loans to Responsible Persons**

No Loans have been made, guaranteed or secured by the council to a responsible person of the council, or a related party of a responsible person during the reporting period. (2014/15 \$Nil)

**(f) Transactions with Responsible Persons**

During the period Council entered into the following transactions with responsible persons or related parties of responsible persons:

1. *Morwell Bowling Club*  
Councillor Darrell White is a Director of Morwell Bowling Club. For the year ended 30 June 2016, Council paid Morwell Bowling Club \$3,923 for Catering and Room Hire.
2. *South Eastern Australian Transport Strategy Inc (SEATS)*  
Councillor Graeme Middlemiss is the Secretary and Executive Member of South East Australia Transport Strategy Inc (SEATS). For the year ended 30 June 2016, Council paid SEATS \$6,825 for a membership subscription.

3. *Latrobe Valley Bus Lines*

Councillor Sandy Kam is the Community Representative – Executive Board of Latrobe Valley Bus Lines. For the year ended 30 June 2016, Council paid Latrobe Valley Bus Lines \$12,693 for bus services.

4. *National Timber Council Association*

Councillor Sandy Kam is the President of National Timber Council Association. For the year ended 30 June 2016, Council paid National Timber Council Association \$2,750 for membership subscription.

5. *Latrobe Regional Hospital*

Councillor Kellie O'Callaghan is the Board Chair of the Latrobe Regional Hospital. For the year ended 30 June 2016, Council paid Latrobe Regional Hospital \$1,614 for training forums.

**NOTE 36****EVENTS OCCURRING AFTER BALANCE DATE**

No matters have occurred after balance date that requires disclosure in the financial report. (2014/15, Nil)

## Certification of the Financial Statements

---

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

**Principal Accounting Officer**



Matthew Rogers, CPA  
*Dated:* 12 September 2016

In our opinion the accompanying financial statements present fairly the financial transactions of Latrobe City Council for the year ended 30 June 2016 and the financial position of the Council as at the date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

**Councillor**



Cr. Darrell White  
*Dated:* 12 September 2016

**Councillor**



Cr. Michael Rossiter  
*Dated:* 12 September 2016

**Chief Executive Officer**



Gary Van Driel  
*Dated:* 13 September 2016

FINANCIAL REPORT

## Auditor General's Report

### ON THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

# VAGO

Victorian Auditor-General's Office

Level 24, 35 Collins Street  
Melbourne VIC 3000

Telephone 61 3 8601 7000  
Facsimile 61 3 8601 7010

Website [www.audit.vic.gov.au](http://www.audit.vic.gov.au)

#### INDEPENDENT AUDITOR'S REPORT

##### To the Councillors, Latrobe City Council

##### *The Financial Report*

I have audited the accompanying financial report for the year ended 30 June 2016 of the Latrobe City Council which comprises the comprehensive income statement, balance sheet, statement of changes in equity, statement of cash flows, statement of capital works, notes comprising a summary of the significant accounting policies and other explanatory information, and the certification of the financial statements.

##### *The Councillors' Responsibility for the Financial Report*

The Councillors of the Latrobe City Council are responsible for the preparation and the fair presentation of the financial report in accordance with Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989*.

The Councillors are responsible for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

##### *Auditor's Responsibility*

As required by the *Audit Act 1994* and the *Local Government Act 1989*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Councillors, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

*Auditing in the Public Interest*

*AUDITOR GENERAL'S REPORT (CONTINUED)***Independent Auditor's Report (continued)***Independence*

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, I and my staff and delegates complied with the applicable independence requirements of the Australian Auditing Standards and relevant ethical pronouncements.

*Opinion*

In my opinion the financial report presents fairly, in all material respects, the financial position of the Latrobe City Council as at 30 June 2016 and of its financial performance and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989*.

MELBOURNE  
13 September 2016



Dr Peter Frost  
Acting Auditor-General



PERFORMANCE STATEMENT

**Performance Statement**

**FOR THE YEAR ENDED 30 JUNE 2016**

*Description of municipality*

Latrobe City is Victoria's eastern Regional City and Gippsland's primary service centre and employment hub, providing retail, entertainment, education, government and health services to the region with a population of 73,548<sup>1</sup>.

Latrobe City is located an hour and half drive east of Melbourne covering an area of 1,425 square kilometres situated between the Strzelecki Ranges to the south and the Great Dividing Range to the north. The city is made up of four major towns; Churchill, Moe/Newborough, Morwell and Traralgon; and seven rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar. The rural landscape in between townships houses a large population of hard working farmers and residents who enjoy the peace and tranquillity that comes with country life.

<sup>1</sup>Australian Bureau of Statistics 3218.0 Regional Population Growth Australia, 30 March 2016 E.R.P 2015



## Sustainable Capacity Indicators

FOR THE YEAR ENDED 30 JUNE 2016

INDICATOR/MEASURE	RESULTS 2015	RESULTS 2016	MATERIAL VARIATIONS
<b>Own-source revenue</b>			
Own-source revenue per head of municipal population <i>[Own-source revenue / Municipal population]</i>	\$1,231	\$1,274	No material variations
<b>Recurrent grants</b>			
Recurrent grants per head of municipal population <i>[Recurrent grants / Municipal population]</i>	\$424	\$285	The 2015 result included Grants Commission funding paid in advance, this was not repeated in 2016.
<b>Population</b>			
Expenses per head of municipal population <i>[Total expenses / Municipal population]</i>	\$1,594	\$1,659	No material variations
Infrastructure per head of municipal population <i>[Value of infrastructure / Municipal population]</i>	\$12,685	\$12,811	No material variations
Population density per length of road <i>[Municipal population / Kilometres of local roads]</i>	47	47	No material variations
<b>Disadvantage</b>			
Relative socio-economic disadvantage <i>[Index of Relative Socio-economic Disadvantage by decile]</i>	1	1	No material variations

### Definitions

“adjusted underlying revenue” means total income other than—

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

“infrastructure” means non-current property, plant and equipment excluding land

“local road” means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

“population” means the resident population estimated by council

“own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

“relative socio-economic disadvantage”, in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

“SEIFA” means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

“unrestricted cash” means all cash and cash equivalents other than restricted cash.

## PERFORMANCE STATEMENT

## Service Performance Indicators

## FOR THE YEAR ENDED 30 JUNE 2016

SERVICE/INDICATOR/MEASURE	RESULTS 2015	RESULTS 2016	MATERIAL VARIATIONS
<b>GOVERNANCE</b> <b>Satisfaction</b> <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	49	47	No material variations
<b>STATUTORY PLANNING</b> <b>Decision making</b> <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	80.0%	66.7%	Latrobe City has low numbers of planning applications referred to VCAT, in 2015/16 six cases were heard and four were upheld in favour of Council. Both decisions that were not upheld at VCAT related to medium density housing applications, council is currently preparing a housing strategy which will provide further guidance in this area for decision makers.
<b>ROADS</b> <b>Satisfaction</b> <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	52	50	No material variations
<b>LIBRARIES</b> <b>Participation</b> <i>Active library members</i> [Number of active library members / Municipal population] x100	16.1%	15.8%	No material variations
<b>WASTE COLLECTION</b> <b>Waste diversion</b> <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	55.1%	52.1%	No material variations
<b>AQUATIC FACILITIES</b> <b>Utilisation</b> <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	5.1	5.2	No material variations
<b>ANIMAL MANAGEMENT</b> <b>Health and safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	4.0	0.0	In accordance with council policy, resolution of animal management matters is conducted utilising conciliation and mutual agreement and has been successfully implemented to reduce litigation

## SERVICE PERFORMANCE INDICATORS (CONTINUED)

SERVICE/INDICATOR/MEASURE	RESULTS 2015	RESULTS 2016	MATERIAL VARIATIONS
<b>FOOD SAFETY</b>			
<b>Health and safety</b>			
<i>Critical and major non-compliance notifications</i> [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	90.8%	82.5%	No material variations
<b>HOME AND COMMUNITY CARE</b>			
<b>Participation</b>			
<i>Participation in HACC service</i> [Number of people that received a HACC service / Municipal target population for HACC services] x100	18.4%*	18.5%	No material variations
<b>Participation</b>			
<i>Participation in HACC service by CALD people</i> [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	19.5%	18.5%	No material variations
<b>MATERNAL AND CHILD HEALTH</b>			
<b>Participation</b>			
<i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	73.7%	74.9%	No material variations
<b>Participation</b>			
<i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	69.0%	71.4%	No material variations

\*To ensure comparability of indicators, these comparative figures for 2015 have been amended to accord with the current presentation. The restated comparatives which have changed materially on the amounts previously disclosed in the Performance Statements for the year ended 30 June 2015. Are disclosed in the below table.

DIMENSION/INDICATOR/MEASURE	PREVIOUSLY REPORTED 2015	RESTATED IN 2015	REASON FOR RESTATEMENT
<b>HOME AND COMMUNITY CARE</b>			
<b>Participation</b>			
<i>Participation in HACC service</i>	14.7%	18.4%	The 2015 calculation included an incorrect time period within the reporting parameters. This has now been corrected and the value restated.

## PERFORMANCE STATEMENT

## SERVICE PERFORMANCE INDICATORS (CONTINUED)

*Definitions*

**"Aboriginal child"** means a child who is an Aboriginal person

**"Aboriginal person"** has the same meaning as in the *Aboriginal Heritage Act 2006*

**"active library member"** means a member of a library who has borrowed a book from the library

**"annual report"** means an annual report prepared by a council under sections 131, 132 and 133 of the Act

**"CALD"** means culturally and linguistically adverse and refers to persons born outside Australia in a country whose nationally language is not English

**"class 1 food premises"** means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

**"class 2 food premises"** means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

**"Community Care Common Standards"** means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

**"critical non-compliance outcome notification"** means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

**"food premises"** has the same meaning as in the *Food Act 1984*

**"HACC program"** means the Home and Community Care program established under the Agreement entered into for the purpose of the *Home and Community Care Act 1985* of the Commonwealth

**"HACC service"** means home help, personal care or community respite provided under the HACC program

**"local road"** means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

**"major non-compliance outcome notification"** means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

**"MCH"** means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

**"population"** means the resident population estimated by council

**"target population"** has the same meaning as in the Agreement entered into for the purposes of the *Home and Community Care Act 1985* of the Commonwealth

**"WorkSafe reportable aquatic facility safety incident"** means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

**"VCAT decisions upheld"** is defined as rulings in favour of council's original decision and includes where there have been variations that do not materially affect the intention of the original decision. Decisions "set aside" include decisions of VCAT that set aside the original decision of council and therefore result in the original decision of Council being overturned.



## Financial Performance Indicators

### FOR THE YEAR ENDED 30 JUNE 2016

DIMENSION/INDICATOR/ MEASURE	RESULTS		FORECASTS				MATERIAL VARIATIONS
	2015	2016	2017	2018	2019	2020	
<b>OPERATING POSITION</b>							
<b>Adjusted underlying result</b>							
<i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	5.8%	(3.9%)	2.0%	1.9%	1.1%	0.3%	The lower result in 2016 is mainly due to Federal Government Assistance Grants for 2015/2016 being received in advance from the Victorian Grants Commission in 2014/2015. If this was adjusted the results would have been 1.26% and 1.11% respectively.
<b>LIQUIDITY</b>							
<b>Working capital</b>							
<i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	208.9%	271.2%	158.8%	155.6%	129.7%	159.7%	The 2016 result includes unspent Government Grants, Capital Works in Progress and reserve funds. All future projected results are within the expected range.
<b>Unrestricted cash</b>							
<i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	96.9%	147.2%	113.4%	107.4%	90.5%	109.6%	The 2016 result includes a reduction in trade and other payables outstanding as at 30 June. The ratio decreases in 2019 as a result of an increase in current liabilities relating to the principal repayment of interest only borrowings.
<b>OBLIGATIONS</b>							
<b>Loans and borrowings</b>							
<i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	29.3%	24.9%	24.5%	26.3%	28.0%	22.7%	The decrease in 2016 reflects the scheduled repayment of debt exceeding new borrowings. The decrease in 2020 reflects the repayment of interest only borrowings.
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	17.0%	9.3%	3.8%	3.8%	3.5%	9.2%	In 2015 an interim loan facility of \$8.2 million was repaid before being rolled over into the Local Government Funding Vehicle (LGFV). In 2016 a similar transaction occurred for the amount of \$3.4 million leading to the reduced ratio of 9.3%. The ratio is expected to reduce again in the next three years as no interim loan facilities are forecasted.  The higher forecast ratio in 2020 is due to the repayment of the \$8.2 million interest only LGFV loan.
<b>Indebtedness</b>							
<i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	36.9%	42.9% <sup>a</sup>	30.8%	31.3%	20.7%	23.4%	The higher result in 2016 is mainly due to an increase in the estimated cost to restore Council's landfills to EPA requirements and the subsequent increase in the provision for landfill rehabilitation. The lower forecast result in 2019 is due to the reclassification of the LGFV interest only loan to Current Liabilities.
<b>Asset renewal</b>							
<i>Asset renewal compared to depreciation</i> [Asset renewal expenses / Asset depreciation] x100	79.9%	64.0%	83.1%	73.8%	72.5%	70.9%	The lower result in 2016 is mainly due to the revaluation of infrastructure assets at the end of 2015. As a result asset depreciation expense has increased in 2016

## PERFORMANCE STATEMENT

## FINANCIAL PERFORMANCE INDICATORS (CONTINUED)

DIMENSION/INDICATOR/ MEASURE	RESULTS		FORECASTS				MATERIAL VARIATIONS
	2015	2016	2017	2018	2019	2020	
<b>STABILITY</b>							
<b>Rates concentration</b>							
Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	55.9%	64.3%	62.0%	63.9%	64.3%	64.7%	No material variations
<b>Rates effort</b>							
Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.70%	0.72%	0.70%	0.71%	0.73%	0.75%	No material variations
<b>EFFICIENCY</b>							
<b>Expenditure level</b>							
Expenses per property assessment [Total expenses / Number of property assessments]	\$3,127	\$3,118	\$3,139	\$3,146	\$3,254	\$3,369	No material variations
<b>Revenue level</b>							
Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	\$1,494	\$1,535	\$1,582	\$1,622	\$1,662	\$1,704	No material variations
<b>Workforce turnover</b>							
Resignations and terminations compared to average staff [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	11.4%	15.0%	11.5%	11.5%	11.5%	11.5%	The increased result for 2016 reflects an organisational realignment which resulted in a number of redundancies and a higher level of staff movements.

## Definitions

“adjusted underlying revenue” means total income other than—

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b) “adjusted underlying surplus (or deficit)” means adjusted underlying revenue less total expenditure

“asset renewal expenditure” means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

“current assets” has the same meaning as in the AAS

“current liabilities” has the same meaning as in the AAS

“non-current assets” means all assets other than current assets

“non-current liabilities” means all liabilities other than current liabilities

“non-recurrent grant” means a grant obtained on the condition that it be expended in a specified manner and

is not expected to be received again during the period covered by a council’s Strategic Resource Plan

“own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

“population” means the resident population estimated by council

“rate revenue” means revenue from general rates, municipal charges, service rates and service charges

“recurrent grant” means a grant other than a non-recurrent grant

“residential rates” means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

“restricted cash” means cash and cash equivalents and financial assets, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

“unrestricted cash” means all cash and cash equivalents other than restricted cash.

## Other Information

---

### FOR THE YEAR ENDED 30 JUNE 2016

#### *1. Basis of preparation*

---

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2014*

requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its Strategic Resource Plan on 6 June 2016 and which forms part of the Council Plan\*. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.

*\* Note the Unrestricted Cash indicator for the forecast years differs to the adopted strategic resource plan as the calculation only included Cash and Cash Equivalents and excluded financial assets.*

PERFORMANCE STATEMENT



*Staff members from Planning Services.*

## Certification of the Performance Statement

---

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

### Principal Accounting Officer



Matthew Rogers, CPA

**Dated:** 12 September 2016

In our opinion, the accompanying performance statement of the Latrobe City Council for the year ended 30 June 2016 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.

### Councillor



Cr. Darrell White

**Dated:** 12 September 2016

### Councillor



Cr. Michael Rossiter

**Dated:** 12 September 2016

### Chief Executive Officer



Gary Van Driel

**Dated:** 13 September 2016



PERFORMANCE STATEMENT

## Auditor General's Report

### ON THE PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2016

**VAGO**

Victorian Auditor-General's Office

Level 24, 35 Collins Street  
Melbourne VIC 3000  
Telephone 61 3 8601 7000  
Facsimile 61 3 8601 7010  
Email [comments@audit.vic.gov.au](mailto:comments@audit.vic.gov.au)  
Website [www.audit.vic.gov.au](http://www.audit.vic.gov.au)

#### INDEPENDENT AUDITOR'S REPORT

##### To the Councillors, Latrobe City Council

###### *The Performance Statement*

I have audited the accompanying performance statement for the year ended 30 June 2016 of the Latrobe City Council which comprises the statement, the related notes and the certification of the performance statement.

###### *The Councillors' Responsibility for the Performance Statement*

The Councillors of the Latrobe City Council are responsible for the preparation and fair presentation of the performance statement in accordance with the *Local Government Act 1989* and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the performance statement that is free from material misstatement, whether due to fraud or error.

###### *Auditor's Responsibility*

As required by the *Local Government Act 1989*, my responsibility is to express an opinion on the performance statement based on the audit, which has been conducted in accordance with Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the performance statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance statement. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the performance statement, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the performance statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the overall presentation of the performance statement.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

*Auditing in the Public Interest*

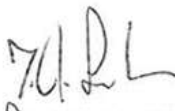
*AUDITOR GENERAL'S REPORT (CONTINUED)***Independent Auditor's Report (continued)***Independence*

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, I and my staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

*Auditor's Opinion*

In my opinion, the performance statement of the Latrobe City Council in respect of the 30 June 2016 financial year presents fairly, in all material respects, in accordance with the *Local Government Act 1989*.

MELBOURNE  
13 September 2016

  
Dr Peter Frost  
Acting Auditor-General

# GOVERNANCE, MANAGEMENT AND OTHER INFORMATION



*Family Services staff member with young community members.*

## Statutory Information

### WHAT COUNCIL DOES AND HOW COUNCIL WORKS

Councils are representative governments elected by the community to manage local issues and to establish and plan for the community's needs.

Latrobe City Council is a public statutory body which operates under the legislative requirements of the *Local Government Act 1989*. This Act sets out the role of the elected Council who are responsible for the leadership and good governance of the municipal district and local community. Council oversees the annual budget, long term financial plan, development and implementation of strategies and plans and establishes local policies in response to local needs and priorities.

Management of the day to day operational matters is the role of the Chief Executive Officer, under delegation of the Council and in accordance with the *Local Government Act 1989*.

### COUNCIL MEETINGS AND DECISIONS

Council meetings are held at Latrobe City Council Corporate Headquarters in Morwell from 6pm every third week. Each Council Meeting includes a public question time as a standard agenda item, designed to encourage community participation in the overall affairs of Council.

A Council Meeting is where Councillors are able to make formal decisions on items presented to them.

Council Meetings include ordinary meetings (the regular meetings held), special meetings and statutory meetings which are all open to the public (unless Council resolves to close the meeting in accordance with guidelines of the *Local Government Act 1989*).

All Council Meeting dates are advertised in the Latrobe Valley Express newspaper and detailed on the Latrobe City Council website.

Councillors also meet for confidential briefing meetings. At these meetings, Councillors have the opportunity to discuss strategic items in relation to Council business and to hear briefings on matters of interest to the community. These confidential briefing meetings are considered as Assemblies of Councillors, and records are tabled accordingly at Council Meetings as per the requirements in the *Local Government Act 1989*.

Latrobe City Council currently holds public presentation sessions. These are designed to allow members of the community, organisations and other stakeholders to speak to Councillors on important issues. These sessions are held the week prior to a Council Meeting, between 5pm and 5.30pm at Corporate Headquarters.

The Council Meeting schedule, agendas and minutes are available from the Latrobe City Council website: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

### COUNCIL MEETING ATTENDANCE 2015-16

During 2015/16, there were 16 Ordinary Council Meetings and six Special Council Meetings held.

Councillor attendance at these meetings is shown in the below table.

COUNCILLOR	ORDINARY COUNCIL MEETING	SPECIAL COUNCIL MEETING
Cr Graeme Middlemiss	15	6
Cr Christine Sindt	13	5
Cr Dale Harriman	15	6
Cr Sandy Kam	13	6
Cr Kellie O'Callaghan	15	5
Cr Michael Rossiter	15	6
Cr Darrell White	14	5
Cr Peter Gibbons	14	5
Cr Sharon Gibson	14	5

### CODE OF CONDUCT

Under changes to the *Local Government Act 1989*, every Victorian Council is now required to undertake a process of reviewing and amending its Councillor Code of Conduct. Latrobe City Council completed this review and adopted its Councillor Code of Conduct at its Special Council Meeting on Thursday 9 June 2016.

The Code of Conduct provides guidelines on:

- Councillor behaviour
- Conflict of interest procedures
- Dispute resolution procedures

The code affirms principles of behaviour requiring that councillors:

- Act with integrity
- Impartially exercise their responsibilities in the interests of the local community
- Not improperly seek to confer an advantage or disadvantage on any person
- Avoid conflicts between their public duties as a Councillor and their personal interests and obligations
- Act honestly and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council officers and other persons
- Exercise reasonable care and diligence
- Use their position properly
- Act lawfully and in accordance with the trust placed in us as elected representatives
- Not make improper use of information acquired because of their position
- Support and promote these principles by leadership and example.

Latrobe City Council's Code of Conduct is available at: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)



## Statutory Information *(CONTINUED)*

### COUNCILLOR REMUNERATION

From July 2015, the Mayoral allowance was \$71,057.97 and the Councillor allowance \$22,965.62 per annum, plus the equivalent of the superannuation guarantee contribution of 9.5 percent.

On 23 November 2015, the Department of Environment Land, Water & Planning (refer circular No. 32/2015) advised all councils that a notice was published in the Government Gazette G47 dated 26 November 2015, providing for a 2.5 percent adjustment to apply to all Mayoral and Councillor allowances to take effect from 1 December 2015. Under Section 73B (5) of the *Local Government Act 1989*, a Council must increase the Mayoral and Councillor allowances by this adjustment.

Consequently, from 1 December 2015, Mayoral and Councillor allowances were increased to

\$72,834.42 and \$23,539.76 per annum respectively, plus the equivalent of the superannuation guarantee contribution of 9.5 percent.

In addition to Councillor allowances, Councillors are provided with a number of resources and support to assist them in undertaking their duties. This includes office administration and support, professional development support, and equipment such as mobile phones, laptops, iPads and printers/faxes. Councillors are also entitled to seek reimbursement for expenses such as travel and child care.

The Mayor receives a vehicle for the duration of the term, a dedicated office and support from an assistant. These expenses and resources are specified in the Provision of Resources and Support to Councillors policy, available from the Latrobe City Council website: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

### COUNCILLOR REPRESENTATION ON COMMITTEES

To assist Council in the delivery of a range of complex tasks, committees are constituted to undertake specific delegated functions (special committees) or to provide expert advice on specific topics or projects (advisory committees). These committees provide insight and information that Council may not otherwise receive either internally or externally. The role of a committee is to inform and enhance, not replace the role or responsibilities of Council and individual Councillors.

Latrobe City Council currently has 54 committees which Councillors and/or Officers are appointed to.

In addition, Councillors or Officers represent Council on another 25 different external committees.

These are as follows:

- Section 86 Special Committee (3)
- Statutory Committees (3)
- Advisory Committee (31)
- Operational (Works) Committee (7)
- User Group (10).

These committees are governed under the Establishment of Council Committee Policy, which defines the types of committees that we currently have.

COUNCILLORS	TRAVEL EXPENSES	CAR MILEAGE	INFORMATION AND COMMUNICATION TECHNOLOGY EXPENSES	CONFERENCE AND TRAINING EXPENSES	TOTAL
Cr Christine Sindt	0	0	2873	2946	5819
Cr Dale Harriman	5095	2698	3803	1905	13,501
Cr Darrell White	0	3488	4116	73	7677
Cr Graeme Middlemiss	0	0	2719	291	3010
Cr Kellie O'Callaghan	0	2274	2790	164	5228
Cr Michael Rossiter	0	669	2163	4454	7286
Cr Peter Gibbons	123	5015	1149	4997	11,284
Cr Sandy Kam	0		3476	7069	10,545
Cr Sharon Gibson	13	13,034	3583	3929	20,559



## COUNCIL COMMITTEE MEMBERSHIP

● Member      ● Alternate

COMMITTEE	CR GIBBONS	CR GIBSON	CR HARRIMAN	CR KAM	CR MIDDLEMISS	CR O'CALLAGHAN	CR ROSSITER	CR SINDT	CR WHITE
Alliance of Councils for Rail Freight Development	●				●				
Audit and Risk Committee - (Pursuant to s.139 of the Local Government Act 1989)						●	●		●
Australia Day Advisory Committee								●	●
Australian Paper Community Environmental Consultative Committee					●				
Baw Baw Latrobe Local Learning & Employment Network Board								●	
Braiakaulung Advisory Committee						●			●
Callignee and Traralgon South Sporting and Facility User Group Committee							●		
Chief Executive Officer Performance Review Committee		●					●		●
Churchill & District Community Hub Advisory Committee									●
City Image Strategy Project Reference Group <i>Committee abolished 26 October 2015</i>								●	
Coal Land Use Planning Committee <i>Committee abolished 26 October 2015</i>	●	●	●	●	●				
Community Engagement Reference Group <i>Committee abolished 26 October 2015</i>	●			●			●		
Crinigan Bushland Reserve Committee of Management					●				
Disability Reference Committee <i>Committee abolished 23 May 2016</i>		●				●			
Early Years Reference Committee						●		●	
Edward Hunter Heritage Bush Reserve Committee of Management	●	●							
Friends of the Traralgon Railway Reservoir Conservation Reserve Committee			●						
Gippsland Carbon Transition Committee							●		
Gippsland Local Government Network (GLGN)							●		
Gippsland Regional Waste Management Group (GRWMG) Board			●						
Gippstown Reserve Committee of Management Inc.	●	●							
International Power Hazelwood Environmental Review Committee									●
Jumbuk and Yinnar South Timber Traffic Reference Group.				●					●
Latrobe City Cultural Diversity Advisory Committee	●			●					
Latrobe City Hyland Highway Municipal Landfill Consultative Committee	●		●						

## GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

## Statutory Information (CONTINUED)

### COUNCIL COMMITTEE MEMBERSHIP (CONTINUED)

● Member      ● Alternate

COMMITTEE	CR GIBBONS	CR GIBSON	CR HARRIMAN	CR KAM	CR MIDDLEMISS	CR O'CALLAGHAN	CR ROSSITER	CR SINDT	CR WHITE
Latrobe City Industry Forum		●					●		
Latrobe City International Relations Committee	●							●	●
Latrobe City Lake Narracan User Group Committee	●	●							
Latrobe City Synthetic Sports Field User Group Committee									●
Latrobe City Trust							●		
Latrobe Leisure Churchill User Group									●
Latrobe Leisure Moe Newborough User Group	●	●							
Latrobe Leisure Morwell User Group					●			●	
Latrobe Leisure Traralgon Sports Stadium User Group			●	●					
Latrobe Regional Airport Board				●	●				
Latrobe Regional Gallery Advisory Committee	●								●
Latrobe Regional Motorsport Complex User Group		●			●				
Latrobe Settlement Committee	●					●			
Latrobe Tourism Advisory Board								●	●
Link Editorial Committee		●			●		●		
Mathison Park Advisory Committee									●
Mayoral Sponsorship Committee		●					●		
Moe Southside Community Precinct User Group Committee	●	●							
Moe Yallourn Rail Trail Committee Inc.	●	●							
Morwell CBD Safety Group				●	●			●	
Morwell Centenary Rose Garden Advisory Committee					●			●	
Morwell River Neighbourhood Improvement Plan Steering Committee									●
Morwell Town Common Development Plan Project Control Group					●			●	
Municipal Association of Victoria (MAV)			●	●					
Municipal Emergency Management Planning Committee - (Pursuant to sect. 21 of the <i>Emergency Management Act 1986</i> )		●	●					●	
National Timber Councils Association			●	●					
Oldsmobile Management Committee							●		

## GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

COMMITTEE	CR GIBBONS	CR GIBSON	CR HARRIMAN	CR KAM	CR MIDDLEMISS	CR O'CALLAGHAN	CR ROSSITER	CR SINDT	CR WHITE
Ollerton Avenue Bushland Reserve Committee of Management	●	●							
Positive Ageing Reference Group				●		●			
Procedural Breaches Advisory Committee		●		●					●
Rail Freight Working Group	●				●				
Regional Aboriginal Justice Advisory Committee (RAJAC)		●							
Regional Cities Victoria							●		
Roadsafe Gippsland Community Road Safety Council		●		●					
Sale of Goods from Council Properties Committee		●		●					
Social Planning for Wellbeing Committee				●					
South East Australian Transport Strategy (SEATS)	●				●				
The Yallourn North Community Housing Committee					●				
Timber Towns Victoria		●	●	●					
Timber Umbrella Group		●	●	●					
Traralgon Aquatic Facility Working Party			●						
Traralgon CBD Safety Committee				●			●		
Traralgon Creek Neighbourhood Improvement Plan Steering Committee				●					
Traralgon East Community Centre Advisory Committee						●	●		
Traralgon Parking Precinct Plan Working Group			●						
Traralgon Recreation Reserve and Showgrounds User Group Committee				●					
Traralgon West Sporting Complex User Group Committee				●					
TRU Energy Yallourn Environmental Review Committee								●	
Victorian Local Governance Association (VLGA)		●					●		
Victory Park Precinct Advisory Committee			●	●					
War Memorials Advisory Committee			●						
Warren Terrace Hazelwood North Recreation Reserve Advisory Committee				●		●			
West Gippsland Catchment Management Authority – Central Catchment Ecosystem Advisory Group (CCEAG)		●		●					

## Statutory Information *(CONTINUED)*

### COUNCIL DELEGATIONS

The elected Council's powers under the *Local Government Act 1989* or any other act may be delegated by an instrument of delegation to a Special Committee of Council, to the Chief Executive Officer or to an individual Council Officer. Council generally delegates powers, duties and functions to the Chief Executive Officer who is empowered to further delegate some or all of those powers to other officers. Delegation is a vital element in assisting Council administration to function effectively and efficiently.

Delegation facilitates the achievement of good governance for the community by empowering appropriate members of staff or committees to make decisions on behalf of Council. When enacting on a delegated power, the staff member or committee is acting on behalf of Council.

The delegation document also provides that only certain officers are allowed to make decisions of a financial nature, and the limit of their authority is carefully specified to ensure prudent financial management. Decisions under delegations are sometimes restricted by limitations imposed by Council or the Chief Executive Officer, including numerous requirements to report back on the decisions that have been made under that delegation. Decisions made under a delegation must always adhere to existing Council policy or directions.

### ASSEMBLY OF COUNCILLORS

Any scheduled meeting between five or more councillors and one council staff member, or an advisory committee meeting with one councillor present, is considered an 'Assembly of Councillors' under the *Local Government Act 1989*. A record of each 'Assembly of Councillors' is tabled at an Ordinary Council meeting.



Flags at Latrobe City Corporate Headquarters

## Information Management

### FREEDOM OF INFORMATION

Where documents are not available for public inspection or available on Latrobe City Council's website, then access to them may be sought pursuant to the *Freedom of Information Act 1982* (FOI Act). The FOI Act grants the public the right to seek access to all Latrobe City Council documents. This general right of access is limited by a number of exceptions and exemptions, which have been prescribed to protect public interests and the private and business affairs of people about whom Latrobe City Council holds information.

Local governments are required to publish information about the documents they hold, particularly those which affect members of the public in their dealings with Council. Each person has a legally enforceable right to access information, limited only by exemptions necessary for the protection of the public interest and the private and business affairs of persons from whom information is collected by Latrobe City Council. People may request inaccurate, incomplete, out of date or misleading information in their personal records be amended. People may appeal against a decision not to give access to information or not to amend a personal record.

Latrobe City Council received 63 valid requests to access information under the *Freedom of Information Act 1982*,

in the 2015/16 financial year. This was an increase of 45 compared to the previous year. Freedom of Information requests must be made in writing and accompanied by a \$27.20 application fee. A total of 47 requests were made under the hardship provisions of the act and no fee was charged. Requests for access to information should be addressed to:

Freedom of Information Officer  
Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

In accordance with the *Freedom of Information Act 1982*, Latrobe City Council must decide if this information will be provided within 45 days. Of the 63 requests received, all were processed within the statutory timeframe.

### *Information Privacy*

Latrobe City Council is obliged to ensure the personal privacy of all residents and ratepayers in accordance with the *Information Privacy Act 2001*. Latrobe City Council will only collect, use or disclose personal information where it is necessary to perform Latrobe City Council functions or where required by law. Latrobe City Council has adopted a Privacy Policy which can be obtained upon request.

### PROTECTED DISCLOSURES

The *Protected Disclosures Act 2012* (the Act) has replaced the *Whistleblowers' Protection Act 2001* in Victoria. The act encourages and facilitates disclosures of wrongful acts by protecting those who disclose wrongful acts. The act relates to the behaviours and actions of Council Officers and Councillors.

A person is entitled to make a complaint pursuant to the act by contacting the Independent Broad-based Anti-corruption Commission (IBAC) on 1300 735 135.

Latrobe City Council supports the aims and objectives of the act and has implemented the Protected Disclosure Procedure in accordance with the act.

During the 2014-15 financial year there were no reported Protected Disclosures made to Council.



## Information

### Management (CONTINUED)

#### DOCUMENTS FOR PUBLIC INSPECTION

Under legislation, certain information held within Latrobe City Council is available for viewing by the public during normal office hours or by prior arrangement at Latrobe City Council's Corporate Headquarters, 141 Commercial Road, Morwell.

Summarised below is a list of documents that are available for public inspection in accordance with section 11 of the *Local Government (General) Regulations 2004*. In accordance with section 222 of the *Local Government Act 1989*, inspection of these documents can be arranged by contacting Latrobe City Council on 1300 367 700.

- Details of current allowances fixed for the mayor and councillors under section 74 of the *Local Government Act 1989*
- Details of overseas or interstate travel taken in an official capacity by Councillors or Council Officers in the previous 12 months (with the exception of interstate travel by land for less than three days)
- Names of council officers who were required to submit a return of interest during the financial year and the dates the returns were submitted
- Names of councillors who submitted a return of interest during the financial year and the dates the returns were submitted
- Agendas and minutes for ordinary and special council meetings held in the previous 12 months, kept under section 93 of the act, except where such minutes relate to parts of meetings which have been closed to members of the public under section 89 of the *Local Government Act 1989*
- A list of special committees established by Latrobe City Council and the purpose for which each committee was established
- A list of all special committees established by Latrobe City Council which were abolished or ceased to function during the financial year
- Minutes of special committees established under section 86 of the *Local Government Act 1989* and held in the previous 12 months, except if the minutes relate to parts of meetings which have been closed to members of the public under section 89 of the act
- A register of delegations made pursuant to the act
- Submissions received during the previous 12 months in accordance with the process outlined in Section 223 of the act
- Details of property, finance and operating leases involving land, buildings, plant, computer equipment or vehicles entered into by the council as lessor or lessee
- Register of authorised officers appointed under section 224 of the *Local Government Act 1989*
- A list of donations and grants made by Latrobe City Council during the financial year
- Organisations of which Latrobe City Council was a member during the financial year.

## CONTRACTS

A list of contracts valued at \$150,000 or more for services, or \$200,000 or more for works or more of a kind specified in section 186(5) and (c) of the *Local Government Act 1989* is listed below.

### *Contract*

- Provision of Employee Assistance Program Services Provider
- Provision of Veterinary Services
- Provision of Home Maintenance and Home Gardening Duties
- Provision of Air Conditioning Maintenance
- Provision of Urban Tree Pruning
- Resealing of Municipal Roads within Latrobe City
- Kerb and Channel Replacement Program
- Design & Reconstruction of Saunders Crescent, Griffiths Court & Stage 1 of Garibaldi Street at Traralgon
- Design & Reconstruction of Fowler Street & Hampton Street Moe
- Construction of an Open Drain & Wetland at Fourth Road Hazelwood North
- Supply & Delivery of Educational Resources + Art & Craft Materials
- Ted Summerton Reserve Oval Re-surfacing Project
- Construction of Sports Pavilion at Harold Preston Reserve
- Provision of a Theatre Technician
- Provision of Footpath Grinding Services
- Design and Redevelopment of Duncan Cameron Park Oval at Traralgon
- Reconstruction of New Street at Morwell
- Design and Reconstruction of Stages 2 and 3 of Garibaldi Street at Traralgon
- Sealing of Wilga Crescent at Traralgon
- Traffic / Pedestrian Safety Educator
- Flood Mitigation Works at Waterhole Creek, Morwell
- Design and Construction - Churchill Bowling Club Synthetic Green
- Provision of Irrigation Infrastructure – Landfill Operations
- Sampling and Quality Testing of Groundwater, Surface Water, Leachate and Treated Water at Landfills
- Provision of Consultancy Services - Development and Implementation of the Latrobe Regional Airport Marketing and Business Development Strategy
- Churchill Leisure Centre Wet Change Room Alterations
- Drainage Augmentation at Argyle Street (South) At Traralgon – Stage 1
- Bridge Works at Kenyons Lane, Flynn
- Traralgon Tennis Show Courts
- Reconstruction of Dunbar Grove, Churchill

## OTHER INFORMATION AVAILABLE TO THE PUBLIC

- The Councillor Reimbursement Policy (known as Provision of Resources and Support to Councillors Policy 11POL-5)
- The Councillor Code of Conduct
- Records of Assembly of Councillors
- Register of Interests
- Council Policies
- Local Laws 1, 2 and 3
- The Council Plan
- The Strategic Resource Plan
- The Annual Budget
- The Annual Report including the Auditor's Report
- All adopted Council Policies

A number of these documents are also available on Latrobe City Council's website.

## GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

## Local Government Performance Reporting Framework— Governance and Management Checklist

The checklist provides an indication of council's governance frameworks including community engagement, planning, monitoring and decision making.

The completion of the checklist is a legislative requirement under the *Local Government Act 1989*. The information provided will be included in the 2015/16 Annual Report.

THEME	CHECKLIST ITEM	DEFINITIONS	YES / NO	DATE OF OPERATION OF POLICY AND EXPIRY DATE / STRATEGY	IF NO POLICY/ STRATEGY - INSERT EXPLANATION
<b>1</b> Community engagement	Community engagement policy	Policy outlining Council's commitment to engaging with the community on matters of public interest	Yes	<b>Community Engagement Policy</b> Date of Operation: September 2016	
	Community engagement guidelines	Guidelines to assist staff to determine when and how to engage with the community	Yes	<b>Community Engagement Strategy 2015-2019</b> Date of Operation: September 2015 <b>Community Engagement Action Plan 2015-2019</b> Date of Operation: September 2015	
<b>2</b> Planning	Strategic Resource Plan	Plan under section 126 of the act outlining the financial and non-financial resources required for at least the next 4 financial years	Yes	<b>Strategic Resources Plan 2016-2020</b> Adopted in accordance with section 126 of the act. Date of operation: 06 June 2016	
	Annual budget	Plan under section 130 of the act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required	Yes	<b>Annual Budget 2016/2017</b> Adopted in accordance with section 130 of the act. Date of operation: 06 June 2016.	
	Asset management plans	Plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years	No	No Plans	The existing Asset Management Strategy provides guidance for the development of a series of Asset Management Plans over the next three years
	Rating strategy	Strategy setting out the rating structure of council to levy rates and charges	Yes	<b>Debtor Control Policy</b> Part of the 10 year financial plan Date of operation: 16th July 2012	
	Risk policy	Policy outlining Council's commitment and approach to minimising the risks to Council's operations	Yes	<b>Latrobe City Council Risk Policy</b> Date of operation: 23 May 2011	
	Fraud policy	Policy outlining Council's commitment and approach to minimising the risk of fraud	Yes	<b>Latrobe City Council Fraud Policy</b> Date of operation: 7 February 2011	

THEME	CHECKLIST ITEM	DEFINITIONS	YES / NO	DATE OF OPERATION OF POLICY AND EXPIRY DATE / STRATEGY	IF NO POLICY/ STRATEGY - INSERT EXPLANATION
<b>2</b> Planning (Continued)	Municipal emergency management plan	Plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery	Yes	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i>	<b>Latrobe City Council Emergency Management Plan</b> Date of operation: 17 November 2011 Currently up for re audit on the 17 October 2015
	Procurement policy	Policy under section 186A of the act outlining the matters, practices and procedures that will apply to all purchases of goods, services and works	Yes	Prepared and approved in accordance with section 186A of the <i>Local Government Act 1989</i>	<b>Latrobe City Council Procurement Policy</b> Date of operation: 16 November 2015
	Business continuity plan	Plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster	Yes	<b>Latrobe City Council Business Continuity Plan</b> Date of operation: June 2011 with minor review annually since. Full review and update currently underway.	
	Disaster recovery plan	Plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster	Yes	<b>Strategy Disaster Recovery Plan</b> Date of operation: 2013 We have a DR Plan that are reviewed regularly and was last tested 2013 – there is another test scheduled in the 15/16 year. There is no such policy around DR at present	
<b>3</b> Monitoring	Risk management framework	Framework outlining Council's approach to managing risks to the Council's operations	Yes	<b>Risk Management Framework</b> Date of operation: 1 May 2011	
	Audit committee	Advisory committee of Council under section 139 of the act whose role is to oversee the integrity of Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements	Yes	Established in accordance with section 139 of the act	<b>Audit Committee Charter</b> Date of operation: 02 March 2015
	Internal audit	Independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls	Yes	<b>Internal Audit Plan</b> Date of operation: revised plan adopted by the Audit and Risk Committee on 02 June 2016. Pitcher Partners were appointed as our current provider	
	Performance reporting framework	A set of indicators measuring financial and non-financial performance including the performance indicators referred to in section 131 of the act	Yes	<b>Integrated Planning Framework</b> Date of operation: 14 December 2011	

## GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

## Local Government Performance Reporting Framework— Governance and Management Checklist

(CONTINUED)

THEME	CHECKLIST ITEM	DEFINITIONS	YES / NO	DATE OF OPERATION OF POLICY AND EXPIRY DATE / STRATEGY	IF NO POLICY/ STRATEGY - INSERT EXPLANATION
<b>4</b> Reporting	Council plan reporting	Report reviewing the performance of the Council against the Council Plan including the results in relation to the strategic indicators for the first six months of the financial year	Yes	<b>Integrated Planning Framework</b> Date of operation: 14 December 2011	
	Financial reporting	Quarterly statements to Council under section 138(1) of the act comparing budgeted revenue and expenditure with actual revenue and expenditure	Yes	Statements presented to Council in accordance with section 138(1) of the act Finance Report Quarterly statements are sent out to councillors every quarter of the financial year.	
	Risk reporting	Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies	Yes	<b>Integrated Planning Framework</b> <b>Risk Management Report</b> Risk Report are sent out to councillors every quarter of the financial year.	
	Performance reporting	Six-monthly reports of indicators measuring results against financial and non-financial performance including the performance indicators referred to in section 131 of the act	Yes	Quarterly performance reports are presented to Council. Date of operation: Meeting of Council following the end of each quarter.	
	Annual report	Annual report under sections 131, 132 and 133 of the act to the community containing a report of operations and audited financial and performance statements	Yes	Considered at meeting of the Council in accordance with section 134 of the act  Annual report is presented to the public annually. Date of operation: 1 October annually	
<b>5</b> Decision-making	Councillor Code of Conduct	Code under section 76C of the act setting out the conduct principles and the dispute resolution processes to be followed by all Councillors	Yes	Reviewed in accordance with section 76C of the act  Councillor Code of Conduct Date of operation: June 2016	
	Delegations	A document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff	Yes	S5 Delegation to the Chief Executive Officer (CEO) Date of Adoption by Council: 14 September 2015 Date of Operation: 15 September 2015 S6. Instrument of Delegation to members of Council staff Date of Adoption by Council: 21 March 2016 Date of Operation: 23 March 2016 S7. Sub-Delegation by Chief Executive Officer to Staff Date of Operation: 23 March 2016	
	Meeting procedures	A local law governing the conduct of meetings of Council and special committees	Yes	Meeting procedures local law made in accordance with section 91(1) of the act Local Law 1 Date of operation: 23 March 2014	





## GLOSSARY

## Glossary

---

### Latrobe City Council's adopted strategies and plans are available on Latrobe City Council's website [www.latrobe.vic.gov.au/CouncilDocuments](http://www.latrobe.vic.gov.au/CouncilDocuments)

#### Advisory Committee

Specialist appointees who form a committee that provides advice to Latrobe City Council on matters relating to the delivery of strategies, services and activities.

#### Advocacy

To provide support to a cause or to make public recommendation.

#### Annual Action

Significant actions for Latrobe City Council to be delivered during the next year which are linked to a strategic direction of the Council Plan. Annual Actions are strategic in nature e.g. strategy/plan, major capital projects, significant community interest, key risk control, council resolutions or legislative requirements.

#### Annual Business Plan

The Annual Business Plan, together with the Annual Budget, is Latrobe City Council's short term planning document. The Annual Business Plan consists of actions which support the delivery of the Council Plan and Organisational Excellence @ Latrobe. The Annual Budget identifies the financial and non-financial resources required to support the Plan.

#### Annual Report

The Annual Report is an annual reporting tool to provide an update to Latrobe City Council stakeholders and the Minister for Local Government on how Latrobe City Council has achieved against commitments made in the Council Plan and Strategic Resources Plan. In accordance with section 131 of the *Local Government Act 1989*, it includes a report of Latrobe City Council's operations, audited standard and financial statements, performance

statement (section 132) and a report on the performance statement (section 133).

#### Asset

Property that is owned by Latrobe City Council.

#### Best Value principles

Contained in the *Local Government Act 1989*, the six principles must be observed by all Victorian councils. The principles aim to enable councils to determine the most effective means of providing a service to the community.

#### Building Act 1993

The primary purpose of this Victorian Government legislation is the regulation of building work and building standards, accreditation of building products and constructions methods and the provision of building and occupancy permit systems and dispute resolution mechanisms.

#### Capital Works

Projects undertaken to either renew, upgrade or construct assets owned by Latrobe City Council.

#### Community Grants

Latrobe City Council allocates a sum of money for the Community Grants Program as part of its annual budget process. This funding is shared between various non-profit community groups and organisations who apply for grants under a range of categories.

#### Council

The collective group of nine Councillors who set the strategic direction for Latrobe City Council, monitor organisational performance, liaise with stakeholders and ensure operational compliance.

#### Council Plan

A rolling plan that contains four-year strategies and indicators of outcomes, together with a Strategic Resources Plan that contributes to achieving the key objectives of the Latrobe community vision.

#### Councillor

A member of the community elected in accordance with the *Local Government Act 1989* to represent the residents of a ward within the municipality as a member of Council.

#### Charter of Human Rights and Responsibilities Act 2006

Legislation created to protect and promote human rights. It sets out freedoms, rights and responsibilities.

#### Development Plan

A plan that aims to coordinate the layout of new subdivisions and is particularly useful to ensure the integrated development of land where there are several properties in separate ownership. The plan may also provide certainty about the nature and staging of new subdivision developments over a period of time. A development plan can provide direction and coordination of infrastructure networks, public open space and housing types.

#### Disability Action Plan

A plan developed by Latrobe City Council which ensures the needs of people with a disability are included in all aspects of Latrobe City Council's services and infrastructure.

#### Feasibility Study

The evaluation or analysis of the potential impact of a proposed project.

#### Freedom of Information Act 1982

The purpose of this act is to give members of the public rights of

access to official documents of the Government, the Commonwealth and of its agencies.

#### **Gippsland Local Government Network**

An alliance of the six municipal Councils located in Gippsland. The Mayor and Chief Executive Officer of each council meet regularly, with the primary objective to work collaboratively on a range of issues and projects of mutual interest.

#### **Gippsland Logistics Precinct**

A Latrobe City Council-owned 64 hectare precinct adjacent to the existing rail line in Morwell to be developed as a centre for the efficient and cost effective movement of freight to and from the Gippsland region.

#### **Governance**

How Council operates as a decision-making body.

#### **Indicators**

Performance measures that provide a range of economic, environmental and social indicators, identifying the extent to which an objective has been achieved.

#### **Indigenous**

Originating in a particular geographic region or environment and native to the area and/or relating to Aboriginal and Torres Strait Islander people.

#### **Information Privacy Act 2001**

The purpose of this act is to create a scheme for the responsible collection and handling of personal information across the Victorian public sector.

#### **Infrastructure**

Basic community facilities such as roads, drains, footpaths and public buildings, etc.

#### **Landfill**

Engineered containment facility licensed by the Environment Protection Authority to accept specific solid waste.

#### **Latrobe 2026: The Community Vision**

#### **for Latrobe City**

The Community Vision was generated after identifying three broad concepts shared by the Latrobe City community; Sustainability, Liveability and Leadership. A further nine strategic objectives were identified to take Latrobe City forward; Economy, Natural Environment, Built Environment, Our Community, Culture, Recreation, Governance, Advocacy and Partnerships, and Regulation and Accountability. Development of the community vision was facilitated by Latrobe City Council in consultation with many organisations, agencies, groups and individuals. The Latrobe 2026 Community Vision is an important long term strategic document for Latrobe City Council which provides the principal direction to the Council Plan.

#### **Latrobe Planning Scheme**

The planning scheme that sets out policies and requirements for the use, development and protection of land located in Latrobe City.

#### **Local Government Act 1989**

This Victorian Government legislation outlines the intention for councils to provide a democratic and efficient system of local government in Victoria. It also gives councils the power to meet the needs of their communities, and provides the basis for an accountable system of governance in Victoria.

#### **Local Government Community Satisfaction Survey**

Undertaken by a consulting group on behalf of the Department of Planning and Community Development. The survey tracks residents' views on Council's performance on nine service areas and four governance measures, showing progress, improvements and areas for improvement.

#### **Local Government Performance Reporting Framework**

A set of State Government mandated

key performance indicators common to all local councils measuring their performance.

#### **Local Laws**

Laws under the jurisdiction of Latrobe City Council and enforced by Latrobe City Council employees and/or Victoria Police.

#### **Local Planning Policy Framework**

The framework provides the strategic basis for land use planning as controlled by the Latrobe Planning Scheme. The framework consists of the Municipal Strategic Statement together with the Local Planning Policy.

#### **Major Initiative**

Most significant actions for delivery over the current 12 month period and are linked to a strategic direction of the Council Plan.

#### **Main Town Structure Plans**

Plans developed by Latrobe City Council that identify areas where land is earmarked for future residential and industrial expansion in and around Latrobe City's main towns, based on predictions of future population growth for the municipality.

#### **Mission**

The overall corporate philosophy that articulates how the Latrobe community vision will be achieved.

#### **Municipality**

A geographical area that is delineated for the purpose of Local Government.

#### **Organisational Excellence Strategy**

A strategy developed by Latrobe City Council that relates to how the organisation functions internally, and focuses on how Latrobe City Council can improve its performance at organisational, team and individual levels.

#### **Performance Indicator**

Measures used to monitor the performance of Latrobe City Council in

## GLOSSARY

**Glossary** (CONTINUED)

achieving the objectives of the Council Plan.

**Plan**

Focussed and structured detail of action to be undertaken, involving a series of specific steps, to implement the objectives and goals of an overarching strategic direction.

**Planning and Environment Act 1987**

This Victorian Government legislation establishes a framework for planning the use, development and protection of land in Victoria in the present and long-term interests of all Victorians.

**Policy**

A set of principles intended to influence and provide direction for council decisions, actions, programs and activities.

**Public Health and Wellbeing Act 2008**

This Victorian Government legislation replaces the previous Health Act 1958. It aims to achieve the highest attainable standard of public health and well-being in Victoria, through the update and modernisation of Victoria's public health framework.

**Quarterly Report**

A three monthly report to Councillors on how the organisation is progressing against the commitments made in the Council Plan as well as operational, financial and statutory information.

**Regional Cities Victoria**

An organisation representing the 10 largest provincial centres in Victoria, comprising the municipalities of Ballarat, Bendigo, Geelong, Horsham, Latrobe City, Mildura, Shepparton, Wangaratta, Warrnambool and Wodonga. The Mayor and Chief Executive Officer of each council meet regularly, with the primary objective to expand the population of regional Victoria through promoting business and government investment and skilled migration to regional centres.

**Service**

A service identified by Latrobe

City Council to be provided to the community during the four year period of the Council Plan.

**Sister City**

An agreement between two cities in different countries that share cultural contact as a means of promoting cross-cultural awareness and interaction. Latrobe City has sister city affiliations with China and Japan.

**Statutory Body**

Statutory bodies (or statutory authorities) are organisations established under an act of the Victorian Parliament or Australian Parliament for a public purpose.

**Strategic Direction**

Under each strategic objective of the Council Plan are Strategic Directions. Strategic Directions further detail the key areas Latrobe City Council will focus on achieving over the next four years.

**Strategic Resources Plan**

A component of the Latrobe City Council Plan and is prepared in accordance with section 126 of the Local Government Act 1989. It identifies the financial and non-financial resources required by Latrobe City Council over the next four years to implement the Council Plan.

**Strategy**

A long term systematic plan of action to achieve defined outcomes in an area of council activity or responsibility. A series of objectives is set out to meet these goals and specific actions are determined to meet these objectives.

**Structure Plans**

A document that provides direction for planning and development of a defined precinct. Structure plans are subject to community consultation and may be incorporated into the Latrobe Planning Scheme.

**Values**

Represent underlying attitudes and

beliefs within the organisation that are demonstrated through organisational practices, processes, and behaviours.

**Victorian Auditor General's Office**

A public sector audit organisation providing auditing services to the Victorian Parliament and Victorian public sector agencies and authorities.

**Vision**

A statement of direction that defines the aspirations of Latrobe City Council, and serves to guide all organisational objectives.

**Ward**

An area of the municipality identified for the purpose of representation. Latrobe City Council has four wards with a total of nine councillors.

## Index

### A

Advisory Committee 134, 135-137, 138, 146, 148  
 Arts 11, 56, 68, 70  
 Assembly of Councillors 14-15, 138  
 Audit Committee 143  
 Auditor General's Report 128

### B

Best value 69, 70, 146

### C

Capital Works Highlights 74-75  
 Capital Works 22, 74-75, 82, 83, 90-93, 100, 125, 126, 146  
 Certification of the financial statements 117  
 Chief Executive Officer *Report*: 3-4, 54, 115, 117, 128, 133, 135, 138, 144, 147, 148  
 Code of Conduct 133, 141, 144  
 Community Events 22-23, 28-29  
 Community Grants 23, 24, 43, 146  
 Community Recognition and Awards 18, 33  
 Community Satisfaction Survey 70, 71, 147  
 Contents 7  
 Council Approval of the Performance Statement 128  
 Council Committee Membership 135-137  
 Council Delegations 138  
 Council Meetings 14, 71, 72, 131, 140, 144  
 Council Plan 12, 56, 60-62, 65, 70-71, 122, 127, 141, 144, 146, 148  
 Council Report Card 65-75  
 Councillors 12, 14-15, 99, 115, 133, 134, 138, 139, 140, 141, 143, 146, 147, 148

Councillor Allowance 99

Councillor Code of Conduct 133

Councillor Remuneration 134

Council Representation on Committees 133, 135-137

### D

Delegation 131, 138, 140, 144,  
 Demographics 9  
 Documents for public inspection 140

### E

Economic Development 11, 27, 32, 36, 57, 70, 96  
 Economy 17, 35, 36-37, 42-43, 147  
 Elected 10, 14-15, 131, 136, 146  
 Employment 12, 20, 57, 58-59, 66, 69, 70, 87, 95, 120, 135  
 Events 12, 17, 23, 26-27, 31, 32-33, 34-35, 36-37, 56-57, 68, 70

### F

Finance and Performance Statements 76-129  
 Financial Report 83-116  
 Freedom of Information 56, 139, 146

### G

Glossary 146-148  
 Governance 10, 61, 66, 69, 72, 122, 132-141  
 Governance and Management Checklist 142-145

### H

How are we performing 64  
 How Council works 133  
 How to obtain a copy of this report 6

### I

Independent Auditor's Report 129-130, 141  
 Index 149-150  
 Information Management 139-141  
 Information Privacy 139, 147

### L

Land use planning 57, 135, 147  
 Latrobe 2026 60-62

Latrobe City Snapshot 8

Local Government Performance Reporting Framework (LGPRF) 65, 72-73, 142-145

### M

Mayor *Report*: 11-13, 14-15, 56, 134, 136, 140, 147  
 Mission 61

### N

Notes to the Financial Report 83-116

### O

Objectives 60-62, 65, 69, 113, 114, 139, 146  
 Occupational Health and Safety 56, 124  
 Organisational Structure 54-55  
 Other information available to the public 139  
 Our Community's Reflections of 2015-2016 16-51  
 Our Employees 58-59  
 Our Leadership 10  
 Our People 52



## INDEX

**Index** (CONTINUED)**P**

Performance Indicator 61-62, 65, 122-124, 125-126, 127, 128, 143, 144, 147

Performance Statement 76, 120-132

Planning and Reporting 62

Population 9, 49, 72, 120, 121, 122, 123, 124, 126

Project Highlights 74-75

Protected Disclosures 139

**R**

Rates 73, 78, 81, 84, 86, 89, 90, 94, 100, 101, 125, 126, 142,

Recreation 56, 61, 66, 68, 69, 70, 82, 91, 93, 94, 95, 96, 111, 137, 147

Report Card 65

Risk Management 56, 113, 143, 145

**S**

Senior Officer 58, 116

Services Snapshot 56-57

Setting our Direction 60

Sporting Events 26-27, 32-33, 34-35

Statutory Information 131

**T**

Tourism 22-23, 26-27, 36-37, 43, 57, 68, 134

Traditional Owners 2

**V**

Values 61, 148

Victorian Local Government Indicators 71

Vision 11, 60-62

Visual and Performing Arts 56, 68, 70

Volunteers 23, 40, 44, 50,

**W**

Ward Information 14-15

Why we have an annual report 6

Workcover 90, 95, 124

Workforce Details 58-59

**Y**

Youth Council 46

Opposite: Kayaking at  
Wirilda Reserve, Yallourn North.  
Back Cover: Artwork by Glendonald Park  
Preschool children in Churchill.



PROUDLY  
PRINTED IN THE  
*Latrobe  
Valley*  
100%  
• AUSTRALIAN PAPER •  
MARYVALE MILL

*All stock used in this annual report has been sourced from Australian Paper, Maryvale Paper Mill. Printing was undertaken in the Latrobe Valley. Latrobe City Council is a proud supporter of the local economy.*





**Latrobe City Council**

Telephone 1300 367 700  
Facsimile (03) 5128 5672  
Post PO Box 264, Morwell, 3840  
Email [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)  
Website [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

**Latrobe City Council  
Service Centres and Libraries**  
Morwell

*Corporate Headquarters*  
141 Commercial Road, Morwell

*Morwell Library*  
63-65 Elgin Street, Morwell

Moe  
*Moe Service Centre and Library*  
1-29 George Street, Moe

Traralgon  
*Traralgon Service Centre and Library*  
34-38 Kay Street, Traralgon

Churchill  
*Churchill Community Hub*  
9-11 Philip Parade, Churchill

*To obtain this information in languages  
other than English, or in other formats,  
please contact Latrobe City Council on 1300 367 700.*



# CORPORATE SERVICES

## ORDINARY COUNCIL MEETING MINUTES 03 OCTOBER 2016 (CM490)

### 17. CORPORATE SERVICES

#### 17.1 ASSEMBLIES OF COUNCILLORS

General Manager

Corporate Services

#### For Information

*The recommended decision is not a major policy decision, as defined in section 93A of the Local Government Act 1989 or a significant decision within the meaning of the Election Period Policy.*

#### PURPOSE

Assembly of Councillors records submitted since the Ordinary Council Meeting held on 03 October 2016 are presented to Council for noting.

#### EXECUTIVE SUMMARY

The following Assemblies of Councillors took place:

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
03 March 2016	Australia Day Advisory Committee	<b>Councillors:</b> Cr White <b>Officers:</b> Jason Membrey, Wendy Hrynyszyn	No	Nil
19 July 2016	Latrobe City International Relations Committee	<b>Councillors:</b> Cr Gibbons. Cr White <b>Officers:</b> Jie Liu, Josh Graham	No	Nil
17 August 2016	Victory Park Precinct Advisory Committee	<b>Councillors:</b> Cr Kam <b>Officers:</b> Simon Clark	No	Nil
01 September 2016	Morwell & Districts Community Recovery Committee	<b>Councillors:</b> Cr Middlemiss <b>Officers:</b> Andrea Smith, Linda Bulner, Christine Body	No	Nil



**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
05 September 2016	Public Presentations	<p><b>Councillors:</b> Cr Gibbons, Cr White, Cr Rossiter, Cr Gibson</p> <p><b>Officers:</b> Gary Van Driel, Sarah Cumming, Ronda Bruerton, Susan Gillett, Steven Piasente, Amy Phillips, Kylie Stockdale</p> <p><i>This meeting does not meet the requirements for an Assembly of Councillor Record due to the number of Councillors in attendance, however has been completed for transparency.</i></p>	No	Nil
05 September 2016	Councillor Briefing	<p><b>Councillors:</b> Cr Gibbons, Cr O'Callaghan, Cr White, Cr Rossiter, Cr Gibson, Cr Kam (via phone)</p> <p><b>Officers:</b> Gary Van Driel, Sarah Cumming, Ronda Bruerton, Steven Piasente, Susan Gillett, Amy Phillips, Heather Farley, Jamey Mullen, Sara Rhodes-Ward</p>	<p>Confidential under section 89(2)</p> <p>(d) contractual matters</p> <p>(e) proposed developments</p> <p>(h) involves discussion of a matter which the Council or special committee considers would prejudice the Council or any person.</p>	Cr Gibbons x 2
13 September 2016	Traralgon Central Business District Safety Committee	<p><b>Councillors:</b> Cr Kam</p> <p><b>Officers:</b> Liam Bantock</p>	No	Nil

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
15 September 2016	Latrobe Tourism Advisory Board	<b>Councillors:</b> Cr Sindt, Cr White <b>Officers:</b> Linda Brock, Michael Bloyce	No	Nil

### RECOMMENDATION

That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 03 March to 15 September 2016.

### MOTION

**Moved:** Cr Gibson  
**Seconded:** Cr Middlemiss

**That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 03 March to 15 September 2016, with the note that Cr Kam was in attendance via phone at the 5 September 2016 briefing.**

**CARRIED UNANIMOUSLY**

### DECLARATION OF INTEREST

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

#### Attachments

1. Australia Day Advisory Committee
2. Latrobe City International Relations Committee
3. Victory Park Precinct Advisory Committee
4. Morwell & Districts Community Recovery Committee
5. Public Presentations
6. Councillor Briefing
7. Traralgon Central Business District Safety Committee
8. Latrobe Tourism Advisory Board

# **17.1**

## **Assemblies of Councillors**

<b>1</b>	<b>Australia Day Advisory Committee .....</b>	<b>269</b>
<b>2</b>	<b>Latrobe City International Relations Committee.....</b>	<b>271</b>
<b>3</b>	<b>Victory Park Precinct Advisory Committee .....</b>	<b>273</b>
<b>4</b>	<b>Morwell &amp; Districts Community Recovery Committee .....</b>	<b>277</b>
<b>5</b>	<b>Public Presentations .....</b>	<b>279</b>
<b>6</b>	<b>Councillor Briefing .....</b>	<b>281</b>
<b>7</b>	<b>Traralgon Central Business District Safety Committee .....</b>	<b>283</b>
<b>8</b>	<b>Latrobe Tourism Advisory Board.....</b>	<b>285</b>



## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

<b>Assembly details:</b>	Australia Day Advisory Committee
<b>Date:</b>	3 March 2016
<b>Time:</b>	5.00 pm to 6.35 pm
<b>Assembly Location:</b>	Meeting Room 4, Council Headquarters, Morwell

### IN ATTENDANCE

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Jason Membrey Wendy Hrynyszyn		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	Matters arising from previous meeting <ul style="list-style-type: none"> <li>• Australia Day Award Certificates</li> <li>• Young Citizen of the Year check</li> <li>• Terms of Reference Document update</li> <li>• Past winners Images</li> </ul> Items Considered – Agenda items <ul style="list-style-type: none"> <li>• Letter from Patty Carrol re Moe Breakfast</li> <li>• Review of 2016 Australia Day activities and program</li> <li>• Australia Day Advisory Committee – Terms of Reference approval</li> <li>• 2017 Australia Day Nomination forms</li> <li>• 2017 proposed Australia Day Program</li> <li>• 2017 Breakfast budgets</li> <li>• LV Express Advertising</li> <li>• Local township awards</li> <li>• Current grants</li> <li>• Next meeting 20 October 2015 5pm – Meeting Room 4 Council Headquarters</li> </ul>		
<b>Confidential/ Not confidential</b>	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson



<b>Officer/s:</b>	N/A
<b>Times that Officers / Councillors left/returned to the room:</b>	N/A

**Completed by:** Wendy Hrynyszyn, Senior Events Officer Latrobe City Council  
8/3/2016

**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**





## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

<b>Assembly details:</b>	Latrobe City International Relations Committee Meeting
<b>Date:</b>	<b>Tuesday 19 July</b>
<b>Time:</b>	<b>4.00-5.45 pm</b>
<b>Assembly Location:</b>	Nambur Wariga Room, Latrobe City HQ, Commercial Road Morwell

### IN ATTENDANCE

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	<b>Jie Liu, International Relations Officer Josh Graham, Acting Events and International Relations</b>		
<b>Matter/s and main topic/s discussed:</b> <i>Provide dot points only, not the minutes of the meeting</i>	<b>Schedule Latrobe City International Relations Committee Meeting.</b> <b>Agenda items include:</b> <ul style="list-style-type: none"> <li>• 2016 Sports Exchange Program</li> <li>• Takasago Education Exchange Program</li> <li>• Students Delegation from Taizhou</li> <li>• Proposed visit from Namgu Busan South Korea</li> <li>•</li> </ul>		
<b>Confidential/ Not confidential</b>	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

<b>Councillors:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>			
<b>Times that Officers / Councillors left/returned to the room:</b>			

Completed by: (Jie Liu, International Relations Officer, 20 July 2016)



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Victory Park Precinct Advisory Committee
<b>Date:</b>	17 August 2016
<b>Time:</b>	5:17pm
<b>Assembly Location:</b>	Traralgon Service Centre - Meeting Room 1

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>Discussion regarding proposed new operating document for the Commiee as part of Council's Community Committee's review.</p> <p>Committee informed of the decision not to proceed with the presentation of the Gippsland Model Engineering Societies Five Year Development Program to Council.</p> <p>Cr Sandy Kam presented the "Broadening Horizons" program with the Traralgon Secondary College and VicRoads. The prposed project is the installation of additional seating in the Traralgon Central Business District.</p> <p>Cr Sandy Kam presented a proposal for a "Performances in the Park" summer series to be conducted in Victory Park.</p>		



Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes                       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Simon Clark



## **Guidance Notes for Completing Assembly of Councillor Records**

### **Assembly of Councillors *Local Government Act 1989* requirements:**

#### **Section 3 Definition**

*"An Assembly of Councillors (however titled) means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be—*

- (a) the subject of a decision of the Council; or*
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—*

*but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;"*

#### **Section 80A – Written Record**

*"(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:*

- (a) the names of all Councillors and members of Council staff attending;*
  - (b) the matters considered;*
  - (c) any conflict of interest disclosures made by a Councillor attending under subsection (3);*
- (2) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."*

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable –*

- (a) reported at an ordinary meeting of the Council; and*
- (b) incorporated in the minutes of that Council meeting"*

#### **Section 80A – Conflict of Interest**

*"(3) If a Councillor attending an assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly.*

- (4) A Councillor must disclose the conflict of interest either—*
  - (c) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or*
  - (d) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."*

#### **Additional Notes and Examples**

Examples of an Assembly of Councillors include:

- Councillor Briefings; onsite inspections; meetings with residents, developers, other clients of Council; meetings with local organisations, Government Departments, Statutory Authorities

Provided:

- The meeting was planned;
- At least five Councillors and one Council Officer is present (excluding Advisory Committees)
- The matter/s considered are intended or likely to be subject of a future decision by the Council or an officer decision under delegated authority; and
- That the meeting was not a meeting of any other organisation.

Advisory Committee meetings require at least one Councillor to be in attendance in order to be classed as an Assembly of Councillors.



Public events **are not** classified as an Assembly of Councillors.

Audit and Risk Committee **is not** classified as an Assembly of Councillors.

For all items, only the title of the matter being discussed is required to be listed, not the details or minutes of any discussion. This includes confidential matters.

#### Conflicts of Interest

All Councillors and Council Officers are required:

- To declare any Conflict of Interest prior to the discussion of any matter, or as soon as they become aware of a conflict; and
- Leave the meeting while the item is being discussed, and have this noted on the Assembly of Councillor record. To leave the meeting, a Councillor or Officer should move to a location outside the room where he or she cannot see or hear the meeting. Arrangements should be made to notify the Councillor when the relevant matter is concluded.

#### Recording of Confidential Matters

Assembly of Councillor records are presented in the public section of Council Meetings wherever possible.

Confidential Matters discussed should be listed with a note, including the confidential reason as per the *Local Government Act 1989* as below:

Example only

<b>Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Matter discussed</li> <li>2. Matter discussed - confidential under Section 89(2)(e) proposed developments (Please choose the reason that applies)</li> <li>3. Matter discussed</li> </ol>
---------------------------	---

The Assembly of Councillors record will then be provided as a confidential attachment to the open Council report.

Confidential reasons:

- (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 other person;

#### Leaving a Meeting

It is only necessary to record when a Councillor or Officer leaves the room due to a Conflict of Interest. It is not necessary to list any other arrivals or departures.

Officer completing Assembly of Councillors record

Please insert your name, and title in the Record Completed By field

**Any queries on whether a meeting forms an Assembly of Councillors, how to list a confidential item or any other question should be directed to the Governance Officer on 5128 5717 or [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au)**





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Morwell & Districts Community Recovery Committee
<b>Date:</b>	1 September 2016
<b>Time:</b>	4.35 pm – 5.55 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Andrea Smith, Community Resilience Officer Linda Bulner, Community Resilience Officer Christine Body, Community Resilience Administration Officer		
<b>Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Future Directions, Priorities and Goals</li> <li>2. CRC Communication Plan</li> <li>3. Ash in Morwell Roof Cavities</li> <li>4. Health Study Review</li> <li>5. Activities currently underway in response to the Mine Fire Inquiry recommendations</li> <li>6. Victorian Premier's Volunteer Champions Awards</li> <li>7. Future Morwell Project</li> <li>8. Health Study</li> <li>9. Coal Mine Fire Task Force</li> <li>10. Health Zone Task Force</li> <li>11. Future Guest Speakers</li> <li>12. Community Resilience Program Update</li> <li>13. Latrobe 16 - Emergency drill event involving all agencies and departments</li> </ol>		



	14. Future Publicity 15. Hazelwood Mine Fire Management
--	--

**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

Yes       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Christine Body, Administrative Officer Community Resilience on 14 September 2016.



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Public Presentations
<b>Date:</b>	05 September 2016
<b>Time:</b>	5.00 pm - 5:45 pm
<b>Assembly Location:</b>	Nambur Wariga, Corporate Headquarters, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Sarah Cumming, Ronda Bruerton, Susan Gillett, Steven Piasente, Amy Phillips, Kylie Stockdale		
<b>Matters discussed:</b>	Proposal to construct Multi-faith Shrine at Immigration Park Sustainable Economic Opportunities in the Latrobe Valley		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Amy Phillips, Coordinator Governance



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	05 September 2016
<b>Time:</b>	6.06 pm - 10:03pm
<b>Assembly Location:</b>	Nambur Wariga, Corporate Headquarters, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan from 6:59 pm - 9:13 pm	<input checked="" type="checkbox"/> Cr Sandy Kam via phone from 7:12 pm
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson until 9:28 pm
<b>Officer/s:</b>	Gary Van Driel, Sarah Cumming, Ronda Bruerton, Steven Piasente, Susan Gillett, Amy Phillips, Heather Farley (6:06 pm-6:45 pm), Jamey Mullen (6:45 pm - 7:06 pm), Sara Rhodes-Ward (from 7:00 pm)		
<b>Matters discussed:</b>	<p>Tonight's Presentations</p> <p>Future Presentations</p> <p>Review of Council Meeting Agenda</p> <ul style="list-style-type: none"> <li>- Notice of Motion Requests</li> <li>- Points of Clarification</li> <li>- Alternative Motion Requests</li> </ul> <p>Latrobe City Diversification Positioning Paper</p> <p>Community Recovery Committee Doorknock Report - Morwell North</p> <p>Morwell and Districts Community Recovery Committee - Morwell North Neighbourhood Resilience Plan</p> <p>Future Morwell Urban Revitalisation Plan - Confidential under Section 89(2) (d) of the Local Government Act 1989, as it involves discussion of contractual matters and under Section 89(2) (e) as it also involves discussion of proposed developments.</p> <p>Submission into Sustainability And Operational Challenges of Regional Councils</p>		



	<p>Quarterly Performance Report</p> <p>Outstanding Issues - confidential under Section 89(2) (h) of the Local Government Act 1989, as it involves discussion of a matter which the Council or special committee considers would prejudice the Council or any person.</p> <p>Strategic Issues for Future Briefings - confidential under Section 89(2) (h) of the Local Government Act 1989, as it involves discussion of a matter which the Council or special committee considers would prejudice the Council or any person.</p>
--	--

**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Gibbons x 2	Yes

**Record Completed by:** Amy Phillips, Coordinator Governance







## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Traralgon Central Business District Safety Committee
<b>Date:</b>	13 September 2016
<b>Time:</b>	11.00 am - 11.30 am
<b>Assembly Location:</b>	Grand Junction Hotel, Cnr Franklin and Princes St, Traralgon

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Liam Bantock		
<b>Matters discussed:</b>	Skateboarding in Traralgon Multi Level Car Park CCTV Signage Traffic signals at corner of Post Office Place and Franklin Street Agency Updates		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



**Record Completed by:** Liam Bantock



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe Tourism Advisory Board
<b>Date:</b>	15 September 2016
<b>Time:</b>	4.30pm
<b>Assembly Location:</b>	Nambur Wariga meeting room, Latrobe City Council, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Christine Sindt 4.40pm-6.15pm	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White 4.25pm-6.30pm	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Linda Brock, Michael Bloyce		
<b>Matters discussed:</b>	Board membership, Futures Morwell, Industrial Tourism, Gippsland Tourism Conference		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Linda Brock, Tourism Coordinator

# URGENT BUSINESS

**18. URGENT BUSINESS**

Nil reports



# MEETING CLOSED TO THE PUBLIC

## 19. MEETING CLOSED TO THE PUBLIC

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

### MOTION

**Moved:** Cr Gibson  
**Seconded:** Cr Middlemiss

**That the Ordinary Meeting of Council closes this meeting 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 CONFIDENTIAL ITEMS HELD OVER

**Agenda item 19.1 *Confidential Items Held Over* is designated as confidential as it relates to contractual matters (s89 2d), legal advice (s89 2f) and a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)**

#### 19.2 PIGGERY ROAD BOOLARRA PROJECT COMPLETION REPORT

**Agenda item 19.2 *Piggery Road Boolarra Project Completion Report* is designated as confidential as it relates to contractual matters (s89 2d)**

#### 19.3 PRESENTATION OF THE AUDIT AND RISK COMMITTEE MINUTES

**Agenda item 19.3 *Presentation of the Audit and Risk Committee Minutes* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)**

#### 19.4 BAD DEBTS REPORT - AUGUST 2016

**Agenda item 19.4 *Bad Debts Report - August 2016* is designated as confidential as it relates to personal hardship of any resident or ratepayer (s89 2b)**

**CARRIED UNANIMOUSLY**

**ORDINARY COUNCIL MEETING MINUTES  
03 OCTOBER 2016 (CM490)**

**The Meeting closed to the public at 6:15 pm**

**The meeting re-opened to the public at 6:28 pm.**

**There being no further business the meeting was declared closed at 6:28 pm.**

**I certify that these minutes have been confirmed.**

**Mayor:** \_\_\_\_\_

**Date:** \_\_\_\_\_