



# LATROBE CITY COUNCIL

## MINUTES FOR THE ORDINARY COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 6.00PM ON  
11 SEPTEMBER 2017

CM506

**PRESENT:**

<b>Councillors:</b>	Cr Kellie O'Callaghan, Mayor	East Ward
	Cr Graeme Middlemiss, Deputy Mayor	Central Ward
	Cr Alan McFarlane	Central Ward
	Cr Darren Howe	East Ward
	Cr Dale Harriman	East Ward
	Cr Dan Clancey	East Ward
	Cr Darrell White	South Ward
	Cr Brad Law	West Ward
	Cr Sharon Gibson	West Ward
<b>Officers:</b>	Gary Van Driel	Chief Executive Officer
	Sara Rhodes-Ward	General Manager Advocacy and Transition
	Jodie Pitkin	Acting General Manager Community Services
	Phil Stone	General Manager City Development
	Greg Drumm	General Manager Corporate Services
	Gail Gatt	Acting General Manager Infrastructure & Recreation
	Brett McCulley	Manager Governance
	Amy Phillips	Coordinator Governance
	Kylie Stockdale	Governance Officer
	Rebecca Haley	Acting Governance Officer

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**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 INTERESTS**

Cr Howe declared a direct interest under Section 77B of the *Local Government Act 1989* in respect to Item 19.3 LCC – 418 Provision of Corporate Uniforms, Workwear and Personal Protective Equipment.

Cr White declared an interest not being a conflict of interest under Section 79B of the *Local Government Act 1989* in respect to Item 17.1 Proposed Road Re-naming – Ashley Avenue, Morwell.

Cr O’Callaghan declared an interest not being a conflict of interest under Section 79B of the *Local Government Act 1989* in respect to Item 17.1 Proposed Road Re-naming – Ashley Avenue, Morwell.

Mr Van Driel declared an interest not being a conflict of interest under Section 79B of the *Local Government Act 1989* in respect to Item 17.3 2016/17 Accumulated Cash Surplus.

**5. ADOPTION OF MINUTES**

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr White

**That the minutes of the Ordinary Council Meeting held on 21 August 2017 be confirmed.**

**CARRIED UNANIMOUSLY**

**6. ACKNOWLEDGEMENTS**

**6.1 ST PAULS ANGLICAN GRAMMAR SCHOOL AND YINNAR PRIMARY SCHOOL STUDENTS**

Cr Clancey acknowledged the three students from St Pauls Anglican Grammar School who were in attendance as part of a Rotary program, as well as the students in attendance from Yinnar Primary School.

## **6.2 NBL BLITZ, TRARALGON 2017**

Cr White acknowledged and thanked all involved in the NBL Blitz program, held in Traralgon from 07 September 2017 – 10 September 2017.

## **7. PUBLIC QUESTION TIME**

### **7.1 QUESTIONS ON NOTICE**

**1. From:** Dr Christine Sindt

**Topic:** CM493 Item 17.1 Report into Grant Acquittal Practices

**Question:** Background: At the last Council Meeting, on 21 August 2017, I asked whether Council Officers had actioned a Report into Acquittal Practices as unanimously adopted by Latrobe City Council on 23 March 2015. I was provided with the 5 December 2016 Council Officers' "Report into Acquittal Practices". It is noted that the Council Officers' "Report into Grant Acquittal Practices" provides no information for 2012/13 or 2013/14. For the 2014/15 Community Grants Program there were 43 outstanding acquittals with 2 grants not yet claimed. For the 2015/16 Community Grants Program there were 78 outstanding acquittals with 13 grants not yet claimed. The "Report into Grant Acquittal Practices" states that for 2015/16 grants, groups have until 30 June 2017 to acquit their Community Grants.

Have Community Grants for 2012/13 and 2013/14 been acquitted?

What progress has been made to date for the 121 outstanding acquittals and 15 unclaimed grants for the period 2014/15 to 2015/16?

I request a list of all organisations which have outstanding acquittals, and the total dollar value of those Community Grants which have not been acquitted during the four-year period (2012-2016).

**Response:**

We wish to take this question on notice to allow officers the required time to present the information requested by the questioner. Collating the historical data relating to the 2012/13 and 2013/14 financial years as requested will require some time. A written response will be prepared in due course and provided to the questioner as soon as is practicable.

**2. From:** Dr Christine Sindt

**Topic:** CM505 Item 16.3 Future Morwell Revitalisation Plan

**Question:** Background: At the last Council Meeting, on 21 August 2017, I asked for itemised expenditure to date of funds allocated by the previous Coalition State Government for the Future Morwell Projects. I was advised that \$1.16 Million has been allocated to Five Future Morwell Projects, that Project One is currently in development under contract to RMIT, and that this, along with the design component of Project Two has an allocated budget of \$300,000 with remaining Projects not commenced, and funding unspent. A media release dated 13 November 2014, from the office of the State Member

for Morwell outlines a \$1,426,000 Economic Development Package, developed in conjunction with Latrobe City Council, the Morwell and District Community Recovery Committee and Advance Morwell. The breakdown of the economic development package is as follows:

\$650,000 for the Future Morwell Urban Design Revitalisation Plan

\$250,000 for a tourism marketing plan

\$350,000 for the Morwell City Entrances Project

\$100,000 for branding signage and marketing

\$60,000 for events

\$16,000 for financial literacy and numeracy mentoring

Total = \$1,426,000

I request an explanation for the discrepancy between the Latrobe City Council figure of \$1.16 Million and the Victorian State Government figure of \$1,426,000.

If Latrobe City Council has only allocated \$300,000 to date, where is the balance, and where has it been for the last three years?

**Response:**

The total funding allocated by Regional Development Victoria (RDV) to Latrobe City Council for the Future Morwell projects is \$1.16 million. Latrobe City has a funding and service agreement with RDV, with payments allocated when Activity Deliverables are achieved.

At this stage, Latrobe City has received \$549,000 for the Future Morwell projects with the remaining funds to be allocated by RDV when milestones are achieved. Unspent funds allocated to Latrobe City Council are held in reserve.

It is important to note that other organisations were included in the overall funding announcement of \$1,426,000 and that management of these funds are coordinated by the State Government.

**3. From:** Mr Merv Geddes

**Topic:** Chief Executive Officer's Reports

**Question:** What was the last report presented to a meeting by the CEO. What are the obligations of the CEO to the community under the *Local Government Act 1989*?

**Response:**

The functions of the Chief Executive Officer are set out in section 94A of the *Local Government Act 1989*.

A specific report from the CEO is not a requirement under the Act. However, as a transparency measure, a regular report is tabled on approval of contracts and on any approvals of variations by the CEO. The last such report was tabled by the CEO at the Council meeting on 31 July 2017.

In addition to this response, if Mr Geddes is in attendance at tonight's meeting a copy of section 94A of the Act shall be provided to him for his further information, and otherwise posted to Mr Geddes' at his stated address.

## **7.2 MEMBERS OF THE PUBLIC ADDRESSING COUNCIL**

### **Suspension of Standing Orders**

#### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr White

That Council suspend standing orders to hear speakers at this point in time.

#### **CARRIED UNANIMOUSLY**

**Council suspended standing orders at 6:15pm**

The following persons spoke on an item on the agenda.

#### 14.2 Domestic Animals Management Orders

- Mr Alan Guthrie

#### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Harriman

That Council grants an extension of time to Mr Guthrie.

#### **CARRIED**

#### 17.3 2016-2017 Accumulated Cash Surplus

- Mr Martin Poel

### **Suspension of Standing Orders**

#### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr White

That Council suspend standing orders to hear speakers at this point in time.

#### **CARRIED UNANIMOUSLY**

**Council resumed standing orders at 6:31pm**

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

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
<b>Chief Executive Office</b>		
<b>City Development</b>		
06 November 2013	Latrobe Regional Motorsport Complex	<p><b>2015</b> A briefing report and Council report will be presented in April 2016.</p> <p><b>30 March 2016</b> A briefing report will be presented in May 2016.</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>20 September 2016</b> A tour of possible sites for the development of a Motorsport Complex will be organised for early in 2017.</p> <p><b>26 April 2017</b> A report to Council is tentatively scheduled for June 2017.</p> <p><b>05 June 2017</b> The report to Council has been rescheduled while the Committee's Terms of Reference are drafted.</p>
29 May 2017	Visitor Information Centre Options for Future Operations  <i>Confidential under section 89(2)(c) industrial matters</i>	<p><b>07 June 2017</b> A report will be presented to a Councillor Briefing in July 2017.</p> <p><b>03 August 2017</b> A report is scheduled for the Councillor Briefing on 28 August 2017, and Council Meeting on 11 September 2017.</p> <p><b>24 August 2017</b> The Briefing is now scheduled for 18 September 2017, with the Council Report scheduled to go up on 2 October 2017.</p>



<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
19 June 2017	Domestic Animal Management Plan 2017	<b>22 June 2017</b> Draft released for Community consultation to 6 August 2017. Report to be presented no later than 11 September to Council.
31 July 2017	Endorsement of Live Work Latrobe Land Use Strategies for public exhibition and preparation of a planning scheme amendment	<b>Complete</b> <b>02 August 2017</b> A report will be presented to the Ordinary Council Meeting on 21 August 2017. <b>24 August 2017</b> The report was presented to the Council Meeting on 21 August 2017.
31 July 2017	Proposed Lease to GippsAero-Latrobe Regional Airport Facility  <i>Confidential under Section 89(2)(d) contractual matters</i>	<b>09 August 2017</b> A report will be presented to Council at the conclusion of the public notice period should any submissions be received.
31 July 2017	International Relations Advisory Committee Recruitment of Community Members  <i>Confidential under section 89(2)(a) personnel matters</i>	<b>09 August 2017</b> A report will be prepared for Council by 30 September 2017.
21 August 2017	Proposal to establish a broad-based Economic Development Advisory Committee	<b>30 August 2017</b> A report will be presented to a Councillor Briefing in October 2017.

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
<b>Infrastructure &amp; Recreation</b>		
12 September 2016	Outdoor Pool Operating Hours 2016/17	<p><b>Complete</b> <b>20 September 2016</b> A report will be presented to Council at the end of the outdoor pool season (March 2017).</p> <p><b>23 April 2017</b> A report will be presented to Council in July 2017.</p> <p><b>20 July 2017</b> The report is being presented to a Briefing in July 2017, with a report to follow to Council in August 2017.</p> <p><b>24 August 2017</b> The report was presented to the Council Meeting on 21 August 2017.</p>
13 February 2017	39 Queen Street, Moe - Traffic and Verge Parking	<p><b>Complete</b> <b>22 February 2017</b> A report will be presented to Council 3 months after the installation of signage.</p> <p><b>03 May 2017</b> Signage is erected and monitoring underway. A report will be presented to Council after 3 months.</p> <p><b>20 July 2017</b> A report has been prepared for 21 August 2017.</p> <p><b>24 August 2017</b> The report was presented to the Council Meeting on 21 August 2017.</p>
27 March 2017	Disposal of Illegally Dumped Rubbish on HVP Plantations Land	<p><b>28 March 2017</b> A report will be presented to Council in 2018, at the conclusion of the one year period.</p>
29 May 2017	Road Management Plan 2017-21 - Endorsement for Public Consultation	<p><b>Complete</b> <b>05 June 2017</b> A report to Council is scheduled for 11 September 2017.</p> <p><b>20 July 2017</b> The report is scheduled for the Council Meeting on 21 August 2017.</p> <p><b>24 August 2017</b> The report was presented to the Council Meeting on 21 August 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
19 June 2017	Recreation Needs Assessment	<p><b>22 June 2017</b> Released for public exhibition. Submissions and feedback will be accepted until Friday 28 July 2017.</p> <p><b>03 August 2017</b> A report is scheduled for the Councillor Briefing on 28 August 2017.</p> <p><b>25 August 2017</b> A report will be presented to the 2 October 2017 Ordinary Council Meeting.</p>
19 June 2017	Road Asset Management Plan 2017 – Endorsement for consultation	<p><b>28 June 2017</b> Consultation being prepared for July and August for Council report November 2017</p> <p><b>22 August 2017</b> Report being prepared for 2 October 2017 Council meeting.</p>
31 July 2017	2017/10 Proposed Working Party to Address Moe Public Transport	<p><b>09 August 2017</b> A report will be presented to Council on or before 23 October 2017.</p>
21 August 2017	2017/11 - Parking on Narrow Roads in Latrobe City	<p><b>25 August 2017</b> A report will be presented to the 4 December 2017 Ordinary Council Meeting.</p>
21 August 2017	2017/12 - Northern Reserve, Newborough	<p><b>25 August 2017</b> A report will be presented to the 13 November 2017 Ordinary Council Meeting.</p>
21 August 2017	Road Management Plan 2017-2021 - Consideration of Public Submission and Adoption	<p><b>25 August 2017</b> A report will be presented to the 4 December 2017 Ordinary Council Meeting.</p>
21 August 2017	2016/17 Outdoor Pool Season Report	<p><b>23 August 2017</b> A report will be presented to Council in July 2018.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
21 August 2017	Hazelwood Pondage Caravan Park  <i>Confidential under section 89(2)(e) proposed developments</i>	<b>25 August 2017</b> A report will be presented to Council at the 4 December 2017 Ordinary Council Meeting.

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
<b>Community Services</b>		
18 February 2013	Affordable Housing Project – Our Future Our Place	<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.</p> <p><b>09 August 2016</b> A briefing report was presented to the Councillor briefing on 25 July.</p> <p><b>28 October 2016</b> Report scheduled in for Councillor Briefing (2) on Monday, 28 November 2016.</p> <p><b>07 November 2016</b> Councillor Briefing Report to be presented in Feb 2017.</p> <p><b>15 March 2017</b> A report will be presented to Council at the 18 April 2017 meeting.</p> <p><b>21 April 2017</b> A further report to a Councillor Briefing is scheduled for 03 July 2017.</p> <p><b>28 June 2017</b> A report will be presented to Council at its meeting of 10 July 2017 for decision.</p> <p><b>04 July 2017</b> This report will now be scheduled for the briefing Monday 31 July, 2017.</p> <p><b>15 July 2017</b> Report to be provided as soon as possible, targeting meeting for Monday 7 August, 2017.</p> <p><b>09 August 2017</b> The report has been rescheduled to October 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
22 August 2016	2016/21 – Hinkler Street Reserve Site	<p><b>07 November 2016</b> Councillor Briefing Report to be presented in Feb 2017.</p> <p><b>15 March 2017</b> A report will be presented to Council at the 18 April 2017 meeting.</p> <p><b>21 April 2017</b> A further report to a Councillor Briefing is scheduled for 03 July 2017.</p> <p><b>28 June 2017</b> A report will be presented to Council at its meeting of 10 July 2017 for decision.</p> <p><b>17 July 2017</b> Report to be provided as soon as possible, targeting meeting for Monday 7 August, 2017.</p> <p><b>09 August 2017</b> The report has been rescheduled to October 2017.</p>
27 March 2017	Future Morwell Revitalisation Plan	<p><b>Complete</b></p> <p><b>31 March 2017</b> Revitalisation Plan will commence the week commencing the 3 April.</p> <p>A report will be brought back to Council at the conclusion of the community engagement activities.</p> <p><b>05 June 2017</b> Future Morwell Revitalisation Plan - Community Engagement results to be tabled at Ordinary Council Meeting on Monday 21 August, 2017.</p> <p><b>24 August 2017</b> The report was presented to the Council Meeting on 21 August 2017.</p>
21 August 2017	Municipal Public Health and Wellbeing Plan 2017 - 21 - draft for public release	<p><b>24 August 2017</b> A report will be presented to Council on 23 October 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
<b>Corporate Services</b>		
25 May 2015	MAV Workcare Self Insurance  <i>Confidential under section 89(2)(d) contractual matters</i>	<p><b>2015</b> A report will be presented to Council in the second half of 2019.</p> <p><b>14 March 2017</b> A report to Council is scheduled for the end of the current financial year.</p> <p><b>18 July 2017</b> A report will be presented to Council in 2020/2021 Financial Year.</p>
18 April 2017	Proposed Lease - The Star Hotel, Peterkin Street, Traralgon	<p><b>20 April 2017</b> A report will be presented to Council at the conclusion of the community consultation period, should any submissions be received.</p> <p><b>30 May 2017</b> Expression of Interest document currently being prepared, once finalised public advertising to be undertaken seeking submissions from prospective tenants.</p> <p><b>04 August 2017</b> Community consultation to begin 14 August 2017. A report will be presented to Council at the conclusion of the consultation period.</p>
19 June 2017	Proposed Road Renaming – Crinigan Road West, Morwell	<p><b>Complete</b> <b>10 July 2017</b> Public notice appeared in LV Express on 6 July 2017. Submissions close 28 July 2017.</p> <p><b>04 August 2017</b> A report is being prepared for the 21 August 2017 Council Meeting.</p> <p><b>24 August 2017</b> The report was presented to the Council Meeting on 21 August 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
19 June 2017	Proposal to rename the Tyers Recreation Reserve, Baillie Reserve and name the entrance road to the Tyers Recreation Reserve Community Lane	<p><b>Complete</b> <b>23 June 2017</b> Public Notice in LV Express. Closing date for submissions is Monday 31 July 2017.</p> <p><b>23 June 2017</b> Public notice drafted in LV Express. Closing date for submissions is Monday 31 July 2017.</p> <p><b>02 August 2017</b> A report is being prepared for the 21 August 2017 Council Meeting.</p> <p><b>24 August 2017</b> The report was presented to the Council Meeting on 21 August 2017.</p>
31 July 2017	Proposal to Rename Part of Bradys Road Tyers	<p><b>Complete</b> <b>02 August 2017</b> A report will be presented to the Ordinary Council Meeting on 21 August 2017.</p> <p><b>24 August 2017</b> The report was presented to the Council Meeting on 21 August 2017.</p>
31 July 2017	Proposed Long Term Lease - Yinnar Bowling Club	<p><b>04 August 2017</b> A public notice inviting community comment will be published on 10 August 2017. Submissions close 11 September 2017. A report will be prepared for Council following the consultation period if required.</p>
21 August 2017	Presentation of the Proposed Meeting Procedure Local Law and Associated documents for community consultation purposes	<p><b>24 August 2017</b> A report will be presented to Council on 13 November 2017.</p>



<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
21 August 2017	Potential Naming of Unnamed Council Reserve Located Between Alfred Drive And Main Street Yinnar  <i>Confidential under section 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person</i>	<b>28 August 2017</b> If required, a report will be presented to Council at the conclusion of all consultation.

Comments provided 28 August 2017. Any further updates after this time will be provided in the next Council Meeting Agenda.

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

**9.1 2017/14 Morwell / Hazelwood Mine**

**Cr Graeme Middlemiss**

I, Cr Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 11 September 2017:

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Harriman

**That Council requests a report on the potential opportunities or market interest in continuing to utilise the operating section (as opposed to the worked-out sections) of Morwell/Hazelwood Mine and have it remain available for coal mining.**

**CARRIED UNANIMOUSLY**

**Attachments**  
Nil

Signed  
Cr Graeme Middlemiss  
07 September 2017

**9.2 2017/15 Planning Scheme Amendment C87**

**Cr Graeme Middlemiss**

I, Cr Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 11 September 2017:

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr White

**That Council requests the Mayor to write to the Minister for Planning expressing Latrobe City Council's disappointment in the changes made to our adopted policy position in particular in relation to the extent of the risk assessment required which has been increased to 2,000 metres from the crest of the mine without any consultation with Latrobe City Council and to also rescind those changes made to the approval of Planning Scheme Amendment C87.**

**CARRIED UNANIMOUSLY**

**Attachments**  
Nil

Signed  
Cr Graeme Middlemiss  
07 September 2017

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

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

Nil reports

# **CORRESPONDENCE**

**11. CORRESPONDENCE**

Nil reports



# PRESENTATION OF PETITIONS

**12. PRESENTATION OF PETITIONS**

Nil reports

# CHIEF EXECUTIVE OFFICE

### **13. CHIEF EXECUTIVE OFFICE**

#### **13.1 Submission - Inquiry into Regional Development and Decentralisation**

**General Manager**

**Chief Executive Office**

**For Decision**

#### **EXECUTIVE SUMMARY**

This report is presented to allow formal consideration of the submission to the Regional Development and Decentralisation Committee's Inquiry into Regional Development and Decentralisation.

This follows presentation and discussion on the draft submission at the Councillor Briefing held on 28 August 2017. It is noted that the closing date for submissions is 15 September 2017.

The submission attached to this report responds to the Terms of Reference for this Inquiry and includes:

- Introduction
- Background – Latrobe City
- Best Practice approaches to regional development
  - Regional cities – national context
  - Strategies for transitioning communities
  - The Latrobe Valley – a region in transition
  - Regional cities and regional development
- Decentralisation of Commonwealth entities or functions
  - Latrobe City's ASIC experience
  - Geelong's experience in decentralisation
  - Commonwealth Government outsourcing
  - Conclusions
- Actions of the Commonwealth that would encourage greater corporate decentralisation.

#### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Harriman

**That Council adopts the attached Latrobe City Council submission to the House of Representatives' Inquiry into Regional Development and Decentralisation.**

**CARRIED UNANIMOUSLY**

## **DECLARATION OF INTERESTS**

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

## **DISCUSSION**

This Report follows a report to the Councillor Briefing held on 28 August 2017, which included a discussion draft of the submission to the Inquiry into Regional Development and Decentralisation.

The House of Representatives' Regional Development and Decentralisation Committee is holding an Inquiry into Regional Development and Decentralisation. This follows the earlier Senate Inquiry into the operation, effectiveness, and consequences of Public Governance, Performance and Accountability (Location of Corporate Commonwealth Entities). Council made a submission to the earlier Inquiry following a resolution made by Council on 6 March 2017.

The closing date for submissions to this latest Inquiry is 15 September 2017.

This Report is to enable further consideration of this matter and the adoption of the final submission to the Inquiry into Regional Development and Decentralisation.

The submission attached to this report responds to the Terms of Reference for this Inquiry and includes:

- Introduction
- Background – Latrobe City  
A profile of Latrobe City as the only regional City in Gippsland and a major service, commercial and residential hub for the region; and a major industrial centre.
- Best Practice approaches to regional development  
This section includes discussion on regional cities within the national context, discussion on strategies for transitioning communities, discussion on the Latrobe Valley as a region in transition; and discussion on regional cities and regional development.
- Decentralisation of Commonwealth entities or functions  
This section includes discussion on regionalisation as a familiar tool of the Commonwealth Government to assist communities facing economic transition, discussion on Latrobe City's experience with the Australian Securities & Investments Commission (ASIC), discussion on Geelong's experience of decentralisation, discussion on Commonwealth Government out-posting and conclusions on the decentralisation of Commonwealth entities and functions.
- Actions of the Commonwealth that would encourage greater corporate decentralisation  
In this section it is suggested that the best way for the Commonwealth to encourage greater corporate decentralisation would be for it to put supporting policy and incentives in place to ensure that our regional cities perform well.

### **STAKEHOLDER CONSULTATION**

No community engagement was undertaken during the development of this report and the attached submission.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

This report and the submission have been prepared utilising existing staff resources and existing reports.

### **RISK IMPLICATIONS**

There are not considered to be any risks associated with providing the House of Representatives' Committee with a response to the current Inquiry. However, if no submission is made with respect to this important issue, then there is a risk that Council will be seen as not effectively advocating on behalf of its community.

### **SUPPORTING DOCUMENTS**

Agostino, J. (February 2013). *Local Government Strategies for Transitioning Communities*. Acton ACT 2601: The Winston Churchill Memorial Trust of Australia

KPMG. (June 2014). *Introducing UK City Deals - a smart approach to supercharging economic growth and productivity*. Sydney NSW 2000

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Regional Australia Institute. (April 2016). *Deal or No Deal? Bringing Small Cities into the National Cities Agenda* Canberra ACT 2600

Regional Australia Institute. (June 2017). *Blueprint for Investing in City Deals: Are You Ready to Deal?* Canberra ACT 2600

REMPPLAN (2014) *Economic Impact - Australian Securities and Investments Commission* Bendigo VIC 3550

### **Attachments**

1⇓. Submission - Inquiry into Regional Development and Decentralisation

## **13.1**

### **Submission - Inquiry into Regional Development and Decentralisation**

<b>1</b>	<b>Submission - Inquiry into Regional Development and Decentralisation.....</b>	<b>31</b>
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LatrobeCity

# INQUIRY INTO REGIONAL DEVELOPMENT AND DECENTRALISATION

LATROBE CITY COUNCIL SUBMISSION

2017







PAGE 2

*Latrobe City Council Submission*



CR KELLIE O'CALLAGHAN  
MAYOR

*Latrobe City Council thanks the Regional Development and Decentralisation Committee for the opportunity to make this submission.*

## Background - Latrobe City

Latrobe City is the only regional city in Gippsland and is one of Victoria's four major regional cities. It is the service, commercial and residential hub for Gippsland, which has a population of over 270,000.

Latrobe City is resource rich with abundant forests, rich agricultural land, water resources and large deposits of brown coal.

Latrobe City is a major centre for Health Services with the Latrobe Regional Hospital Gippsland's pre-eminent regional health facility and our largest employer.

Latrobe City is a major centre for education services with Federation University's Churchill Campus providing access to tertiary education and Federation Training, through its Campuses at Morwell, Sale, Traralgon and Yallourn providing access to vocational training across the Latrobe Valley.

Latrobe City is a major industrial centre:

- generating 85% of Victoria's electricity;
- with Australia's largest integrated pulp and paper mill;
- home to Australia's largest yoghurt manufacturing facility; and
- Australia's only manufacturer of commercial aircraft.

Latrobe City is home to 73,240 people, 4,480 businesses, and a labour force of 35,550. Its Gross Regional Product is over \$4.34 billion per annum.

Latrobe City is known for its excellence in engineering capability, health care, education and public administration, - and as a cultural and commercial centre for Gippsland. It is home to a highly skilled and diverse workforce.



## **Best Practice approaches to regional development**

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### **REGIONAL CITIES - NATIONAL CONTEXT**

Population growth in Australia's regional capital cities has outpaced the national average. In ten years there will be additional one million people living in these cities. The challenges posed by the expected doubling of Australia's population by 2075 cannot be addressed through ever expanding the existing metropolitan agglomerations.

Regional capital cities have the capacity to accommodate further growth; these cities are a viable and immediate option to address the crippling congestion issues in the major metro cities. Regional capital cities are well placed to accommodate growth from new migrants. 35% of the population growth in these cities was from new migrant arrivals.

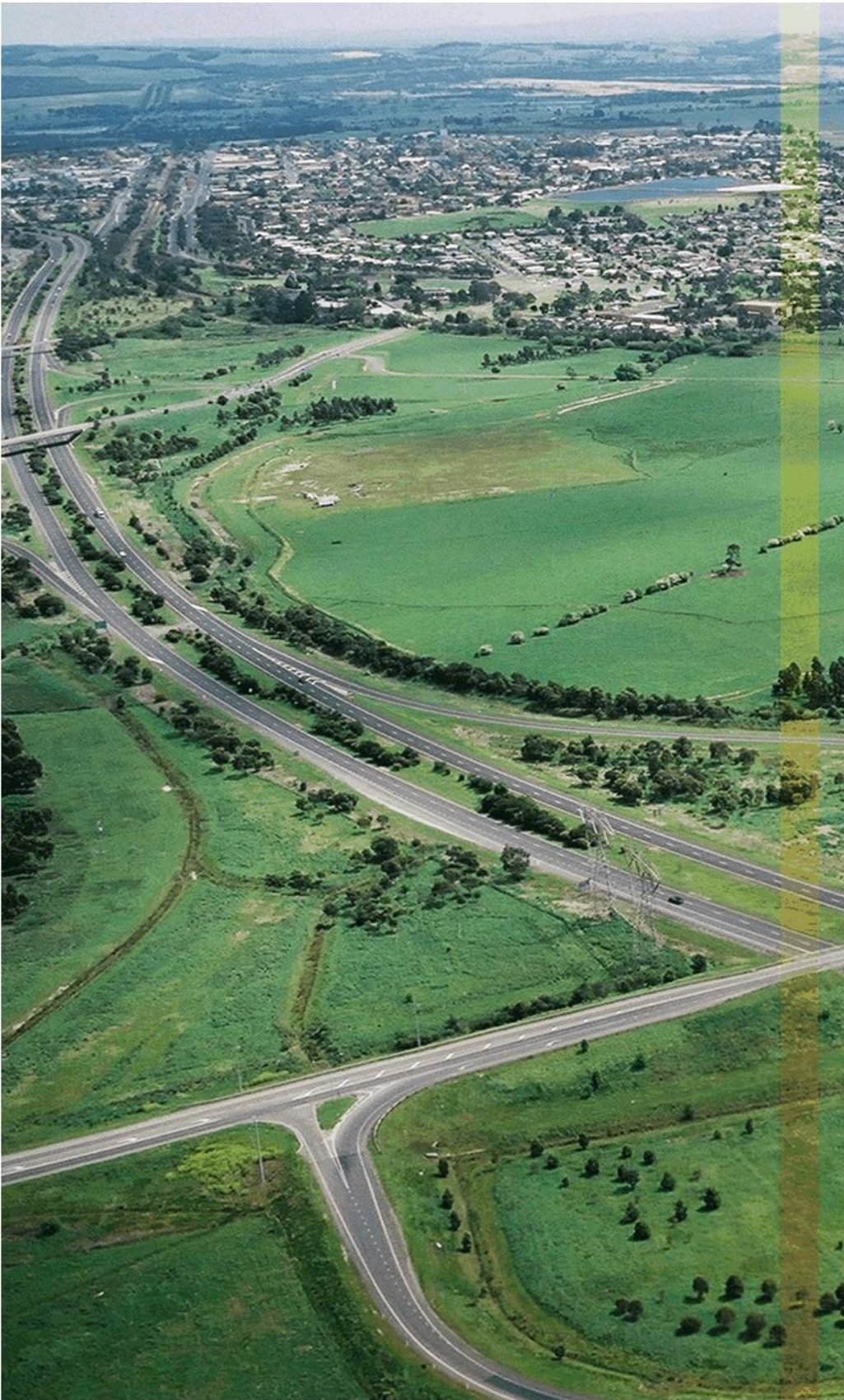
Regional capital cities contribute \$225 billion every year to Australia's economy. This represents approximately 16% of total national economic output. There are 300,000 active business located in regional capital cities, which represent 15% of all Australian-based businesses.

Infrastructure Australia puts the cost of addressing the national infrastructure deficit anywhere between \$450 billion and \$700 billion. Federal and State governments cannot afford to allow this gap to widen. As the nation's \$53 billion congestion bill spirals out of control, it is clear Australian businesses also need a new a solution that moves past the capital city thinking that historically has been engrained in our national leadership.

The Regional Australia Institute has found that, for every 100,000 Australians who choose to live in regional capital cities instead of the five big cities, approximately \$50 billion will be released into the national economy over 30 years in reduced congestion costs.

Investments in regional capital cities will undoubtedly ease the squeeze on Australia's largest metropolitan agglomerations as people and business look for liveable and investable alternatives. This investment will also create a level playing field for those Australians who have already made the move.

More than four million Australians live in regional capital cities. An additional four million people in surrounding areas access the services, infrastructure, jobs and education in these cities. Each day eight million Australians rely on regional capital cities for their everyday needs.



*Inquiry into Regional Development and Decentralisation*

**Best Practice  
approaches  
to regional  
development**

CONTINUED

**STRATEGIES FOR TRANSITIONING COMMUNITIES**

The report – *Local Government Strategies for Transitioning Communities* (Agostino, February 2013) was written following a Churchill study tour to a number of international communities, who, it transpired, were taking innovative steps to transition to a sustainable future.

Key learnings in the *Transitioning Communities* report are:

- Relationships are essential because local government are not generally equipped with the knowledge or resources to deal with every problem in their communities;
- Liveability is extremely important in attracting and retaining people because people want more than a job;
- A big challenge to local governments in transitioning their community tends to be lack of resources. This occurs across the globe, regardless of the size of the local government or its community. This is a key reason why partnerships and collaboration between local government and private sector are becoming more prevalent; and
- Universities occupy a unique place in a local economy and can help a community achieve a successful transition. Linking University assets to industry needs can lead to new products, improved processes and expanded services.

The *Transitioning Communities* report concludes:

Successful sustainable change must come from within the community. Local governments that appreciate local context, culture and an understanding of local drivers have a better chance of delivering sustainable transition strategies that actually work;

Stakeholders must be involved at the start. Not involving them early opens up government to the risk of producing work that does not achieve outcomes because it is not supported and misses important information;

It is most important to get the right people for the right task; and

Given tight financial resources, local government needs to look elsewhere for funding. Strategic public/private partnerships should be considered.

### THE LATROBE VALLEY: A REGION IN TRANSITION

The privatisation of the electricity industry in the 1990's led to a significant reduction in workforce with little or no structural adjustment assistance provided by either the State or Commonwealth Governments. This has led to inter-generational issues and entrenched disadvantage.

The recent closure of the Hazelwood Power Station confirms that the economy of the Latrobe Valley is changing. As with any significant structural change, there is considerable debate about the best ways for this transition to occur. In July 2016 Latrobe City Council held a Community Conversation entitled "Securing our Economic Future". Council is now working with the Latrobe Valley community to deliver on the vision and initiatives for transition which emerged from that conversation.

It is clear that this transition must be vastly different to that executed at the time of privatisation. Our view is that the key to success is a community led response which empowers, builds capacity, resilience and optimism within the community. This can only be done through an earnest desire to partner with the community in a process of co-design and collective engagement. Our document, *Latrobe City: a Strength-Led Transition* (Latrobe City Council, December 2016), is a co-designed roadmap produced with our community; rich with many community-led ideas and initiatives. It reflects our community's proud industrial heritage, engineering expertise and innovative thinking.



*Inquiry into Regional Development and Decentralisation*

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## **Best Practice approaches to regional development**

CONTINUED

### **REGIONAL CITIES AND REGIONAL DEVELOPMENT**

A key contention included in the report, *"Blueprint for investing in City Deals: Are You Ready to Deal?"* (Regional Australia Institute, June 2017) is that we need our regional cities to perform well if Australia is to prosper. That same report suggests that Regional Cities have the potential to produce \$375 billion in output, cementing their 15% contribution to the national economy.

Regional Cities are now explicitly part of the Australian Government's City Deals program, a cross portfolio, government investment approach with local transparency. (Regional Australia Institute, June 2017).

It is suggested that there are some essential ingredients which are required to enable regional cities to succeed and grow consistently over time. (Regional Australia Institute, April 2016). These include:

- High rates of connectivity through physical and digital infrastructure so that firms and people can readily connect with others;
- Strong human capital able to support a density of high paying jobs that attracts the best talent and ensures that business and institutions in the region are capably led;
- One or more globally competitive specialisations that enable the city to become embedded in domestic and global supply chains and develop firms and innovation orientated organisations that enable the city to capture growth opportunities over time;
- The type of amenity that makes a city a place where people want to be for the long term so that existing citizens remain committed to spending their lives and careers in that city and others are attracted to join them; and
- A network of high capacity institutions so that the city can capably and proactively act to develop itself.



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*Latrobe City Council Submission*



*Inquiry into Regional Development and Decentralisation*



## ***Decentralisation of Commonwealth entities or functions***

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Regionalisation of Commonwealth Government agencies is a familiar tool to assist communities facing economic transition with the Commonwealth having relatively recently located the headquarters of the National Disability Insurance Scheme (NDIS) to Geelong.

Latrobe City's experience with Commonwealth Government agencies located within our municipality, notably the Australian Securities & Investments Commission (ASIC) Registry located in Traralgon and the Latrobe Smart Centre, also located in Traralgon, has been most positive. Our understanding is that that these Centres are amongst the best performing Commonwealth Agencies located anywhere in the nation. An expansion of these services and the decentralisation of other Commonwealth Government functions would anchor jobs in this transitioning economy.



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*Latrobe City Council Submission*

### LATROBE CITY'S ASIC EXPERIENCE

An excellent example is the Australian Securities & Investments Commission (ASIC) Registry, which was originally established in the 1990s at the time of the deregulation and privatisation of Victoria's power industry. There are now 346 people employed at the site (263 fulltime equivalent positions). Of those employed, 311 are ASIC employees and 35 are contract workers employed by agencies.

The 346 people employed at ASIC's Traralgon site are estimated to generate direct economic output worth \$67.051 million per annum. This direct economic activity is estimated to generate demand for intermediate goods and services from within the Latrobe City economy to the value of \$26.422 million. The consumption effects are estimated at \$32.953 million. Total output, including all direct, industrial and consumption effects is therefore estimated at up to \$126.427 million.

In 2014 Council commissioned a report on the direct and indirect contribution of ASIC's operations in Traralgon to the local economy (REMPPLAN, 2014).

### GEELONG'S EXPERIENCE OF DECENTRALISATION

#### **National Disability Insurance Authority**

Geelong has had recent experience with the location of the National Disability Insurance Authority to that City. It employs 300 people in addition to 150 people in the regional office. This announcement was made in response to the closure of the Ford Manufacturing Plant.

The Commonwealth Government said: "This will have a significant ripple impact on our economy in the fullness of time. These are good jobs, they're well-paying jobs, and from these jobs people will be buying services, they'll be living in houses and that in turn creates a very significant ripple effect."

The Victorian State Government said of the announcement: "It would create hundreds of jobs in Geelong which would really be a great shot in the arm for Geelong, particularly at this time with the decision by Ford."

#### **WorkSafe Victoria**

The Victorian State Government has determined to relocate the Worksafe Victoria to Geelong. 150 roles from across Worksafe Victoria, covering insurance, health and safety and support functions transitioned to Geelong in 2016. This included four members of the organisation's executive leadership team. WorkSafe will complete the transition to its new headquarters by mid-2018, taking up residence in a new purpose-built building.

The Victorian Treasurer Minister, Tim Pallas MP, said in July 2015: "WorkSafe's new headquarters will strengthen Geelong's economy, bringing jobs and growth to the region. As a key public employer, WorkSafe will boost the region, while continuing to keep our workplaces safe and ensuring workers return."

## **Decentralisation of Commonwealth entities or functions**

CONTINUED

### ***Traffic Accident Commission (TAC) - Victoria***

The Victorian State Government previously determined to relocate the Traffic Accident Commission (TAC) to Geelong. The TAC's Geelong headquarters was officially opened in February 2009, which was built at a cost of \$8 million. Today, 750 staff are located in the headquarters building, which has a five star Green Star rating and a 4.5 star Australian Building Greenhouse Rating; in recognition of the building's low impact on the environment. At the opening the then Premier, John Brumby, said the new office would help create new jobs and drive economic growth in the region.

The State Government said, at the time (Feb 2009): "The Transport Accident Commission's (TAC) Geelong headquarters was the largest relocation of a government body in Victoria's history. Premier John Brumby said the new office would help create new jobs and drive economic growth in the region. We are taking action to deliver jobs and lock in the future of Geelong," Mr Brumby said, "In a major boost to the local building industry activity, more than 800 people worked on the construction and fitout of the new TAC facility over the past two years."

### ***Commonwealth Government out-posting***

An alternative to the relocation of agencies and corporate entities is out-posting. Out-posting is a form of teleworking where an employee has a formal agreement with their employer to work in a location other than the office. Out-posting and teleworking uses information and communications technology to stay connected to other employees and work systems.

In 2013, the majority of Australian Public Service (APS) agencies (78%) had fully developed telework strategies in place, with only a small proportion (8%) reporting they had no policy in place.

Approximately 25% of APS agencies reported they had approved all applications for teleworking and approximately another 26% of APS agencies had approved more than half of applications. The most common reason for not supporting an application for telework was that the nature of the work was not suitable for telework.

Latrobe City's proposition is that Latrobe City be identified as a preferred out-post location and calls upon each Commonwealth Government Department and Agency to identify at least ten positions for re-location to Latrobe City as an out-post opportunity.

Staff could be co-located in one building; and that facility could become the out-post Hub for the Commonwealth Government — further reinforcing the Commonwealth Government's footprint in and commitment to building the economic resilience of Latrobe City.

**Conclusions -  
decentralisation of  
Commonwealth entities or  
functions**

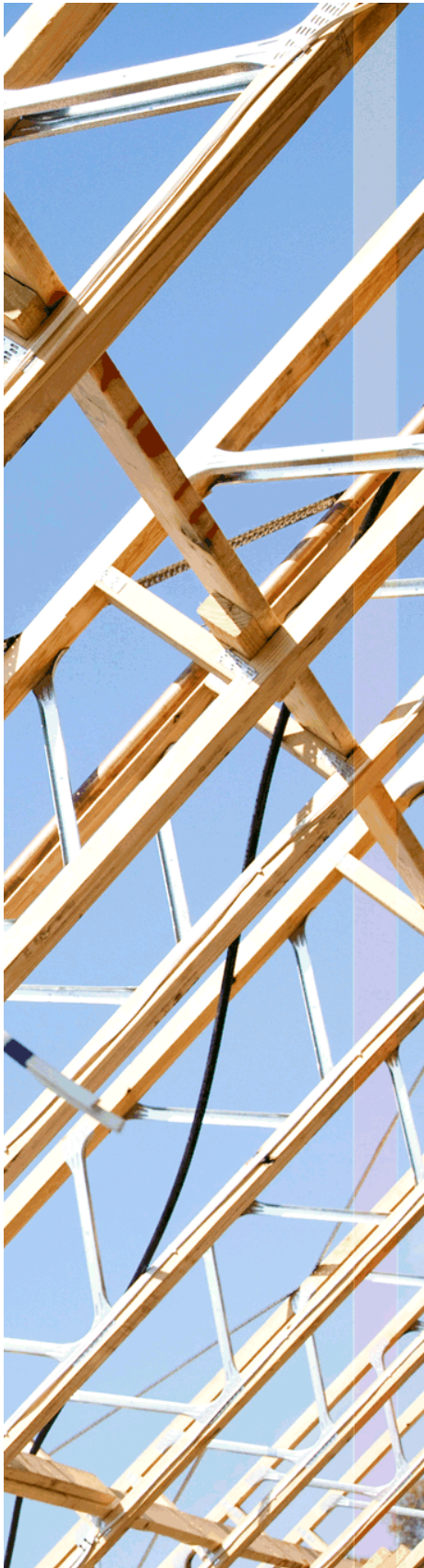
In our view the best chance of success for any decentralisation of Commonwealth entities or functions is if existing Centres are expanded or new Commonwealth agencies are located in regional areas from inception.

In addition, regional centres need to have the necessary scale, capacity and service infrastructure. Certainly this has been Latrobe City's experience.

In addition, we believe that establishing a CSIRO – Centre of Excellence in Brown Coal Innovation, to explore, examine and consider alternative uses of brown coal in the Latrobe Valley - would support industry advancement and secure the long term future of this rich and abundant resource.

We believe there to be opportunities to relocate the Australian Transport Safety Bureau to the Aviation Precinct within Latrobe Regional Airport.





## ***Actions of the Commonwealth that would encourage greater corporate decentralisation***

It is suggested that the best way for the Commonwealth to encourage greater corporate decentralisation is for it to put supporting policy and incentives in place to ensure that our regional cities perform well.

In summary the five keys to regional city success are (Regional Australia Institute, April 2016):

- Connectivity
- Training and development of skills to utilise technology infrastructure
- Human Capital
- Utilise strong lifelong learning and bi-modal age profile to innovate in skills, training and workforce management
- Specialisation
- Build on strengths of each city to develop competitive advantage
- Amenity
- Strengthen local employment opportunities in innovative and culturally diverse industries
- Institutional  
Mobilise strong local leadership.

In the report to the Property Council of Australia "Introducing UK City Deals – A smart approach to supercharging economic growth and productivity" (KPMG, June 2014) it is suggested that lessons be learned from the UK City Deal approach to infrastructure funding, which has proven successful in delivering increased economic activity, infrastructure funding and development certainty. The report argues that the turning point for the UK City Deal model was the inclusion of an earn-back incentive, which provided the basis for a sustainable revenue stream to reinvest in the City Deal.

Latrobe City Council  
August 2017

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Regional Australia Institute. (April 2016). *Deal or No Deal? Bringing Sall Cities into the National Cities Agenda*. Canberra ACT 2600.

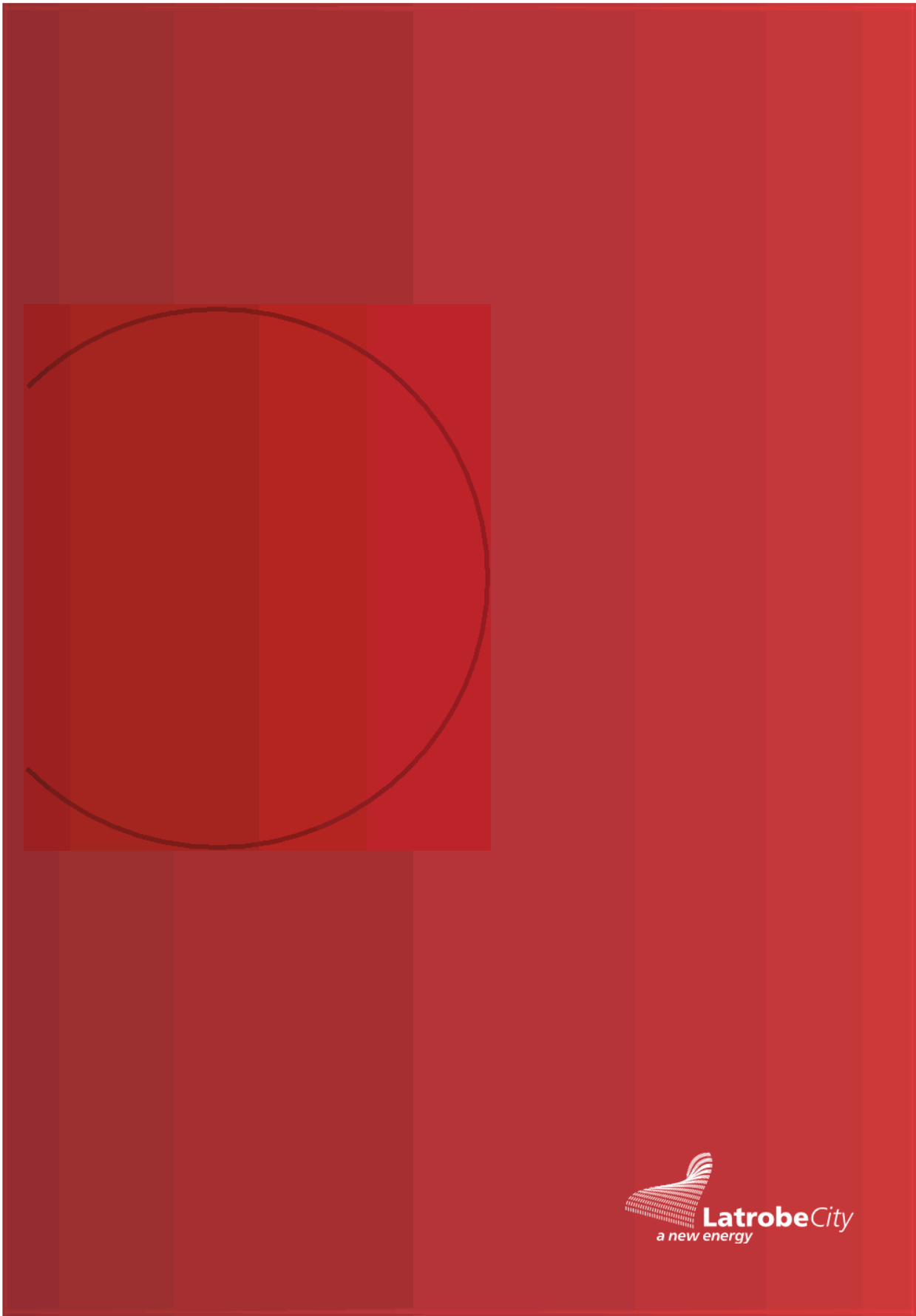
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*Inquiry into Regional Development and Decentralisation*

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# **CITY DEVELOPMENT**



## **14. CITY DEVELOPMENT**

### **14.1 Domestic Animal Management Plan 2017-2021 (DAMP)**

**General Manager**

**City Development**

**For Decision**

#### **EXECUTIVE SUMMARY**

The purpose of this report is to present Council with Latrobe City's draft Domestic Animal Management Plan 2017-2021 (the DAMP), post community consultation.

The DAMP is a document prepared by all Victorian Municipalities and presented to the Secretary of the Department of Economic Development, Jobs, Transport and Resources every four years in accordance with the *Domestic Animals Act 1994* (the Act).

The DAMP addresses key criteria as prescribed in Section 68A of the Act pertaining to Council's management of dogs and cats. The DAMP must provide precise detail in relation to the training of Authorised Officers, strategies to promote responsible pet ownership, overpopulation, high rates of euthanasia and identification of dangerous and restricted breed dogs. It must also contain policies that encourage registration and identification of dogs and cats and a commitment to review existing standing orders and all Council policies that are currently in place relating to dogs and cats.

#### **MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Harriman

**That Council:**

- 1. Adopts the Domestic Animal Management Plan 2017-2021, and;**
- 2. Writes to submitters to advise of Council's decision.**

**CARRIED UNANIMOUSLY**

#### **DECLARATION OF INTERESTS**

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

#### **DISCUSSION**

Council must set out a method for evaluating whether the animal control services they provide are adequate and meet the requirements of the Act and associated regulations.

The provisions of the Act require Council to outline programs, services and strategies that promote and encourage the responsible ownership of dogs and cats and ensure that residents adhere to the Act and associated regulations. These activities include:

### TRAINING OF AUTHORISED OFFICERS

In accordance with the Act, Authorised Officers of Council must receive adequate and up to date training in key areas of domestic animal management. Appropriate training must be provided by accredited training agencies and reviewed on a regular basis with an emphasis on properly enforcing and administering the Act.

### PETS IN THE VALLEY EXPO

Initiatives that have been incorporated into the DAMP to promote responsible pet ownership, such initiatives include an annual Pet Expo which is conducted by the Local Laws team in conjunction with our contracted veterinarians and a number of dog obedience groups and behavioural experts. The focus of this event is for community members to have fun with their pets with an emphasis on responsible pet ownership and free advice from experts in the field that promotes the benefits of vaccination, de-sexing, microchipping, training and exercising pets. The desired result of this event is to improve overall animal health, increase identification and registration, lower the rate of euthanasia, the amount of unwanted animals and reduce the rate of stray animals.

### DISCOUNT MICROCHIPPING WEEK

Another initiative of the DAMP is a discount microchipping week that is conducted annually in April. The purpose of this promotion is to offer community members the opportunity to have their pet microchipped at a discounted rate. The benefits for members of the community are reduced rates of euthanasia and speedy return of impounded animals which helps negate the stress/health issues associated with lengthy pound stays.

### DOG ATTACKS AND NUISANCE ANIMALS

Strategies adopted by Council must focus on minimising the risk of dog attacks on people and other animals with a major emphasis on public safety. They must also address any areas of overpopulation and related high rates of euthanasia of dogs and cats. Strategies should be adopted that minimise the potential for dogs and cats to create a nuisance to members of the community and have a high focus on registration and identification of all dogs and cats in the Council district. Particular consideration should be given to dogs that have been declared Menacing, Dangerous and Restricted Breed dogs to ensure they are kept in compliance with the Act and prescribed regulations.

### REVISION

The DAMP also provides the opportunity for Council to review any other matters related to the management of dogs and cats in its municipality and offers a periodic review of all programs, services and strategies provided by Council.

Every Council must review its DAMP on an annual basis and, if appropriate, make any necessary amendments. A copy of the DAMP must be provided to the Secretary of the Department of Economic Development, Jobs, Transport and Resources and Council must publish a copy of it in its annual report.

### **STAKEHOLDER CONSULTATION**

A six week period of public consultation commenced on 26 June 2017 and concluded on 06 August 2017.

The following engagement activities were undertaken:

- Notices in the Latrobe Valley Express, Facebook and Council's website.
- A Community consultation meeting was conducted on 25 July 2017 where members of the community were invited to examine the plan with the purpose of sourcing more information and allowing discussion/input in relation to the DAMP with Council staff.
- The Draft document has been on display at all Council service centres for scrutiny by members of the community for the six week period.
- Partners who hold current 84Y agreements (agreements with shelter, vet clinic, community foster care network or foster carer depending on the needs of the animals) were invited in to respond to the document and attended the community consultation meeting on 25 July 2017

### **Summary of submissions received**

A total of six written submissions were received from the community in relation to the DAMP. The most comprehensive submission received was from Mr. Alan Guthrie who reviewed both the 2013-2017 DAMP as well as the draft 2017-2021. Mr. Guthrie's submission primarily focuses on the Mandatory De-sexing Standing Order that was implemented by Council in 2009. Mr. Guthrie vehemently objects to this order on a number of grounds and proposes that Council introduce a new "Novice Breeder" category of registration.

A breakdown of the other submissions is tabled below:

- Two submissions in favour of a 24 hour Cat Curfew.
- One submission opposing the introduction of a 24 hour Cat Curfew.
- Two submissions in favour of the implementation of a fenced off leash Dog Park to be established in Traralgon.
- One submission opposing any revocation of the Mandatory De-sexing Standing Order.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The cost of the production of this report was absorbed by Council's approved operating budget, furthermore the initiatives contained within the DAMP are also included in the operational budget.

### **RISK IMPLICATIONS**

The provision of a DAMP is a statutory requirement, failure to adhere to this requirement would place Council at risk of operating outside of prescribed legal guidelines.

Risk to community is reduced by actively engaging the community in the formation and review of the DAMP which provides an opportunity for the community to better understand their roles and responsibilities in relation to responsible pet ownership

### **CONCLUSION**

Provision of a DAMP is Council's opportunity to thoroughly analyse its entire Domestic Animal operation with a view to improving and enhancing the services provided to the community and adhering to the Act and its regulations.

### **SUPPORTING DOCUMENTS**

Nil

#### **Attachments**

- 1↓ . Domestic Animal Management Plan - Summary of Submissions Table
2. Community Consultation Submissions: DAMP 2017-2021 (Published Separately)  
(Confidential)
- 3↓ . Domestic Animal Management Plan 2017-2021

## **14.1**

### **Domestic Animal Management Plan 2017-2021 (DAMP)**

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<b>3</b>	<b>Domestic Animal Management Plan 2017-2021 .....</b>	<b>55</b>

**SUMMARY OF SUBMISSIONS & OFFICER COMMENT TO  
DOMESTIC ANIMAL MANAGEMENT PLAN 2017-2021**

<b>Sub No.</b>	<b>Name / Organisation</b>	<b>Support / Objection</b>	<b>Summary of Issues</b>	<b>Officers Comment</b>	<b>Changes to Plan Required ? Yes / No</b>	<b>Date submission received</b>
1	Alan Guthrie	Objection	Objects to existing Mandatory de-sexing standing order	Mandatory de-sexing standing order will be reviewed in a separate report to Council	No	06/08/2017
2	Axella Johannesson	Support	Supports the introduction of 24 hour Cat Curfew	Proposed 24 hour Cat Curfew will not be implemented at this time	No	01/07/2017
3	Manfred Krauschneider	Objection	Opposes the introduction of 24 hour Cat Curfew	Proposed 24 hour Cat Curfew will not be implemented at this time	No	30/07/2017
4	Judith Potts	Support	Supports the establishment of an off leash fenced dog park in Traralgon	Proposal to be investigated in conjunction with Infrastructure Department as an action point in the DAMP	No	22/07/2017
5	Sarah Mellon	Objection	Objects to existing Mandatory de-sexing standing order being revoked. Supports the introduction of a 24 hour Cat Curfew	Mandatory de-sexing standing order will be reviewed in a separate report to Council	No	25/07/2017
6	Annabelle Gumpold	Support	Supports the establishment of an off leash fenced dog park in Traralgon	Proposal to be investigated in conjunction with Infrastructure Department as an action point in the DAMP	No	01/08/2017

# 2017-2021 Domestic Animal Management Plan





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## 1. Introduction

The primary focus of this Domestic Animal Management Plan is the management of companion animals, namely dogs and cats. Latrobe City Council acknowledges the role it plays in promoting responsible pet ownership and enforcing legislation. We are committed to balancing the needs of pet owners with those in our community who do not own pets. Consideration has been given to both parties in the development of our Domestic Animal Management Plan 2017-2021.

This Plan has been developed in accordance with Section 68A of the Domestic Animals Act 1994 and sets out a formalised approach to increase the awareness of domestic animal management practices within Latrobe City.

Latrobe City Council recognises the value domestic pets contribute in making Latrobe City a vibrant and liveable City. Domestic pets are not only considered part of a family, but are an integral part of a wider community. Research demonstrates that pets contribute to building a strong sense of community and developing active social capital; vital to any vibrant, healthy community.

Pet ownership is positively associated with social interactions, community involvement and increased feelings of neighbourhood friendliness and sense of community.

With about 62 percent of Australians owning a dog or cat, these benefits, when aggregated across the whole community, are of significant interest to Council and others concerned with building healthier, happier neighbourhoods.

In addition, these benefits create a ripple effect that extends beyond pet owners into the broader community, with pets helping to smooth the way for social interaction and general recreation.

Both anecdote and research suggests that pets are well recognised ice-breakers. Dogs, for example, can stimulate conversation and contact between strangers and trigger positive social interaction.

Studies undertaken by the School of Population Health at the University of Western Australia showed that half of all dog owners surveyed indicated that they had come to know locals in their suburb as a result of their dog.

Residents' chatting to each other as a result of a pet is not just a social nicety. Such community-based interactions between people have the very real potential to break down the barriers and stereotypes that separate us from 'others' while playing an important role in building trust and a deep sense of community at the neighbourhood level.

Pets provide increased opportunities for families to be more active; companionship to those who may be feeling isolated or lonely and assist people with a disability or illness to maintain independence and participate more fully in community life.

## 2. Background

Local Government has long been the level of government primarily responsible for domestic animal management.

Section 68A of the Domestic Animal Act 1994 (the Act) requires all Victorian councils to prepare a Domestic Animal Management Plan (the Plan) at four yearly intervals. A copy of the plan and any subsequent amendments must be provided to the Secretary of the Department of Agriculture. Council is required to then report on the plans implementation in its annual report.

## 3. Primary objective

The primary objective of the Plan is to provide a strategic map to support the community towards the goal of responsible pet ownership and to assist Council in achieving a professional, consistent and proactive approach to domestic animal management practices.

The Plan identifies current activities and future actions to address the following areas, as required by Section 68A of the Act:-

- Identify methods for evaluating animal control services;
- Promote responsible pet ownership;
- Ensure compliance with the Domestic Animals Act 1994 and Regulations;
- Minimise the risk of dog attacks;
- Address over population and high euthanasia rates for dogs and cats;
- Encourage registration and identification of dogs and cats;
- Minimise the potential for nuisance;
- Identify dangerous, menacing and restricted breed dogs;
- Review all existing Council orders and local laws that relate to dogs and cats;
- Identify programs for training of authorised animal management officers;
- Provide for the periodic evaluation of programs and service strategies.

### 3.1 Guiding Principles

The following principles underpin the actions of this Plan with regard to domestic animals:

- The belief that pets contribute to quality of life.
- A requirement to balance the needs of those who own pets and those who do not.
- Valuing responsible pet ownership.
- Proactive animal management and education within the community.
- Protection of the environment from any negative impacts of dogs and cats.
- Working in partnership with others to achieve positive outcomes for the community.
- Local Government plays a leadership role in animal management.

## 4. Latrobe City Snapshot

Latrobe City, Victoria's only regional city situated in the eastern part of the state, encompasses an area of 1,422 square kilometers with a population of approximately 73,458. (ABS 2015)

Situated approximately 150km east of Melbourne, in the centre of Gippsland and the Latrobe Valley, Latrobe City is one of four Victorian regional cities.

Latrobe City includes the four major towns of Churchill, Moe/Newborough, Morwell and Traralgon as well as the seven outer lying townships of Boolarra, Glengarry, Toongabbie, Traralgon South, Tyers, Yallourn North and Yinnar.

- During the 2015/2016 Registration period there were 10977 dogs and 3390 cats registered within the municipality. There were 10 registered domestic animal businesses, including 1 pet shop, 4 boarding establishments and 5 breeding and rearing establishments.

## 5. Current Programs and Service Levels

Latrobe City's Local Laws Team administers and provides a broad range of services to ensure that Council meets its legislative responsibilities relating to the management of domestic animals. They include but are not limited to:

- Educating residents and promoting responsible pet ownership.
- Management of Council's domestic animal pound facility.
- Maintaining a domestic animal register.
- Providing advice on domestic animal matters.
- Dealing with and investigating animal complaints for the community.
- Impounding of wandering, unwanted/surrendered and/or feral dogs and cats.
- Undertaking registration door knocks.
- Administration and control of Dangerous and Restricted Breed dogs for compliance with legislation.
- Investigating dog attacks.
- Providing a 24 hour 7 day a week emergency service.
- Inspection and registration of domestic animal businesses.
- Developing and maintaining partnerships with organisations such as Save-a-dog scheme (SADS), Forever Friends Animal Rescue (FFAR) and veterinarians.



## 5.1 Resourcing

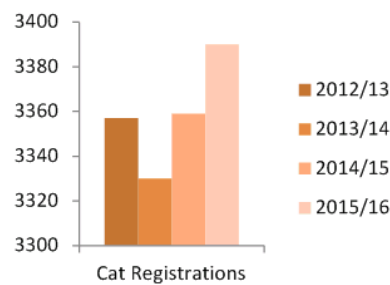
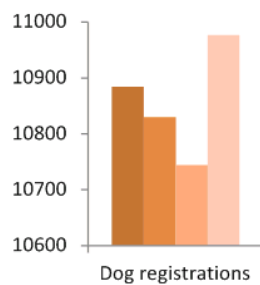
The Local Laws team consists of five full-time and four part-time Local Laws Officers delivering general local laws, animal and parking management services.

- Coordinator Local Laws (1 EFT)
- Prosecutions / Legal Proceedings Officer (1 EFT)
- Team Leader Local Laws (1 EFT)
- Local Laws Administration Officers (1.8 EFT)
- Local Laws Officers (7 EFT)

## 5.2 Statistical Data

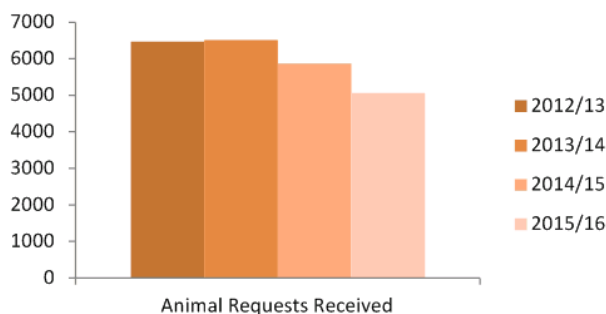
### Animal Registrations

	2012/13	2013/14	2014/15	2015/16
Dogs Registered	10884	10830	10744	10977
Cats Registered	3357	3330	3359	3390



### Animal Requests

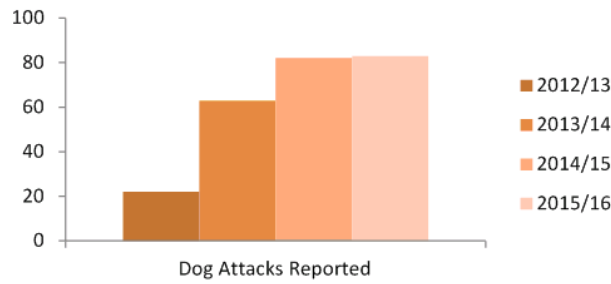
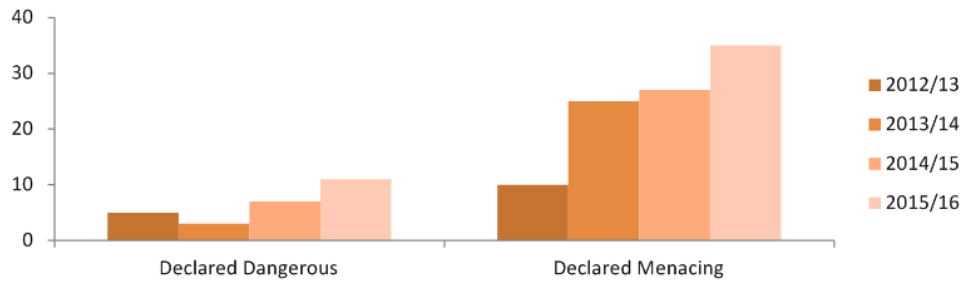
	2012/13	2013/14	2014/15	2015/16
Animal Pathway Request Received	6471	6514	5870	5057





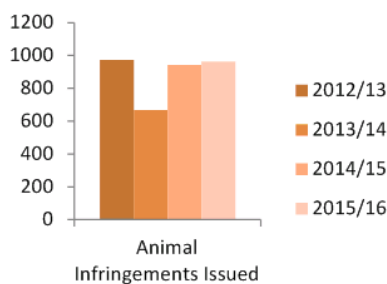
**Declared Dogs & Attacks**

	2012/13	2013/14	2014/15	2015/16
Declared Dangerous Dogs	5	3	7	11
Declared Menacing Dogs	10	25	27	35
Dog Attacks Reported	22	63	82	83



**Animal Infringements Issued**

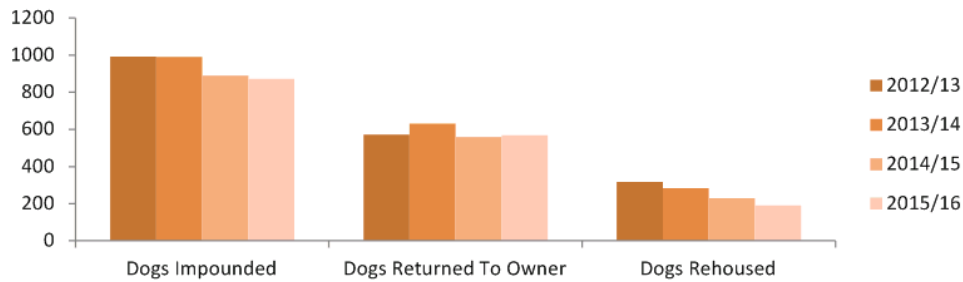
	2012/13	2013/14	2014/15	2015/16
Animal Infringements Issued	974	669	944	964



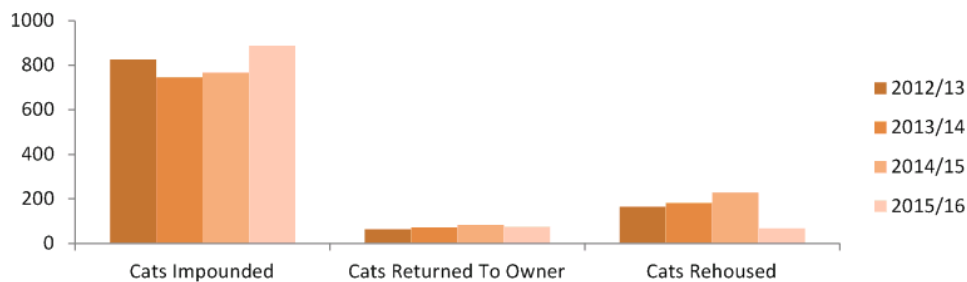


**Impounded Animals**

	2012/13	2013/14	2014/15	2015/16
Dogs Impounded	992	990	888	872
Dogs Returned To Owner	573	632	558	568
Dogs Rehoused	318	283	230	192



	2012/13	2013/14	2014/15	2015/16
Cats Impounded	826	747	768	888
Cats Returned To Owner	65	73	83	75
Cats Rehoused	165	182	229	68



**5.3 Council Orders**

Latrobe City Council has the following Orders, Local Laws and Procedures currently in place to assist in the effective management of dogs and cats.

- Compulsory de-sexing of all dogs and cats registered for the first time (unless member of applicable organisations or registered as Domestic Animal Business or upon veterinary advice) effective from 10 April 2008.
- Compulsory microchipping of all dogs and cats registered effective from 10 April 2009.
- Cat curfew between 9 pm to 6 am, seven days a week.

A number of amendments to our current standing orders are proposed in 2017 these include but are not limited to:-

1. Amending Desexing requirements for first time registrations for dogs.
2. Updating the requirements of the affective control of dogs.
3. 24 Hour Cat Curfew

## 5.4 Community Amenity Local Law No. 2 2016

### Division 21 Keeping of Animals

#### KEEPING OF ANIMALS

110.1 An owner or occupier of land must not, without a permit, keep or allow to be kept any more in number for each type of animal than as set out in the following table except for farming areas:

Type of Animal	Definition	Multi Unit	All Other Areas
		Development	(Except Farming area)
Dogs		2	2
Cats		2	2
Poultry -		Not permitted	5
<i>Poultry includes; fowls, bantams, pheasants, ducks and geese.</i>			
Free Flying Pigeons		0	0
Rooster		0	0
Domestic Mice		10	10
Guinea Pigs,			
Ferrets, Hamsters		2	4
Domestic Rabbits		2	4
Reptiles		2	2
Other animals*		Not permitted	0 (Residential) / 10 (Rural Living Zone)

*\*Other animals include; cattle, horse, goat, swine, pig, ostrich, sheep and any other agricultural animal.*

110.2 A permit issued for the keeping of dogs and /or cats under this Part will be granted for the life of the animal although if an offence or nuisance be proven the permit can be revoked.

110.3 Sub clause 110.1 does not apply where animals are kept in accordance with a planning permit or where a Wildlife Licence has been obtained in accordance with the Wildlife Regulations 2013.



110.4 A person keeping animals in accordance with clause 110.1 must ensure that the animals do not create a nuisance or danger to neighbours or other persons.

#### **111. DOGS AND CATS ON FARMING PROPERTIES**

Except where a planning permit is issued an owner or occupier of a working farm within a farming area must not, without a permit, keep or allow to be kept more than four adult dogs and/or four adult cats on that land except where allowed by the planning scheme.

#### **112. MAXIMUM NUMBER OF DOGS AND CATS ON ANY LAND**

Except where a planning permit is issued a person must not keep more than five dogs or five cats on any land except where allowed by the planning scheme.

#### **113. LITTERS OF ANIMALS**

For the purpose of calculating the maximum limit of the numbers of animals kept, the progeny of any animal lawfully kept will be exempt for a period of 3 months after their birth.

#### **117. ANIMAL EXCREMENT**

A person in charge of an animal on a road or other Municipal Place must:

- (a) carry a device suitable for the removal of any excrement that may be deposited by the animal; and
- (b) not allow any part of the animal's excrement to remain on a road or other Municipal Place; and
- (c) produce the device on demand by an authorised officer.

## **5.5 Council Procedures**

- Animal Registration Renewal forms are reviewed annually and amended as required.
- Animal Registration Fees are considered and determined by Council during the annual budget process.
- Animal Deterrent Spray Procedure 2017
- Barking Dog Procedures 2017
- Cat Trap Loan Procedure 2017
- Dealing with Sick or Injured Animals procedure 2017
- De-sexing of Dogs and Cats released from the Pound procedure 2017
- Dog and Cat Impounding Procedure 2017

- Dog and Cat Pound Release Procedure 2017
- Infringement Management System 2017
- Keeping of Animals Permit Approvals Guidelines 2017
- Keeping of Animals Permit Approvals Guidelines 2017
- Notice of Seizure (Dogs and Cats) Procedure 2017
- Notice to Comply Procedure 2017
- Scanning of Impounded Dogs and Cats procedure 2017
- Removal and Identification of Dead Dogs and Cats Procedure 2017
- Voluntary Surrender of Dogs and Cats Procedure 2017
- Dog Handling and Seizure Procedure 2017
- Pound Pest and Parasite Inspection Procedure 2017

## 5.6 Training of Authorised Officers

Latrobe City Council is committed to the training of our Local Laws Officers. An annual training program is developed for each officer to ensure they receive appropriate training. The objective of any training and development is to support all Local Laws staff in having the knowledge and skills necessary to carry out their work.

A training register detailing all qualifications and training courses completed by each Local Laws Officer is maintained and updated annually to reflect any training undertaken or required.

In addition to specialised training, all staff have access to a suite of personal and professional training opportunities delivered through Council's Learning and Development programs

### 2013-2017 Domestic Animal Management Plan Highlights:

- Seven Local Laws Officers completed Certificate IV Animal Control and Regulation.
- Five Local Laws Officers attended regional training seminars sponsored by Bureau of Animal Welfare. Seminars included Identification of Dangerous Dogs, Legislation changes and general updates.
- All Local Laws officers enrolled and have commenced a Prosecutions and Legal Proceedings Course.
- Appointment of a Prosecutions/Legal Proceedings Officer to progress high level legal proceedings with in the judicial hierarchy and perform an oversight of Council's statutory compliance obligations.
- Monthly team meetings held encompassing an update on Animal Legislation and an update of all current animal issues.

### Individual Local Laws Staff recognised as:

- GOTAFE Animal Management Officer of the Year 2014 (Runner up).
- GOTAFE Animal Management Officer of the Year 2015 (Winner).
- Arthur Vickers Animal Sciences & Veterinary Award for Excellence 2015 (Runner up).

## 5.7 Registration and Identification

Latrobe City Council mails out registration renewal notices prior to 10 April each year.

Any renewal payments not received by the due date of 10 April are followed up with a reminder notice advising of penalties for failing to register a dog or cat.

Registration renewal forms are also used as an opportunity to advertise legislative changes i.e. requirement to register dog/cat by age three months and compulsory microchipping and desexing of all new dogs and cats being registered.

When mailing these notices we often include inserts such as "Doggy Doo" and "Unleashed Areas" pamphlets to further inform and educate our community on domestic animal matters.

New registration applications are available at all Council service centres and libraries in Churchill, Moe, Morwell and Traralgon; via Council's website; through Veterinary Clinics and at Council's pound facility.

Latrobe City currently partners with local contracted veterinarians to run a microchipping week in March where microchipping is offered at the discounted rate.

### 2012-2016 Animal Registration Comparisons:

Financial Year	Cats	Dogs
2012-13	3357	10884
2013-14	3330	10830
2014-15	3359	10744
2015-16	3390	10977

### Educational and/or Promotional Activities

- Animal Registration forms available at Council service centres and libraries; on Council's website and can be requested by telephoning Council.
- Advertising and administration of the discount microchipping week held in conjunction with Council's contracted veterinarians.
- Door knock "hot spot" areas or areas where complaints have been received in relation to registration requirements.
- Maintenance of computerised registration database.
- Advertisements in local newspapers and guest spot on local radio.

### Compliance Activities

- Investigate all complaints received.
- Encourage complainants to speak directly to dog owners to alert them to their dog barking.
- Record all nuisance complaints in Council's record management systems.
- Provide cat cages to residents for containing trespassing cats as requested.
- Impound all unregistered dogs found at large.
- Issue infringements for dogs found at large.
- Impound or return wandering registered pets to owners.

- Attending properties unannounced to conduct on the spot inspections where there have been ongoing or serious complaints against a property or person.

#### **2014-2017 Domestic Animal Management Plan Highlights:**

- Conducted an annual Pet Expo event for the community. This is an annual event organized by the Local Laws Team in conjunction with our contracted vets and local dog obedience clubs, the event features a number of specialist obedience dog demonstrations, competitions and prizes. Members of our community can bring their own dogs to the event to participate, speak to expert dog obedience trainers and veterinary practitioners and take advantage of a discounted microchipping offer.
- The focus of the day is community members having fun with their pets with an emphasis on responsible pet ownership and free advice from experts in the field.
- Conducted an annual Pet in the Pound program with Lavalla College, designed to promote responsible pet ownership/ado to school children.
- Conducted a discounted microchipping week prior to the registration due date of 10 April each year.
- Participated in Latrobe Cities Children's Expo, with an emphasis on fun and responsible pet ownership for young children.

## **5.8 Animal Nuisance Complaints**

All animal complaints received are investigated in a timely manner to minimise the potential for complaints escalating. Officers will make every effort to resolve complaints to the satisfaction of both parties.


For the most part, nuisance complaints received by Latrobe City Council relate to either barking dogs or stray cats. It is recognised that barking dog complaints can at times cause great frustration for both parties. Local Laws Officers work hard to balance the interests and rights of both the dog owner and the complainant.

Dog owners can become desensitised to the sound of their own dog barking and may be unaware it is a nuisance to neighbours. An effective resolution is often achieved by alerting the dog owner to the fact their dog's barking is becoming a nuisance. Neighbours who are unable, or find it difficult, to speak to their neighbours regarding this matter should make contact with Latrobe City Council for assistance.

Council Officers will first work with the dog owner to support them in identifying the cause of the barking and discuss possible solutions. The majority of cases involve dogs that are bored or responding to visual stimulation. Both causes are often easily resolved with training, toys, blocking a view or exercising the dog more frequently.

Complainants may be asked to keep noise logs (records of dates, times and duration of barking) should the matter continue and further intervention be required. Noise logs form part of the Barking Dog Complaint Form and are available from the Latrobe City web page or from Service Centres and Libraries, and Local Laws Officers can assist with explaining how these are to be filled out.

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In response to nuisance complaints received on stray cats Latrobe City offers residents' cat cages to assist in safely containing offending animals trespassing on their property or wandering during the curfew period. Local Laws Officers will then attend during normal business hours and impound any contained cats. These cages are available to members of our community free of charge.

#### **Educational and/or Promotional Activities**

- Make information available at Council service centres and libraries and on Council's website.
- Promote the various resources available to encourage the correct selection of a new pet such as 'Select a Pet' website.
- Provide a wide range of pamphlets.
- Distribute brochures to residents when requested and when investigating complaints.
- Signage to identify the areas designated for exercising dogs off lead.
- Advertisements in local newspapers and guest spot on local radio.

#### **Compliance Activities**

- Investigate all complaints received.
- Encourage complainants to speak directly to dog owners to alert them to their dog barking.
- Record all nuisance complaints in Council's record management systems.
- Provide cat cages to residents for containing trespassing cats as requested.
- Impound all unregistered dogs found at large.
- Issue infringements for dogs found at large.
- Impound or return wandering registered pets to owners.
- Attend properties unannounced to conduct on the spot inspections where there have been ongoing or serious complaints against a property or person.

#### **2013-2017 Domestic Animal Management Plan Highlights:**

- The procedure for barking dog complaints was revised and improved in March 2017.
- The provision for deposits on the usage of cat cages was removed in 2016 to encourage greater usage and availability to the community.

## **5.9 Dog Attacks**

Latrobe City Council considers any reported dog attacks as the highest priority and dispatches a Local Laws Officer immediately to investigate and action as appropriate.

#### **Educational and/or Promotional Activities**

- Promote responsible pet ownership to new and existing dog owners.
- Promote the benefits of dog training, socialisation and frequent exercise.
- Provide a range of pamphlets that raise awareness of the risk of dog attacks in the home, on the street and in parks which include information on how to reduce risks.

- Distribute brochures to residents when requested and when investigating complaints.
- Promotion of the need for dogs to be under effective control, at all times, including the need to ensure dogs can be effectively contained and/or fenced on their own property to ensure they cannot escape.
- Promote de-sexing of dogs to reduce aggressive tendencies and wandering at large.
- Promote the need for supervision of children when dogs are present.
- Promote Council's emergency 24 hour 7 day a week service for reporting a dog attack.

#### **Compliance Activities**

- Declaration of all identified dangerous/menacing dogs in line with the Domestic Animals Act 1994.
- Respond to all reported dog attacks immediately as the top priority for Local Laws Officers.
- Record all reported dog attacks in Council's record management systems.
- Ensure all reported dog attacks are thoroughly investigated with findings and evidence accurately recorded and maintained.
- Ensure owners of declared dogs are fully informed of their requirements under the Act.
- Proactively declaring dogs dangerous or menacing.
- Ensure unclaimed dogs at the pound are temperament tested to determine whether they are suitable for re-housing.
- Seize dogs involved in serious attacks.
- Provision of a 24 hour 7 days a week emergency service to report a dog attack.
- Conduct regular patrols at locations where there is a high incidence of wandering dogs.

#### **2013-2017 Domestic Animal Management Plan Highlights:**

- All investigations of dog attacks finalised within required timeframes.
- Appointment of Prosecutions and Legal Proceedings Office to the Local Laws team to prosecute a broad range of matters on behalf of Council, inclusive of Dog Attacks. Initial results extremely encouraging.
- Court and Prosecutions training for all Local Laws Officers that will result in an increased number of prosecutions for dog attacks

### **5.10 Dangerous, Menacing and Restricted Breed Dogs**

Latrobe City Council Local Laws Officers investigate all reports or complaints regarding dangerous, menacing or restricted breed dogs, immediately.

Local Laws Officers currently use the Department of Primary Industry 'Standard for Restricted Breed Dogs in Victoria' to identify restricted breeds.

#### **Council Orders**

Latrobe City Council currently utilises the Domestic Animals Act 1994 in relation to dangerous, menacing and restricted breed dogs.

Reports of suspected undeclared restricted breed dogs are rare in Latrobe City. Officers believe there is a high level of compliance regarding the ownership and management of declared dogs within the municipality.

#### **Educational and/or Promotional Activities**

- Media releases in local papers from Council and the Bureau of Animal Welfare.
- Radio spots on local radio.
- Information pamphlets at all Council service centres and libraries.
- Information available on council's website.
- Ensuring all owners of declared dogs are aware of their obligations under the Act regarding identification and the keeping of these dogs.
- Promotion of regulations for restricted breed dogs.
- Promote the 'Dangerous Dogs Hotline' 1300 101 080 on Council's website.

#### **Compliance Activities**

- Ensure that all Declared Dangerous, Menacing and Restricted Breed dogs are registered accurately with the Victorian Declared Dog Registry.
- Inspect commercial and industrial areas to identify guard dogs guarding non-residential properties.
- Attending properties unannounced to conduct on the spot inspections and annual audits where there are registered declared dogs.
- Follow-up non-compliance issues found during inspections and audits.
- Review all dog attack cases to determine if it is appropriate to declare the dog dangerous or menacing.
- Maintain a register of all declared dogs registered and housed in Latrobe City Council.
- Seize un-registered, suspected Restricted Breed dogs.
- Completion of investigations of complaints of these types of dog breed.

#### **2013-2017 Domestic Animal Management Plan Highlights:**

- Audited all properties where there are registered declared dogs.
- Declared Dangerous, Menacing and Restricted Breed dogs registered accurately with the Victorian Declared Dog Registry.

### **5.11 Over-Population and High Euthanasia**

Latrobe City Council is aware of the high euthanasia rates for dogs and in particular cats and continues to promote the benefits of de-sexing. The introduction of compulsory de-sexing for all dogs and cats registered for the first time or released from the pound facility was implemented in 2008. Council continues to facilitate a discounted microchipping week prior to the registration date of 10 April each year.

Council has in place eleven Section 84Y Domestic Animal Act agreements to re-house dogs and cats that have ended up in the pound, and is currently negotiating with several other local organisations.

What are s84Y agreements?

In Victoria, dogs and cats may be impounded due to a large number of reasons. When an owner is unidentifiable, unable or unwilling to collect that animal it may require extra care or be assessed as suitable for rehoming.

Under the provisions of the *Domestic Animals Act 1994* (the Act), section 84Y allows for Councils to enter into a written agreement for the seizure, holding and disposal of dogs and cats. These agreements may be made between the Council and a pound, shelter, vet clinic, community foster care network or foster carer depending on the needs of the animals.

The provisions of the Act, allow for a person or body (that has an 84Y (a)(b) &/or (c) with a Council ie a pound, shelter or vet clinic) to have an 84Y(ca) agreement with a community foster care network on the condition that the dog or cat is desexed and microchipped prior to leaving the ownership of the person or body.

Animals moving to a Community Foster Care Network under an 84Y(c) agreement are not required to have been desexed or microchipped prior to leaving the pound. Under an 84Y(c) agreement it is the responsibility of the person or group that take possession of the animal directly from the pound to desex and microchip the animal before it leaves their ownership. Carers are limited to caring for the number of animals permitted by their municipal (local) council.

#### **Educational and/or Promotional Activities**

- Promote responsible pet ownership to new and existing dog owners.
- Promote the benefits of dog training, socialisation and frequent exercise at the annual Pet Expo and ongoing.
- Promote Council's cat curfew.
- Promote the benefits of de-sexing; such as no surprise litters, fewer unwanted animals in the community, fewer animals euthanised, reduced aggression and reduced wandering, via local radio spots, local newspaper articles and on Council's website.
- Offer dogs and cats for sale from the pound at an affordable price which includes de-sexing and microchipping costs.

#### **Compliance Activities**

- Investigating complaints and reports of numbers of dogs/cats on residential properties.
- Provide cat cages to residents for containing trespassing cats as requested, subject to availability.
- Investigate reports of animal hoarding and work with owners to reduce these to permitted numbers.
- Enter into Section 84Y Domestic Animal Act agreements with local organisations and vets to re-house dogs and cats that have ended up in the pound.



- Investigate reports of unauthorised 'backyard breeders' to ascertain whether they should be registered as a domestic animal business.
- Implementation of Council resolution for the de-sexing of all dogs and cats being registered for the first time from April 2008.
- 2013-2017 Domestic Animal Management Plan Highlights:
- Renegotiation of 84Y Domestic Animal Act agreements with local organisations and vets to re-house dogs and cats that have ended up in the pound.

## 5.12 Domestic Animal Businesses

Latrobe City Council currently has 10 Registered Domestic Animal Businesses. These businesses are issued with registration renewal notices each year and Council conducts annual inspections in relation to their compliance with relevant codes of practices.

In Victoria, the Domestic Animals Act 1994 defines Domestic Animal Businesses as any of the following:

- A Council pound (operated by the Council or a contractor on behalf of Council)
- A dog and/or cat breeding business - where there are three or more fertile females and animals are sold (whether a profit is made or not), and the proprietor is not a member of an Applicable Organisation. If the proprietor is a member of an Applicable Organisation, they are exempt from registering as a breeding Domestic Animal Business if they have less than 10 fertile female animals AND no more than 2 are not registered with an Applicable Organisation.
- A dog training establishment (where the business is run for profit)
- A pet shop (operated in a permanent location that must be open at least 5 days per week)
- An animal shelter (e.g. welfare organisations such as the RSPCA and The Lost Dogs' Home)
- An establishment boarding dogs or cats (where the business is run for profit to provide overnight, daycare or homecare boarding)
- An establishment that is rearing dogs or cats (where the business is run for profit).

All domestic animal businesses must be registered annually with their local council and comply with the appropriate mandatory Code of Practice. Local council will often require an inspection of the facilities prior to registration each year. Councils are required to report the number of domestic animal businesses registered with them to DEDJTR on an annual basis.

Council provides all registered Domestic Animal Businesses with any changes to the legislation or Code of Practice information relevant to the business and encourages business owners to be involved in any review of the mandatory Code of Practice.

Any new registration applications are received and processed in line with the Code of Practice.



### **Educational and/or Promotional Activities**

- Provide relevant mandatory Code of Practice to proprietors of existing and proposed domestic animal businesses.
- Ensure all relevant Domestic Animal Businesses are advised and involved in any review of the mandatory Code of Practice for their type of business.
- Invite Domestic Animal Businesses to be involved in Council's animal related community events.

### **Compliance Activities**

- Conduct annual 'unscheduled' inspections/audits of each Domestic Animal Business premises to determine compliance with the Act, relevant mandatory Code of Practice, and any terms, conditions, limitations or restrictions on that registration.
- Use the audit documents on the Bureau of Animal Welfare's Animal Management website.
- Follow-up Domestic Animal Business non-compliance issues with information on required actions and timeframe for resolution, further inspections, and prosecutions where necessary.
- In the case of serious non-compliance issues, suspend or cancel registration.
- Liaise with other units within Council to provide advice when planning applications for Domestic Animal Businesses are received, to ensure appropriate conditions are placed on construction, operation, etc.

### **2013-2017 Domestic Animal Management Plan Highlights:**

- All registered Domestic Animal Businesses have been inspected annually for compliance in the four year period.



# Latrobe City Council

## Domestic Animal Management Plan

### 2017-2021

#### **6. Four year action plan**

The following pages outline Latrobe City Council's four year action plan which has been designed to build on the successes of the previous Domestic Animal Management Plan.

Actions have been developed with a focus on staff training; community awareness; the provision of accessible, relevant and timely information and a simplified process for the reporting of issues.

Feedback received during Council's Community Consultation period has also been considered in the development of actions.

## 6.1 Training of Authorised Officers

To ensure all staff involved in animal management have the knowledge and skills necessary to carry out their work safely and effectively.

ACTION	MEASURE	OUTCOME	WHEN
Review and finalise, in consultation with relevant team members, training required for all Authorised Officers undertaking animal management duties.	Consultation with relevant team members, agreed list of skills required to undertake animal management duties developed.	Confident, skilled and knowledgeable team members responding to customers; increased customer confidence that their enquiry will be professionally dealt with.	Annually
Ensure all Authorized Officers have commenced or are enrolled to commence relevant training programs within 24 months of appointment.	The number of newly appointed officers who are undertaking or have completed training in required skills	Confident, skilled and knowledgeable team members responding to customers; increased customer confidence that their enquiry will be professionally dealt with.	Ongoing
Maintain a central training register which includes individual Authorized Officers current level of training and agreed future training requirements	Central training register reviewed and maintained on a regular basis.	Confident, skilled and knowledgeable team members responding to customers; increased customer confidence that their enquiry will be professionally dealt with.	Annually
Ensure that all team members are kept informed of and trained in changes to relevant legislation, policies, procedure and compliance codes within reasonable timeframes.	Changes to legislation, policy, procedure and compliance codes to be distributed to all team members via e-mail. All changes to be highlighted as agenda items during team meetings. Ongoing training as required.	Confident, skilled and knowledgeable team members responding to customers; increased customer confidence that their enquiry will be professionally dealt with.	Ongoing

## 6.2 Registration and Identification

Maximise the number of registered and identifiable domestic animals residing within Latrobe City to aid compliance and facilitate reuniting lost pets with their owners in a timely manner.

ACTION	MEASURE	OUTCOME	WHEN
Registration reminder notices to be sent out to all animal owners that have failed to re-register their pets by the 10th of April each year.	Reminder notices mailed out to owners of previously registered animals that have not been renewed.	Improved accuracy of Councils pet registration database and greater adherence to legislation	Mail out completed by May 31st each year
Partner with local veterinarians and 84 Y agreement holders to distribute animal registration information to new animal owners.	The number of veterinarians and 84 Y agreement holders actively distributing registration information.	Increased registration of new animals and greater adherence to legislation	Ongoing
Facilitate a discount microchipping period with our contracted vets prior to the registration re-newel in April each year.	Annual discount microchipping period to be conducted each year.	Increased registration of new animals and greater adherence to legislation. Enhanced customer service.	Annually
Ensure that all seized and impounded animals are registered in accordance with legislation prior to release to their owner.	Cross check pound release forms with Councils animal registration database	Improved accuracy of Councils pet registration database and greater adherence to legislation.	Ongoing
Undertake targeted annual doorknocks of the municipality to check for unregistered dogs and cats.	Completion of targeted doorknocks undertaken in the municipality.	Improved accuracy of Councils pet registration database and greater adherence to legislation.	Annually

### 6.3 Animal Nuisance Complaints

Minimise the number of complaints received by Council while increasing community satisfaction with Council's response to investigating complaints.

ACTION	MEASURE	OUTCOME	WHEN
Provide / make available the most current educational material to animal owners in the municipality	Preparation, sourcing and distribution of educational material to residents of the municipality	Greater community awareness and education to residents with an emphasis on responsible animal ownership. A reduction in animal complaints and greater adherence to legislation.	Ongoing
Maintain a supply of cat cages for the community to utilize to control problem or feral cats.	Ensure a register of community members interested in utilizing cat cages is current and that they are contacted as soon as cages become available	Grater community awareness in regards to responsible cat ownership, a reduction in complaints and unwanted/feral cats. An enhanced level of customer service and greater adherence to legislation	Ongoing
Maintain accurate and relevant information on Councils website advising how customers can make a complaint about nuisance animals.	A dedicated page has been set up this needs to be maintained and updated on a regular basis	Greater community awareness of responsible pet ownership; increased access to council services; faster resolution of complaints, enhanced customer service and greater adherence to legislation	Bi-monthly



<p>Audit existing off leash areas against developed guidelines</p>	<p>Audit undertaken and report on findings presented to Manager of Municipal Services. Potential establishment of fenced off leash dog walking parks, pending feasibility study.</p>	<p>Identify gaps between existing off-leash areas and established guidelines in which to plan future works</p>	<p>2017/2018</p>
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## 6.4 Dog Attacks

Minimise the risk to the community of dog attacks while increasing community understanding of potential aggressive animal behaviour and the benefits of dog socialisation and obedience training.

ACTION	MEASURE	OUTCOME	WHEN
Increased public awareness of what constitutes a dog attack and how to report them.	Update Councils web site with a dedicated section on dog attacks. Use Councils Social Media page to inform the community of dog attack information. Utilize local press to highlight successful prosecutions, when appropriate.	Greater community awareness of responsible pet ownership ; a reduction in complaints and greater adherence to legislation	2017/2018



## 6.5 Dangerous, Menacing and Restricted Breed Dogs

Meeting legislative requirements relating to dangerous, menacing and Restricted Breed dogs while educating the community about such breeds.

ACTION	MEASURE	OUTCOME	WHEN
Random property inspections of declared dogs to ensure compliance.	Review internal register of declared dogs and determine checks to be conducted, undertake an inspection of each property.	Greater community awareness of responsible pet ownership ; a reduction in complaints and greater adherence to legislation	Annually
Prosecute repeat offenders or serious breaches detected.	Amount of successful outcomes from prosecutions conducted.	Greater community awareness of responsible pet ownership ; a reduction in complaints and greater adherence to legislation	As occurs
After hours patrols for unregistered guard dogs	Amount of patrols conducted and the number of unregistered guard dogs detected.	Greater community awareness of responsible pet ownership ; a reduction in complaints and greater adherence to legislation	As occurs
Educate the community about what is a declared dog.	Half year updates on council social media site.	Greater community awareness of responsible pet ownership ; a reduction in complaints and greater adherence to legislation	Half yearly.

## 6.6 Over-Population and High Euthanasia

Encourage responsible pet ownership by promoting de-sexing and confinement of dogs and cats to reduce the incidence of unwanted pet litters and feral domestic animals; while increasing the number of animals successfully re-housed.

ACTION	MEASURE	OUTCOME	WHEN
Promote the Bureau of Animal Welfares responsible pet ownership program	Regular utilization of Councils Social Media site to promote responsible pet ownership.	Greater community awareness of responsible pet ownership ; a reduction in complaints and greater adherence to legislation	Ongoing
Review existing 84Y Agreements and seek out other potential 84Y providers to enhance the re-homing of unclaimed dogs and cats.	Minimum 85% of impounded animals returned to owner, adopted or re-housed.	Reduction in the number of animals euthanized.	Ongoing
Maximum utilization of Social Media to promote animals available for adoption.	Regular utilization of Councils Social Media site to promote animals for adoption	Reduction in the number of animals euthanized.	Ongoing

## 6.7 Domestic Animal Businesses

To support and regulate domestic animal businesses established within the municipality.

ACTION	MEASURE	OUTCOME	WHEN
Audit all Domestic Animal Businesses annually to ensure compliance to legislation	Number of Audits conducted	Improved accuracy of Councils pet registration database and greater adherence to legislation	Annually
Maintain accurate and relevant information on Councils website advising how to register a Domestic Animal Business	Dedicated page on Domestic Animal Businesses to be developed and regularly checked for accuracy. Number of hits the webpage receives.	Greater community awareness and education with an emphasis on responsible animal ownership. A reduction in animal complaints and greater adherence to legislation. Increased access to Council services	Bi-monthly
Ensure that details of all registered Domestic animal Businesses are reported to the Bureau of Animal Welfare annually.	Number of Domestic Animal Businesses reported annually to the Bureau of Animal Welfare	Improved accuracy of Councils pet registration database and greater adherence to legislation.	Annually



## 6.8 Municipal Pound

To operate a Municipal Pound in accordance with the Domestic Animal Act 1994.

ACTION	MEASURE	OUTCOME	WHEN
Finalise proposal to implement receipting facilities at the pound, providing improved service to animal owners	Successful implementation of receipting functions at Council's domestic pound.	Increased access to Council services and enhanced customer service levels.	2018/2019



## 7. Annual review and annual reporting

Actions identified in this Domestic Animal Management Plan 2017-2021 will commence in the 2017/2018 financial year and conclude at the end of the 2020/2021 financial year.

Latrobe City Council will review the Domestic Animal Management Plan 2017-2021 annually and, if appropriate, amend. Any amendment of the Plan will be provided to the Department of Primary Industries' Secretary. An evaluation of our implementation of the Plan will be published in Latrobe City Council's Annual Report.

A full review of this Plan will be undertaken during the 2020/2021 financial year and will inform the development of any future Domestic Animal Management Plan.

Any questions relating to this Plan should be directed to the Coordinator Local Laws on 1300 367 700; or via email at [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au); or via post to Latrobe City Council, PO Box 264, Morwell Victoria 3840.

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

## **14.2 Domestic Animals Management Orders**

**General Manager**

**City Development**

**For Decision**

### **EXECUTIVE SUMMARY**

The purpose of this report is to recommend the implementation / amending of standing orders pursuant to the provisions of the *Domestic Animals Act 1994* (the Act), the orders stand to promote animal welfare, the responsible ownership of dogs and cats and protection of the community and environment.

The proposed orders will;

1. Amend the Section 10A order which currently mandatorily requires the desexing of domestic animals within the municipal district. The proposed amendment seeks that the mandate only applies to cats;
2. Amend the Section 25 order to require that cats are securely confined to the owners premises and not allow the cat to wander outside the owners premises; and
3. Resolve to impose conditions pursuant to Section 26 as to the restraint of dogs within the municipal district.

### **MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Gibson

**That Council:**

1. **Adopts the orders in accordance with section(s) 10A, 25 and 26 of the *Domestic Animals Act 1994* (Vic) and associated fee structure, with a commencement date of 18 September 2017; and**
2. **Publishes the required notices in the Latrobe Valley Express and Victorian Government Gazette.**

**CARRIED UNANIMOUSLY**

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

The Act exists with the purpose to promote animal welfare, the responsible ownership of dogs and cats and protection of the environment by providing for:

- a) A scheme to protect the community and the environment from feral and nuisance dogs and cats; and

- b) A registration and identification scheme for dogs and cats which recognises and promotes responsible ownership.

### **Section 10A – Mandatory Desexing (Amendment)**

In 2006 Council resolved that all domestic animals were required to be desexed prior to being eligible to apply for registration, pursuant to Section 10A of the Act. In the opinion of Council Officers, greater registration compliance rates and an increased number of pound releases can be achieved through removing the mandate currently applicable to dogs within the municipality.

By amending the section 10A order to mandate the compulsory desexing of cats only, Latrobe City will align with current Victorian standards and potentially increase the number of dogs being reunited with owners by removing the requirement of surgical sterilisation. Currently in some cases residents are required to pay up to \$307.50 in addition to pound release fees to have the procedure conducted.

Exemptions would apply to the following-

- A cat owned by a person or body that conducts a domestic animal business registered with Council where the cat is used for breeding purposes in connection with that business;
- A cat that is the subject of written veterinary advice stating that the health of the cat is liable to be significantly prejudiced if it is desexed; and
- A cat that is owned by a person who is a current member of an applicable organisation and the animal is registered with that organisation.

In accordance with the Act the commencement of this order would introduce a new fee schedule for the registration of domestic animals-

#### *Domestic Animal Registration Fees*

*Standard Fee : \$120.00*

*Reduced Fee (Schedule 1): \$40.00*

*Dangerous / Restricted Breed /Menacing Dog Fee: \$ 200.00*

*Guard Dog (Non-Residential) Fee: \$120.00*

#### *Schedule 1 – Reduced Fee*

*Desexed cat or dog*

*Cat or Dog over 10 years old*

*Cat or dog kept for breeding by the proprietor of a domestic animal business conducted on a registered premises*

*Cat or Dog registered with an applicable organisation, if their owner is a member of the applicable organisation of which the animal is registered*

*Dog kept for working stock*

*Dog having undergone obedience training which complies with the regulations*

**Approved Working Dogs:** Dogs that are kept for the purposes of working livestock, to be eligible to claim the reduced fee the owner must supply a statutory declaration or tax return indicating that the owner is conducting primary production activities.

### **Section 25 – Cat Curfew**

Pursuant to Section 25 of the Act all owners of will be required to keep their cats securely confined to the owners property between the hours of 09:00 pm to 06:00 am, seven days a week.

### **Section 26 – Means of Restraint (effective control)**

Section 26 of the Act provides that Council may by resolution make an enforceable order imposing conditions on the presence of domestic animals in any public place within the municipal district of Council.

It is proposed that an order be resolved, requiring the owner of any dog to keep the dog under effective control by means of a chain, cord or leash held by the owner and attached to the dog while the dog is in any public place, other than designated off-leash areas.

### **Designated off-leash areas**

A dog may be exercised off-leash in designated off-leash areas, providing the owner:

- Carries a chain, cord or leash sufficient to bring the dog under effective control if the dog behaves in a manner which threatens any person or animal;
- Remains in effective voice and hand control of the dog so as to be able to promptly bring the dog under effective control by placing the dog on a chain, cord or leash if necessary; and
- Does not allow the dog to attack, rush at or threaten any person or animal.

### **STAKEHOLDER CONSULTATION**

With reference to the mandated desexing of domestic animals Council Officers have noted that many residents commonly express a financial inability to release their animals from the pound, it is anticipated that there will be community support relating to the amended order.

Contact with Council's contracted Veterinary Centre has been undertaken for the purpose of establishing the appropriate age to undertake desexing of cats.

The orders referring to restraint and cat curfew exists in legislation to enable Council Officers to appropriately meet the purposes of the Act, therefore community consultation was not undertaken on these clauses.

Consultation was undertaken in conjunction with the Domestic Animal Management Plan 2017, these submissions have been provided to Council in the report on presented on 11 September 2017.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The cost and resource allocation associated with this report is in keeping with Council's approved operational budget.

### **RISK IMPLICATIONS**

It is anticipated that by adopting the recommendation, the risks associated with high levels of unregistered stray animals will be reduced as animal owners will be more likely to register their pets. This recommendation will also reduce the cost of retrieving a pet from the pound which will increase the return and rehoming rates.



**CONCLUSION**

Councils across Victoria are responsible to provide animal management services to their respective municipal districts including the enforcement of legislation and regulations, education of the public on responsible pet ownership and the minimisation of pet nuisance.

To assist Council in delivering quality animal management services and applying measures to prevent domestic animal nuisance and attack. The implementation of the above mentioned orders best equips Council Officers to meet statutory requirements.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil

**14.3 Traralgon Court House Second Round Expression of Interest for Commercial Activation.**

**General Manager**

**City Development**

**For Decision**

**EXECUTIVE SUMMARY**

- On 12 September 2016, Council resolved to seek Expressions of Interest from community groups and commercial operators to activate the Court House via a hybrid use; that is community activation for the heritage parts of the building, and commercial utilisation of the non-heritage portion of the building on the southern end.
- These Expressions of Interest (EOI) closed on Thursday 27 April 2017, with a report to Council on 21 August 2017 endorsing the successful community group to activate the heritage section of the building.
- The EOI process failed to produce any applications for the commercial activation, the rent from which is a critical component of generating income to maintain the heritage aspects of the building.
- This Report therefore proposes a further EOI round for the commercial activation of the Traralgon Court House, along with consideration of an incentive payment of up to \$20,000 towards the fit-out of a commercial enterprise, in order to assist in the attraction of a commercial tenant for the building and enhance its sustainability into the future.

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Howe

**That Council:**

- 1. Endorse a further Expression of Interest round for the commercial activation of the Traralgon Court House; and**
- 2. Refer expenditure of up to \$20,000 as an incentive payment toward fit-out to attract a suitable commercial tenant for the building to the 2016/17 end of financial year budget process.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTERESTS**

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

## **DISCUSSION**

Expressions of Interest for hybrid activation of the Traralgon Court House closed on Thursday 27 April 2017. The process was aimed at attracting a community group to utilise the heritage portion of the building, and a business enterprise to commercially activate the non-heritage section of the courthouse at the southern end.

While the EOI round resulted in Friends of the Court House Inc. being selected to utilise the heritage section, there were no commercial applications. The community activation was endorsed at a Council meeting on 21 August 2017.

The Department of Environment, Land, Water and Planning (DELWP) are the owners of the Traralgon Court House, with Latrobe City Council acting as Committee of Management and having responsibility for the building's maintenance and preservation.

Commercial activation of the section of the building constructed in the 1950s is vitally important in generating income to facilitate the maintenance and upgrades of the heritage parts of the facility.

Officers propose that Council conduct a second EOI round aimed solely at commercial operators, with Council contributing an incentive payment up to \$20,000 towards the fit-out of a profitable enterprise in order to assist in the attraction of a suitable commercial tenant.

The EOI could attract interest regarding a number of potential uses of the rooms, such as office, retail or café space. Rental returns would be determined based on market rates per square metre of usable floor space, and decisions regarding the commercial activation of these rooms would need to be sympathetic to the overall aesthetics of the building and the neighbouring heritage space.

Indicative rental income based on advice provided by the Managing Director First National Real Estate is that the space will garner approximately \$15,000 per annum.

A successful outcome would help ensure the future sustainable use of the facility, based on the long-held Council desire for a hybrid model of occupancy, where the revenue from the commercial tenant helps to fund the maintenance and upkeep of the heritage parts of the building.

If no satisfactory response was received to the commercial EOI, the space could be offered to the Friends of the Courthouse, whose earlier application for the heritage-listed space included the use of the commercial areas for a kiosk.

Internal at-risk heritage restoration works under the Living Heritage Grants Program are beginning at the Court House shortly, meaning that any commercial occupancy can only begin upon completion of these works, expected to be in late 2017 or early 2018.

## **Probity Issues**

Clarification has been sought regarding whether the endorsement of a \$20,000 fit-out incentive to a successful commercial tenderer would offend the competitive neutrality aspect of Competition Policy. This term ensures all significant business activities of publically owned entities compete fairly in the market. It was identified by Council's Governance Advisor that the proposal does not constitute a breach of competitive neutrality because any activity that would result from commercial activation of the

non-heritage portion of the Traralgon Court House would not be considered a business activity of Council:

- The proposed lease does not result in the sale of goods and services to anybody *by Council*,
- A one-off activity of leasing the land and providing an incentive payment through a public process open to everyone is not considered a business activity, and
- The scope of the activity in relation to the size of the relevant market and the influence of the activity is not significant.

### **STAKEHOLDER CONSULTATION**

Stakeholder consultation will be via an open EOI process allowing any group or individual to submit their interest in activating the non-heritage portion of the building. During the EOI period, an optional site visit is proposed allowing potential applicants to view the available space and ask questions related to proposed activation.

All applications will be submitted via the Latrobe City Council e-tender portal; any questions will be processed to provide all potential applicants with the same information.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The proposed incentive payment of up to \$20,000 toward fit-out of a commercial application will be sought as a surplus budget request.

Indicative rental income based on advice provided by the Managing Director First National Real Estate is that the space will garner approximately \$15,000 per annum. Earlier industry advice put the figure higher, at up to \$23,000 per annum, for up to 90 square metres of space, including an outdoor deck.

### **RISK IMPLICATIONS**

A number of risks have been considered for this report, including not receiving any submissions. If this is the case, further discussions will be held to determine the next steps, given that commercial activation of the Court House is a critical component of generating income to maintain the heritage aspects of the building.

### **CONCLUSION**

This Report seeks Council's endorsement of a further EOI round for commercial activation of the Traralgon Court House. This Report also seeks endorsement of an incentive payment of up to \$20,000 towards the fit-out of a commercial enterprise, in order to assist in attraction of a commercial tenant for the building.

Information has been provided to Council on Probity Issues that have been raised as a possible concern, and identifies that competitive neutrality is not being breached by the proposals within this Report.

### **SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil

**14.4 Consideration of Submissions for Amendment C102 Burgan Permit  
Exemption and Public Acquisition Overlay Correction**

**General Manager**

**City Development**

**For Decision**

**EXECUTIVE SUMMARY**

Forest Burgan (*Kunzea species (upright)*) is widely regarded as an environmental weed in disturbed regrowth and on cleared land, despite being a native species. Latrobe City Council has pursued a number of avenues over the past 5 years to try and work through the permit process to remove Burgan and mitigate the shrub coverage with little to no success. Accordingly, on 22 August 2016, Council made a resolution to undertake a Planning Scheme Amendment (the Amendment) to enable Council to; upon the recommendation of a duly appointed council environmental officer issue a permit for the removal of Burgan in the following circumstances:

- Burgan encroachment upon flora reserves which threatens the indigenous bio diversity of those reserves.
- Burgan encroachment upon previously cleared farmland or rural living properties or council properties.
- Burgan encroachment upon council road side reserves or council properties where it threatens indigenous bio diversity or is considered a fire hazard or is considered a traffic hazard or threatens the intended use of the property.

The Department of Environment, Land, Water and Planning (DELWP) authorised the amendment on 10 January 2017 with the following conditions:

- The exemption must only apply to flora reserves managed by council which share boundaries with residential areas; and
- A management plan must be prepared to the satisfaction of the department, outlining the staged control activities to manage Burgan and how these activities demonstrate consistency with Victoria's native vegetation management objectives.

The authorisation conditions have changed from what Council originally resolved. If Council wishes to challenge these conditions they would need to convene a Planning Panel. However, a Planning Panel can only consider the submissions which do not challenge the conditions of the Amendment. Furthermore, based on the need to take urgent action to clear Burgan in the event of a high risk bushfire season in the coming year, Council officers believe that it is in the best interests of Council to adopt or abandon the Amendment with its current conditions.

The concerns around a useable process to develop and assess management plans can be mitigated through the following process:

- DELWP and Council officers have prepared a contents checklist (see attachment 6) to inform the drafting of any management plan by Council officers.

- DELWP have stated that any management plan will have a final decision made within 28 days of submission.

### **MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Gibson

#### **That Council:**

- 1. Having considered all written submissions received to Amendment C102 adopts Amendment C102 with changes in accordance with Section 29 of the *Planning & Environment Act, 1987*;**
- 2. Submits Amendment C102 once adopted to the Minister for Planning for approval, in accordance with Section 35 of the *Planning and Environment Act 1987*;**
- 3. Advises those persons who made written submissions to Amendment C102 of Council's decision; and**
- 4. Writes to the Minister for Planning to outline the definition of a Conservation Reserve used by Council to determine whether the Moe-Yallourn Rail Trail fits into the scope of the Amendment.**

**CARRIED UNANIMOUSLY**

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

The Amendment was on Public Exhibition on 6 July 2017 for a six week period until 14 August.

797 residents surrounding eleven reserves and offset areas, along with the relevant conservation committee of management groups were directly notified.

During Exhibition, Council officers met with six Committees of Management between 4 July and 25 July 2017.

A total of seventeen submissions were received during the Exhibition period. There were two objections, both of which has been withdrawn and two which have asked for changes to include the Moe-Yallourn Rail Trail within the scope of the Amendment. The other Rail Trails did not make a submission to be included.

#### **Background**

As per the motion passed by Council on 22 August 2016 Latrobe City Council (see attachment 1) sought authorisation from DELWP on 14 October 2016. Authorisation from DELWP was received on 10 January 2017 by the Minister for Planning in

accordance with Sections 8A(3) of the *Planning and Environment Act 1987* with the following conditions:

- The exemption must only apply to flora reserves managed by council which share boundaries with residential areas; and
- A management plan must be prepared to the satisfaction of the department, outlining the staged control activities to manage Burgan and how these activities demonstrate consistency with Victoria's native vegetation management objectives.

The initial application for authorisation for the Amendment was delayed due to DELWP releasing *Review of the Native Vegetation Clearing Regulations* (the report) in November 2016. The authorisation conditions changed the conditions to what Council originally resolved and requested. Furthermore, the Authorisation letter received from DELWP stated that:

*Given the timing and implementation of the Review, council may wish to consider delaying the amendment until the outcomes of the Review, and subsequent changes to the Planning Scheme are known. If council wishes to pursue the amendment and it is submitted to the Minister for Planning for approval, the Minister's consideration of the amendment will need to take into account the outcomes of the Review.*

While it is not explicitly stated with the Authorisation letter, it has been stated by DELWP officers that a decision on the Amendment will not be made until the *Native Vegetation Clearing Regulations Review* outcomes have been finalised in the Victorian Planning Provisions.

In addition, the original authorisation stated that it only applied to Council 'flora reserves', which Council officers thought was too restrictive as Latrobe City does not consider itself to have 'flora reserves'. On 9 February, Council officers asked DELWP if the term 'conservation reserve' could be used instead. On 14 February received confirmation from DELWP that the broader term 'conservation reserves' could be used, this has been reflected in all of the Exhibition documents.

Since this time, Council was requested by VicRoads to rectify a minor Public Acquisition Overlay mapping error from Amendment C42 associated with the implementation of the Traralgon to Sale Highway duplication project. This is an administrative error that needs to be rectified and therefore the usual practice is to include it with the next Amendment to be processed. Amendment C102 was seen as the best option to include the mapping anomaly.

A letter requesting reauthorisation of the amendment to include the correction to the minor mapping error was sent to the Minister for Planning on 11 May 2017. Reauthorisation was granted on 25 May 2017.

### Management Plans

Previously, concerns have been raised about the practicality of complying with the conditions of supplying a management plan for approval as past management plan(s) required by DELWP have been difficult to get approval because of onerous timeframes, onerous management processes and the cost effectiveness of the process etc.



Consultation with DELWP was ongoing throughout the exhibition period to try and determine an easy, efficient management plan process. Initial meetings have been held with officers from DELWP on 19 July 2017 and 10 August 2017 in preparing a content checklist to inform a management plan template. The process for approval of a management plan will be as follows:

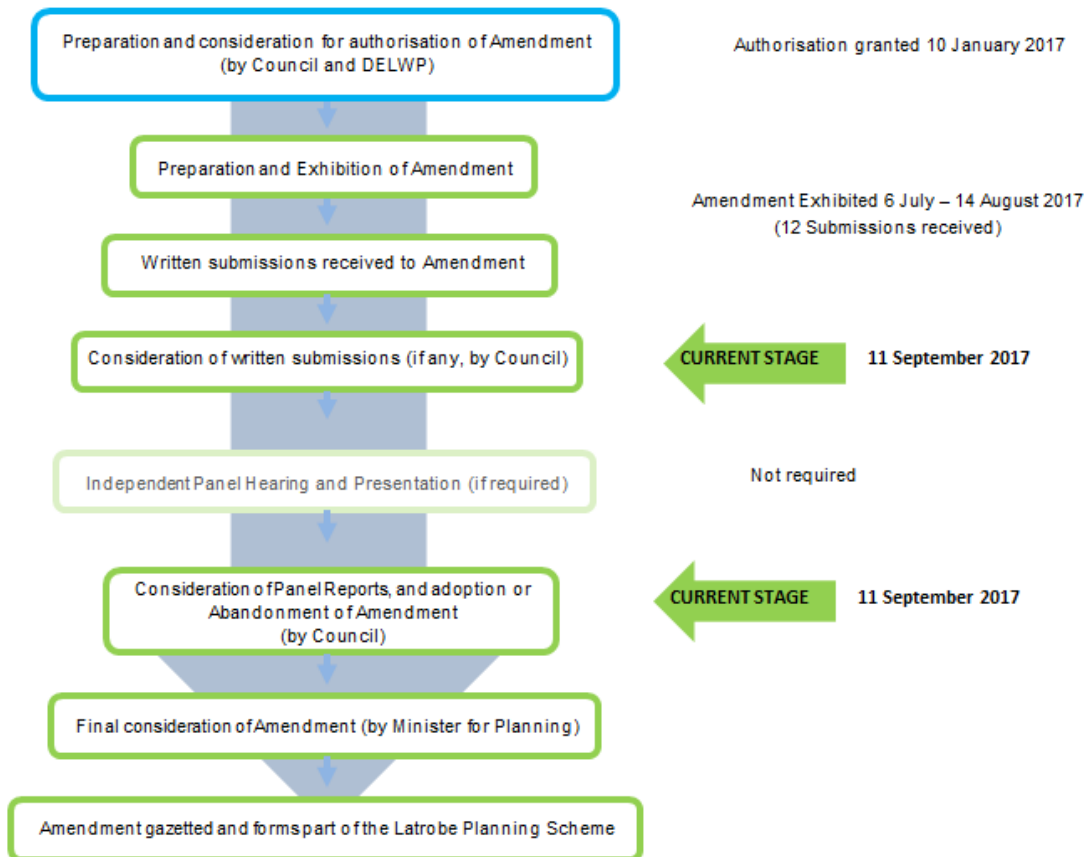
- Council officers (or consultants, if necessary) will prepare a management plan based on the draft template and contents checklist;
- A pre-application meeting between Council officers and DELWP will occur to make sure the management plan meets the stated objectives through the use of appropriate clearing, monitoring and evaluation techniques;
- Council officers will consult with the Committees of Management on possible works to be carried out, how they will be carried out and how they will be monitored and evaluated for final sign off; and
- The management plan will be lodged with DELWP with a notice of decision to be provided within 28 days.

The Environment Sustainability team believe that although the draft management plan template is comprehensive in nature, it is a manageable, deliverable product. It has also been developed to include any information that DELWP may require, mitigating the possible risks of slowing down the application and approval process.

### **STATUTORY REQUIREMENTS**

The C102 planning scheme amendment process is shown in the figure below and provides an indication of the current stage of the Amendment.

**Planning Scheme Amendment Process**



In accordance with the Act, the municipal council, as a planning authority, has a number of duties and powers. These duties and powers are listed at Section 12 of the Act. Under Section 12 a planning authority must have regard to (*inter alia*):

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

Amendment C102 has had regard to Section 12 of the Act and is consistent with the requirements of Section 12. In addition each amendment must address the Department of Environment, Land, Water and Planning (DELWP) publication *Strategic Assessment Guidelines for Planning Scheme Amendments*. A response to these guidelines is outlined in the attached Explanatory Report (attachment 1).

The proposal is consistent with the State Planning Policy Framework and the Municipal Strategic Statement (MSS). This is explained in the attached Explanatory Report (attachment 1).

### Planning Scheme Amendments

Under Section 29 of the Act, Council may adopt the planning scheme amendment with or without changes.

The recommendations of this Council Report are in accordance with Sections 29, 35, of the Act.

The next section of this Council Report provides a summary of the submissions received. Attachment 1 provides a précis of the issues raised in each submission and planning consideration of each issue raised.

The options available to Council are as follows:

1. That Council, after considering all written submissions received to Amendment C102, resolves to adopt, and submit for approval to the Minister for Planning, Amendment C102.

**Or**

2. That Council, after considering all written submissions received to Amendment C102 resolves to abandon the exhibited planning scheme amendment C102 and inform the Minister for Planning.

The recommendation to Council is to support option 1.

### STAKEHOLDER CONSULTATION

A total of 16 submissions were received by Latrobe City Council to Amendment C102 Burgan Exemption and Public Acquisition Overlay. The table below provides a breakdown of the submissions received.

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

This included advertising in the government gazette and local newspapers as well as written notification to landowners and occupiers that may be materially affected by the amendment.

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

Amendment C102 was placed on public exhibition during the period 6 July 2017 to 14 August 2017 with 797 owner and occupiers being directly notified.

Information sessions were held with the Committees of Management for Mathison Park, Crinigan Bushland Reserve, Moe-Yallourn Rail Trail, Ollerton Avenue Bushland Reserve, Edward Hunter Bush Heritage Reserve and Traralgon Railway Reservoir Conservation Reserve on 4 July, 5 July, 11 July, 20 July and 25 July. In total twenty-seven people attended the information sessions.

### Public Submissions

Following public exhibition seventeen written submissions were received by Latrobe City Council in response to C102. Section 22 of the Act requires that a planning authority consider all submissions to an amendment.

A summary of key issues and comments raised in submissions that have been received by Council in response to Amendment C102 has been provided in the attachments (see attachment 4). A summary of the response to comments and issues raised in the submissions is provided below.

Amendment C102 Submissions	
Support	13
Object	2 (2 withdrawn)
Comment	2
Total Submissions	17

### Bushfire Exemptions

A number of the submissions noted the bushfire risk that Forest Burgan posed. This Amendment is not addressing bushfire risk specifically as there are a number of Acts and Clauses within the Latrobe Planning Scheme that already allow for this. These include Section 65 of the *Forests Act 1958*, Section 41 of the *Country Fire Authority Act 1958*, Section 8 of the *Local Government Act 1989* and Section 8 of the *Electricity Safety Act 1998* as well as Clause 52.17 which allows for strategic fuel breaks and Clause 52.48 which allows for the creation of defendable space around a dwelling of up to 10 metres. These policies allow for clearing of native vegetation if it presents a bushfire risk to something, not if it is a risk upon itself.

However, as a number of concerns around bushfire have been raised, if Council wishes to include this condition in the scope of the Amendment, a planning panel would need to be convened. Based on the need to take urgent action to clear Burgan in the event of a high risk bushfire season in the coming year, Council officers believe that it is in the best interests of Council to adopt or abandon the Amendment with its current conditions.

At its current levels of coverage within Ollerton Avenue Bushland Reserve and Crinigan Bushland Reserve it would present a higher fuel load. It is noted that by reducing the elevated fine fuel load that Burgan presents to benchmark levels, we increase the chances of survival of mature canopy trees, and the survival of the soil seed bank in the event that an intense fire does occur within the reserve.

### Moe-Yallourn Rail Trail

The Moe-Yallourn Rail Trail (the Rail Trail) has made a submission to be included in the scope of the Amendment. Currently, the Rail Trail is not included because it is not considered to be a conservation reserve with its primary purpose being to provide for recreation purposes. However, the Rail Trail does have large tracts of native vegetation with locally significant biodiversity values, and a management plan that includes goals for conservation. The Rail Trail Committee actively manages the native vegetation for biodiversity and regularly lobbies for funding and grants to undertake conservation works.

Most recently they have been working on pine wildling removal and revegetation of those pine areas with native species, in doing so they have formed close partnerships with the Latrobe Catchment Landcare Network who have been assisting them with their work. They have embraced the use of volunteers and students, and

hold numerous planting events throughout the winter, to help local people engage with conservation and biodiversity work.

While the rail trail may not be primarily seen as a conservation reserve, the native vegetation within the rail trail reserve is protected and is actively managed for conservation purposes. Consultation with DELWP was undertaken as to whether the reserve can be included in the scope of the Amendment; the Moe-Yallourn Rail Trail was not felt to be conservation reserve based on its primary purpose being as a recreation reserve. However, further research has been undertaken to determine what constitutes a 'conservation reserve'. Under the Parks Victoria *Conservation Reserve Management Strategy 2003* (see attachment 7) the Rail Trail could be considered a conservation reserve as an historic area or reserve. This has been defined by Parks Victoria as "sites with important relics or historical associations that, together with sites of historical and archaeological interest in parks, represent Victoria's main historical theme" (2003, p. 7). *Victoria's Framework of Historical Themes...at a Glance* includes the theme '3.3 Linking Victorians by Rail'.

It is recommended that the Rail Trail be included in the scope of the Amendment. DELWP have recommended that if the Amendment is adopted by Council that a letter to the Minister for Planning be provided, when lodging the Amendment, that seeks the Minister's view on the definition of 'Conservation Reserve' and whether the Moe-Yallourn Rail Trail fits into this definition. There is a chance that it will fall outside of the Minister's definition. If it does, the Rail Trail could possibly use the proposed 'conservation works' from the *Native Vegetation Clearing Regulations 2016* once it is included within the Planning Scheme.

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The prescribed fees for planning scheme amendments are detailed in the *Planning and Environment (Fees) Regulations 2012*. The costs associated with a planning scheme amendment include: considering a request to amend a planning scheme, consideration of submissions, providing assistance to a panel and adoption and approval of an amendment.

Funds have been allocated in the current 2017/2018 budget year to enable the planning scheme amendment to proceed through the Strategic Planning budget. If the Amendment was to proceed to a Planning Panel, there is currently no budget allocated to this Amendment within the Strategic Planning budget. As such, funds would be drawn from the Planning Services budget surplus.

If Council would like to implement the management plans by the time that the Amendment is gazetted (in approximately 12 weeks), consultants would need to be engaged to develop management plans for Ollerton Avenue Bushland Reserve and Crinigan Bushland Reserve at a cost of \$20,000 for both reserves which does not require Vegetation Quality Assessments according to the Content Checklist. This would need to be allocated to the Environment Sustainability budget for the 2017/2018 financial year as they are unable to allocate resources to in the coming months to the preparation of the Burgan management plans for Ollerton Avenue and Crinigan Bushland Reserves, and no provisions have been allocated for such work.

Furthermore, it is noted that \$7,000 per reserve would need to be allocated for the implementation of the Burgan management plans for a total of \$14,000 per year for 5

years. The budget would be revisited after 5 years to determine the progress of the management plans. A submission has been made for a surplus bid of \$34,000 to ensure the development and implementation of the management plans for the two reserves noted above. It is noted that allocating this money per reserve will set a precedent for any other reserves that require Burgan management plans. All works can be managed by the Environment Sustainability team but as there is currently no budget allocated; budget would need to be provided before the works can commence.

### **RISK IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Framework. In regards to the implementation and approval of management plans, the risks have been mitigated by meeting with DELWP during exhibition to determine the content in a draft management plan.

Should the Amendment not be endorsed, there may be a negative and ongoing impact on biodiversity values within the conservation reserves and the benefits that would otherwise be derived from the implementation of the Amendment. Furthermore, the cost prohibitive nature of applying for permits would continue.

If Council wishes to convene a planning panel to reconsider the conditions of the Amendment, it would delay the outcome of the Amendment for a further six months minimum. There is also no guarantee that the outcome of the planning panel will be favourable for Council, especially as there are no submissions to support changing the conditions. It is best advised to continue with the Amendment in its current form as it means that action can be started on clearing Burgan in Crinigan Bushland Reserve and Ollerton Avenue Bushland Reserve as soon as possible.

There are further risks involved with the timeframes of the Amendment. As part of the Authorisation request DELWP stated that a decision on the Amendment will not be made by the Minister for Planning until the State-wide review of the native vegetation regulations has been completed and included within the Victorian Planning Provisions. This is expected to occur in late-October to early-November. However, if there are delays in the implementation of the State – wide review this will cause delay in the approval of the Amendment.

Lastly, while Council officers have resolved that the Moe-Yallourn Rail Trail is considered to be a conservation reserve on historic grounds, the Minister's views need to be sought to determine if Council's views on the definition of 'Conservation Reserve' is aligned with the Minister for Planning's definition. If it does not, the Moe-Yallourn Rail Trail would be considered to be outside the scope of the Amendment and could not use the exemption. However, as they support the Amendment and have been included in the scope in its current form, this would have no bearing on the outcome of the Amendment but rather in the development and possible approval of management plans for the Rail Trail.

### **CONCLUSION**

Amendment C102 seeks to amend the Schedule to Clause 52.17 Native Vegetation in the Latrobe Planning Scheme to exempt from the need to apply for a planning permit to remove, destroy or lop Forest Burgan in Council-managed conservation

reserves. Furthermore, it amends the application of the Public Acquisition Overlay from 25 Sheepwash Creek Road, Flynn to 50 Sheepwash Creek Road, Flynn.

DELWP's authorisation conditions that the Amendment be restricted to Council-managed conservation reserves within residential areas, along with a management plan approved by DELWP means that clearing along roadside reserves, farmland, and for bushfire purposes would still need a planning permit. Roadside reserves and bushfire clearing are covered by other Acts and Clauses in the Latrobe Planning Scheme so they are not included in the content of this Amendment.

Concerns were raised over the inability to have a management plan approved by DELWP in the past. Council officers and DELWP have worked together to produce a Contents Checklist and Draft Management Plan Template. A pre-assessment will be conducted between DELWP and Council to ensure that the objectives and intent of the exemption are being met. This will ensure a smooth process where a management plan will have a notice of decision made within 28 days.

Following public exhibition seventeen written submissions were received by Latrobe City Council in response to the Amendment. Of those submissions, two were objections to the planning permit exemption (both have been withdrawn), two have supported the Amendment while asking for the Moe-Yallourn Rail Trail to be included. Council officers believe that the Rail Trail fits the definition of a 'Conservation Reserve' based on the *Parks Victoria Conservation Reserve Management Strategy 2003* definitions, meaning that the Amendment can proceed without any changes.

All issues raised in submissions have now been addressed so that Amendment C102 can now progress to the next stage.

### **SUPPORTING DOCUMENTS**

*Review of the Native Vegetation Clearing Regulations 2016*

*Parks Victoria Conservation Reserve Management Strategy 2003*

*Victoria's Framework of Historical Themes...at a Glance*

### **Attachments**

- 1↓ . Amendment C102 Explanatory Report
- 2↓ . Map - Deletion of Public Acquisition Overlay from 25 Sheepwash Creek Road, Flynn
- 3↓ . Map - Application of Public Acquisition Overlay to 50 Sheepwash Creek Road, Flynn
- 4↓ . Summary of Submissions
5. Copy of Submissions (Published Separately) (Confidential)
- 6↓ . Burgan Management Plan Contents Checklist
- 7↓ . Parks Victoria Definition of Conservation Reserves Diagram
- 8↓ . Amendment C102 Post-Exhibition Bulletin

## 14.4

### **Consideration of Submissions for Amendment C102 Burgan Permit Exemption and Public Acquisition Overlay Correction**

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*Planning and Environment Act 1987*

## **LATROBE PLANNING SCHEME**

### **AMENDMENT C102**

#### **EXPLANATORY REPORT**

#### **Who is the planning authority?**

This amendment was prepared by the Latrobe City Council who is the planning authority for this amendment.

This amendment comprises two separate components:

- The component relating to the Public Acquisition Overlay has been prepared by Council at the request of VicRoads.
- The component relating to Council managed conservation reserves has been prepared by Latrobe City Council.

#### **Land affected by the Amendment**

The land affected by this amendment is described as:

- Conservation reserves managed by Latrobe City Council which share boundaries with, or directly adjoin, residential areas; and
- Land at 25 and 50 Sheepwash Creek Road, Flynn.

#### **What the amendment does**

The amendment seeks to undertake two separate changes to the Latrobe Planning Scheme as follows:

The amendment proposes to update the Schedule to Clause 52.17 Native Vegetation by including Forest Burgan (*Kunzea sp. (Upright Form)*) as a scheduled weed. The effect of the amendment is that no planning permit will be required to remove, destroy or lop Forest Burgan in conservation reserves managed by council which share boundaries with residential areas and where a Management Plan has been approved to the satisfaction of the Department of Environment, Land, Water and Planning. The Management Plan must outline the staged control activities to manage Forest Burgan and how these activities demonstrate consistency with Victoria's native vegetation management objectives. The Amendment also updates the title of the Native Vegetation Clearing Regulations and the Department's name in Clause 52.17 Native Vegetation – Schedule 1.

The amendment also seeks to correct the application of the Public Acquisition Overlay 1 (PAO1). The amendment proposes to delete the PAO1 from 25 Sheepwash Creek Road, Flynn and apply it to 50 Sheepwash Creek Road, Flynn.

#### **Strategic assessment of the Amendment**

##### **Why is the Amendment required?**

Forest Burgan is a tea-tree like shrub that is native to Victoria and is common within the municipality. The species is widely regarded as an environmental weed and has become increasingly dominant in Latrobe City's urban bushland reserves. It dominates other native species by creating a dense mid-storey canopy, shading out and preventing the regeneration of other desired understorey species, as well as, competing with canopy species including Eucalypts. Over time, Forest Burgan is a coloniser of disturbed areas which can then

dominate these areas and potentially spread into intact native vegetation areas unless managed and consequently lessens biodiversity value.

As Forest Burgan is classified as native vegetation, a planning permit is required for its removal in most circumstances. There are some exemptions available for the removal of native vegetation however they do not go far enough to address issues facing Council with regard to the maintenance and management of bushland reserves. The costs of applying for a planning permit and the associated native vegetation offsets required under current legislation make it prohibitive to obtain planning approval for the removal of Forest Burgan.

The amendment is required to:

- Improve the efficiency of the Latrobe Planning Scheme by removing unnecessary planning permit triggers for the removal of Forest Burgan from Council-managed bushland reserves.
- Improve the ability of Latrobe City volunteers and staff to effectively manage land for conservation purposes in a cost-effective manner.
- Improve the overall biodiversity and sustainability of Council-managed bushland which contains among the last remnants of original Latrobe Valley flora.
- Update naming conventions within Clause 52.17 Native Vegetation – Schedule 1.

The Amendment is also required to correct the application of the PAO1, which was applied to 25 Sheepwash Creek Road, Flynn via Amendment C42. This amendment seeks to correct this error and amend the location of the PAO1 to 50 Sheepwash Creek Road.

The PAO1 is required to:

- Enable VicRoads to reserve and acquire land for the construction of the Princes Freeway – Traralgon Bypass and other associated works by applying the Public Acquisition Overlay Schedule 1 (PAO1);
- Support the traffic flow of the Princes Highway by limiting direct access to the highway from private property.

#### **How does the Amendment implement the objectives of planning in Victoria?**

Both amendment components are consistent with the objectives of planning in Victoria, particularly the following objectives:

*1(a). To provide for the fair, orderly, economic and sustainable use and development of land.*

The amendment will allow for the appropriate removal of Forest Burgan where it has become overabundant on Council managed bushland reserves. Its removal will ensure that land can be used in a fair, orderly, economic and sustainable way as it will be able to be maintained effectively for biodiversity and recreational uses.

The amendment will enable the future acquisition and development of land through the selection of the preferred alignment of a major arterial road and the subsequent realignment of driveways from private properties away from the highway.

*1(b). To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity.*

The amendment will promote and enhance biodiversity across Latrobe City on Council managed bushland for conservation purposes. The reduction of Forest Burgan in this circumstance will assist in maintaining ecological processes and genetic diversity.

The amendment will assist in the protection of natural and man-made resources through the completion of a careful and thorough environmental investigation, responsive design and assessment process which has identified the alignment of the Princes Freeway.

*1(c). To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.*

The amendment will provide a pleasant, efficient and safe working, living and recreational environment for local volunteers and visitors by enhancing Council-managed bushland through the reduction in Forest Burgan in these spaces.  
The amendment will ensure safe and efficient state and regional road networks and separate urban related and coal related uses.

*1(d). To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.*

The amendment will improve the overall biodiversity and sustainability of Council-managed bushland which contains the last remnants of original Latrobe Valley flora.

*1(e). To balance the present and future interests of all Victorians.*

The amendment will invest in the future interests of all Victorians as it will enhance biodiversity of local conservation reserves.

The amendment will benefit all Victorians by facilitating implementation of major road infrastructure.

### **How does the Amendment address any environmental, social and economic effects?**

#### *Environmental Effects*

The amendment will have a positive impact on the environment as the exemption for the removal of Forest Burgan from land managed by Council for conservation purposes is justified by expert ecological reports such as *Assessment of Kunzea ericoides spp. agg. (Burgan) cover and abundance and management prescriptions for Ollerton Avenue Bushland Reserve* (2012). This report advises that the reduction of Forest Burgan to acceptable levels will improve the overall biodiversity of this land.

The environmental impacts of the Traralgon bypass alignment and associated works, including application of the PAO were each considered and resolved in the Princes Highway Duplication Traralgon East to Kilmany EES Inquiry Panel and Advisory Committee.

#### *Social Effects*

The amendment will assist volunteers from conservation groups who assist Council in managing bushland for conservation purposes. It will reduce the monetary burden of requiring planning permit applications to remove Forest Burgan from Council's reserves and will encourage them to help maintain these important assets. The social benefits of volunteering include the ability of volunteers to gain new skills and knowledge, enjoy better physical and mental health, develop personally, and connect to and better understand the local community. Furthermore, community members can enjoy vibrant, thriving conservation reserves which, in turn, will also have an impact on their physical and mental wellbeing by encouraging greater physical activity.

The social impacts of the Traralgon bypass alignment and associated works, including application of the PAO were each considered and resolved by the Princes Highway Duplication Traralgon East to Kilmany EES Inquiry Panel and Advisory Committee. The relocation of the PAO to its correct location is consistent with the resolved alignment which has had due regard to the social effects.

#### *Economic Effects*

The amendment will have direct economic benefits as the economic burden of applying for planning permits and providing offsets for the removal of Forest Burgan will be removed. The management of Forest Burgan for conservation purposes will benefit the municipality as it will make it an attractive place for tourists to visit by improving the useability and appeal of the bushland reserves.

Potential economic effects of the Traralgon Bypass and associated works were rigorously analysed through the Princes Highway Duplication Traralgon East to Kilmany EES Inquiry

Panel and Advisory Committee process which has resulted in implementation of the preferred alignment. This amendment will ensure the application of the correct PAO location in keeping with the final alignment and these assessments.

**Does the Amendment address relevant bushfire risk?**

The amendment has been assessed to determine whether the changes proposed will result in any increase to the risk to life, property, community infrastructure and the natural environment from bushfire. It is considered that the proposed amendment will not result in an increase in bushfire risk in the Latrobe City.

It is noted that the views of the relevant fire authority will be sought during the formal exhibition of the amendment.

**Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?**

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the Act.

The amendment is consistent with Ministerial Direction 11 – Strategic Assessment of Amendments under section 12(2) of the Act.

There are no other Ministerial Directions which are applicable to this amendment.

**How does the Amendment support or implement the State Planning Policy Framework and any adopted State policy?**

The amendment is consistent with the State Planning Policy Framework (SPPF) and supports its objectives as follows:

The amendment supports the objective in Clause 12.01-1 Protection of biodiversity which is *to assist the protection and conservation of Victoria's biodiversity, including important habitat for Victoria's flora and fauna and other strategically valuable biodiversity sites*. The amendment will assist in protecting and managing sites containing high value biodiversity by permitting Forest Burgan to be removed to an extent to enable the regeneration of other species which cannot compete with Forest Burgan without intervention.

The amendment supports the objective in Clause 12.01-2 Native vegetation management which is *to ensure that permitted clearing of native vegetation results in no net loss in the contribution made by native vegetation to Victoria's biodiversity*. The reduction of Forest Burgan on land managed by Council for conservation purposes will ensure there is no net loss in the contribution to biodiversity as the removal will allow other native species to grow in its place, providing a natural offset for the removal.

Furthermore, the Amendment reduces red tape by correcting the title of the native vegetation clearing regulations and corrects the name of the department.

In addition, the amendment is a minor fix up amendment that ensures the PAO1 is applied to the correct property as identified through Amendment C42. Amendment C42 provided a detailed assessment of the relevant sections of the SPPF. This amendment will ensure orderly planning and development of state significant infrastructure and that overarching principles that guide urban development pursuant to Clause 11.03 are applied.

**How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

The amendment is consistent with the Local Planning Policy Framework (LPPF) including the Municipal Strategic Statement (MSS) and supports its objectives as follows:

Objective 1 of Clause 21.03-2 Environmental Sustainability Overview is *to maintain and improve the ecological integrity of natural and artificial systems such as agriculture, forestry and urban areas*. The amendment will facilitate the improvement of natural systems by allowing the removal of Forest Burgan overgrowth from conservation reserves managed by Council for biodiversity. Forest Burgan is an early coloniser of bare ground, disturbed areas

and clearings and can actively invade established native vegetation. Its capacity to out-compete other native species and dominate areas does not provide for balanced natural systems. The ability to remove Forest Burgan without the need for planning approval will have an overall effect of improving the ecological integrity of natural systems within Latrobe City.

Objective 1 of Clause 21.03-3 Native Vegetation and Biodiversity Overview is *to protect native flora and fauna species and their habitat across the municipality*. One of the strategies to achieve this is to enhance the quality and quantity of remnant vegetation by controlling threatening processes. Forest Burgan can spread and dominate native vegetation to the extent that it acts like a weed. It can create dense thickets that exclude other indigenous species and in doing so, can lower biodiversity. By allowing the removal of Forest Burgan without planning approval in Council managed conservation reserves, this threatening process can be curbed as Forest Burgan will be able to be managed and reduced to an extent that other species will be able to establish and thrive.

Objective 2 of Clause 21.03-3 is *to increase the extent and quality of native vegetation and biodiversity across the municipality* and Objective 3 is *to support the maintenance of bushland reserves*. Both objectives will be supported by the amendment as it allows the removal of Forest Burgan for the purpose of increasing biodiversity in Latrobe City. It will assist in increasing the diversity of indigenous plants in bushland managed by Council for biodiversity.

This amendment rectifies an error in the location of the PAO1. By correcting the mapping error, the amendment ensures it correctly implements the directions contained within the LPPF and MSS.

#### **Does the Amendment make proper use of the Victoria Planning Provisions?**

The amendment makes proper use of the Victoria Planning Provisions, particularly by utilising the local variations provided in these provisions. The Schedule to Clause 52.17 Native Vegetation provides the opportunity to designate an area where no permit is required to remove, destroy or lop nominated native vegetation. The amendment proposes to designate conservation reserves managed by council which share boundaries with residential areas. These areas would be exempt from requiring planning approval for the removal of Forest Burgan where a Management Plan has been approved to the satisfaction of the Department of Environment, Land, Water and Planning. This will, thereby, remove unnecessary permit triggers to allow for the management of Forest Burgan for conservation purposes in these areas.

The proposed amendment is consistent with the following Victoria Planning Provisions Practice Note:

- VPP Planning Practice Note 46 - Strategic Assessment Guidelines for preparing and evaluating planning scheme amendments.

The correction of the mapping error ensures proper application of the Victoria Planning Provisions.

#### **How does the Amendment address the views of any relevant agency?**

The Healthy Landscapes Unit of the Department of Environment Land Water and Planning, responsible for native vegetation policy, has been consulted in the preparation of the amendment.

The views of other relevant agencies will be sought during the exhibition period of the amendment.

#### **Does the Amendment address relevant requirements of the Transport Integration Act 2010?**

In accordance with the Transport Integration Act 2010, the functions of VicRoads are to construct, maintain and vary roads, plan for the road system as part of an integrated

transport system; lead in the development and implementation of strategic and operational policies; and plan to improve the safety of the road system for all users.

It is therefore considered that the relocation of the proposed access way being amended to correct the PAO1 from 25 to 50 Sheepwash Creek Road has satisfactorily addressed the requirements of the Transport Integration Act 2010.

### **Resource and administrative costs**

- **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The planning scheme changes will have a positive impact on the resource and administrative costs of the responsible authority.

The amendment will remove the economic burden of applying for and processing planning permits, and providing offsets for the removal of Forest Burgan from land managed by Council for conservation purposes.

The relocation of the Public Acquisition Overlay ensures the planning control relates to the correct landholding thereby ensuring this matter is correctly implemented.

### **Where you may inspect this Amendment**

#### **Latrobe City Council**

Corporate Headquarters  
141 Commercial Road  
Morwell VIC 3840

Moe Service Centre  
1/29 George Street  
Moe VIC 3825

Churchill Service Centre  
9-11 Phillip Parade  
Churchill VIC 3842

Traralgon Service Centre  
34-38 Kay Street  
Traralgon VIC 3844

The Amendment can also be inspected free of charge on Latrobe City Council website at <http://www.latrobe.vic.gov.au> or at the Department of Environment, Land, Water and Planning website at [www.delwp.vic.gov.au/public-inspection](http://www.delwp.vic.gov.au/public-inspection).

### **Submissions**

Any person who may be affected by the Amendment may make a submission to the planning authority. Submissions about the Amendment must be received by 14 August 2017.

A submission must be sent to:

Tegan McKenzie  
Latrobe City Council  
PO Box 264  
Morwell VIC 3840

Alternatively, submissions can be sent to [Latrobe@latrobe.vic.gov.au](mailto:Latrobe@latrobe.vic.gov.au) – Attention: Tegan McKenzie

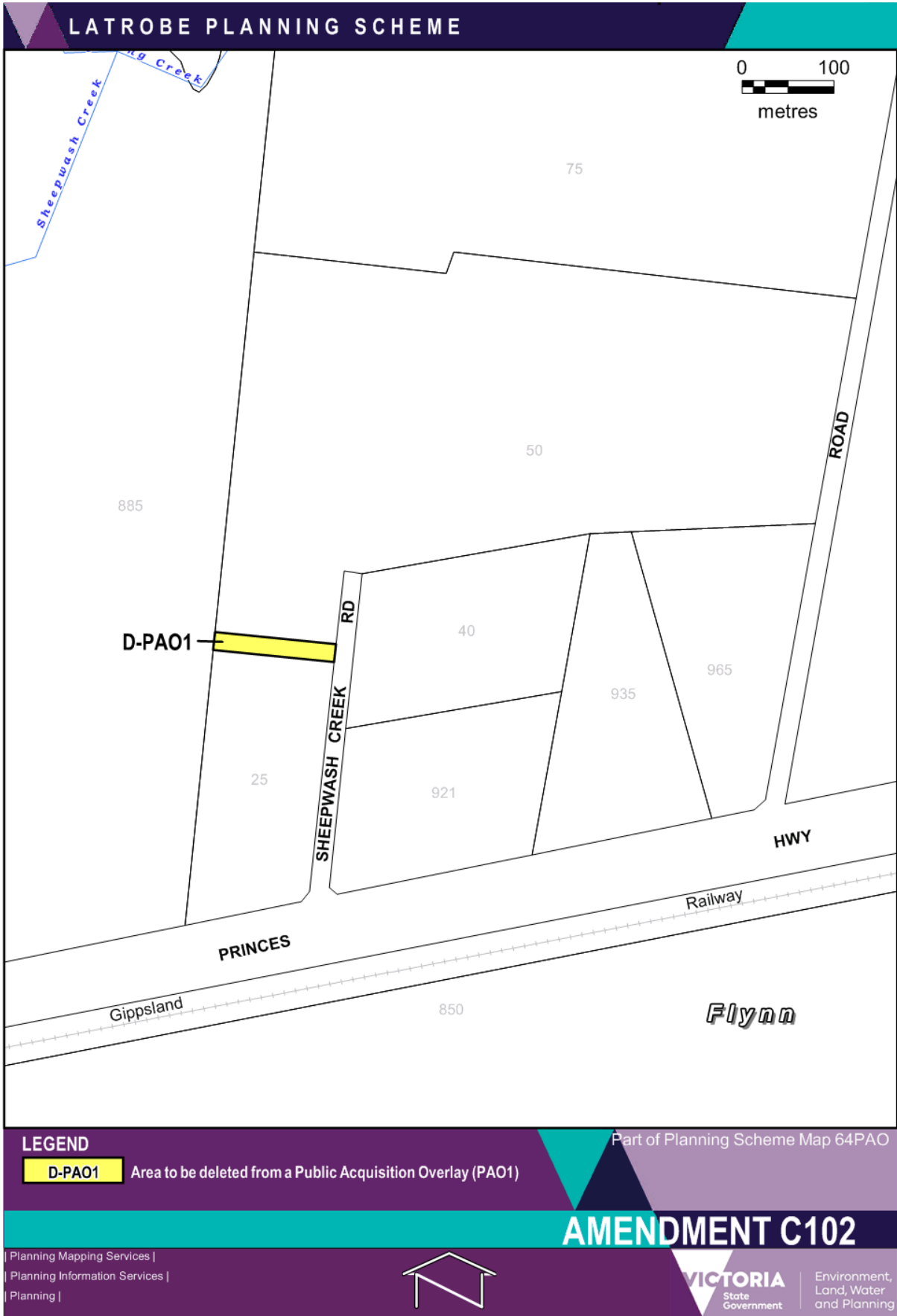
Or online at: [www.latrobe.vic.gov.au/C102](http://www.latrobe.vic.gov.au/C102)

### **Panel hearing dates**

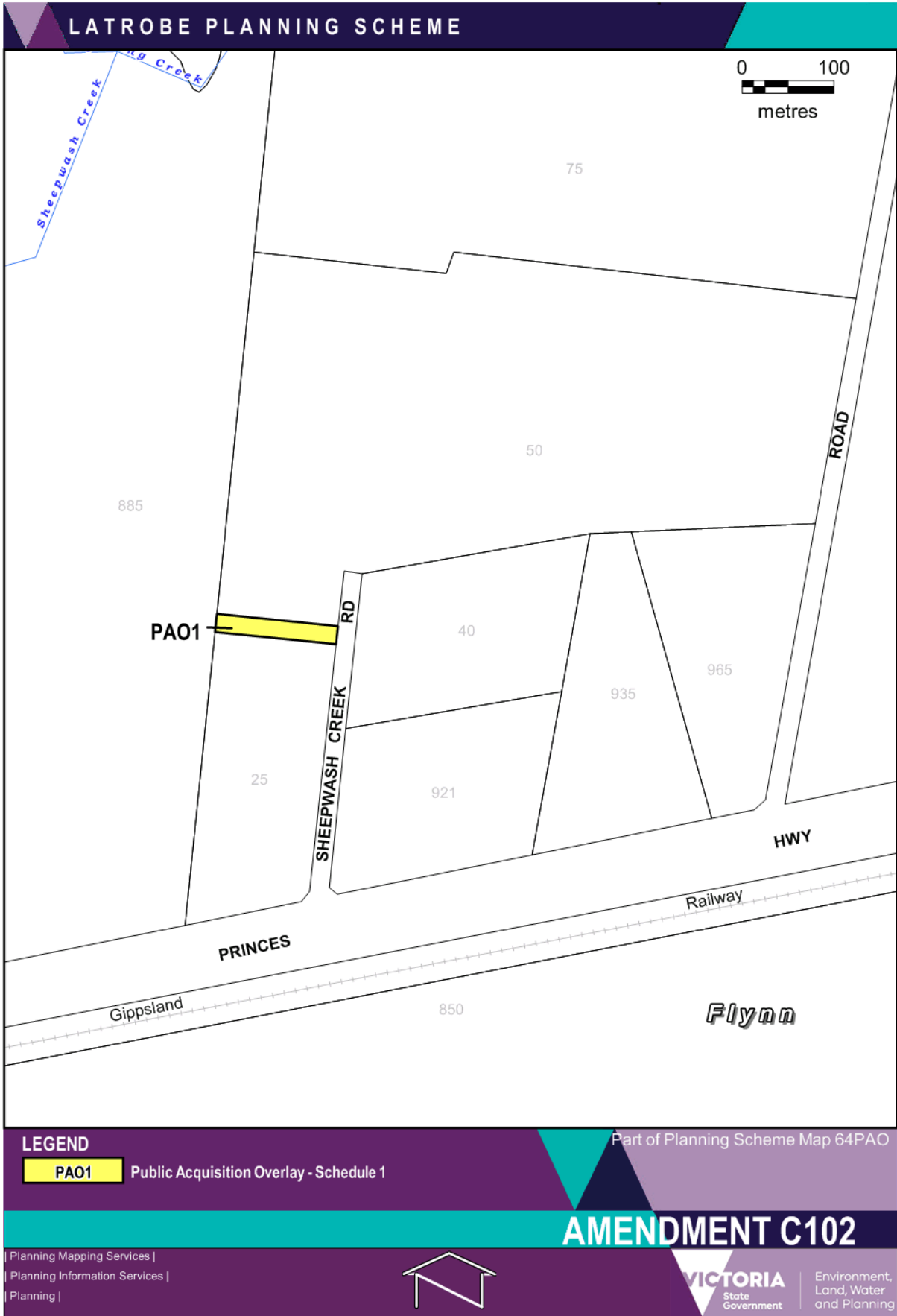
In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: week starting 2 October 2017

- panel hearing: week starting 23 October 2017







**SUMMARY OF SUBMISSIONS & PLANNING COMMENT TO  
[C102]**

Sub No.	Name / Organisation	Support / Objection	Summary of Issues	Planning Comment	Date submission received	Changes to Plan Required? Yes / No
1	Mathison Park Advisory Committee	Support	NA	Submission of support noted	6 July 2017	No changes
2a	James Stranger	Objection	Burgan is an attractive, indigenous native plant that should not be removed for conservation purposes as it is one of the major understorey plants in the area. Should only be removed for fire safety purposes.	Objection to full Amendment; Fire safety is covered by existing exemptions and will not be addressed in this Amendment	23 July 2017	No Changes
2b	James Stranger	Withdrawal of Objection	Reassured that it is not a 'blanket approval' and that the relevant Committee of Managements have been made fully aware of the Amendment	Withdrawal noted		No Changes
3	Ollerton Avenue Bushland Reserve	Support	Burgan is a major fire hazard, it restricts other native plants from growing, it poses a significant public safety issue as it screens various activities from public sight as such it needs to be cleared to manageable levels	Fire safety and public safety will be addressed by the clearing of Burgan in accordance to the management plans	26 July 2017	No changes
4	West Gippsland Catchment Management Authority	Support	Support removal of Burgan to increase biodiversity, support mapping correction	Submission of support noted	27 July 2017	No changes
5	Department Environment, Land, Water and Planning (DELWP)	Support	Supports the amendment but would like minor changes such as using the correct Latin name, correct how Burgan colonises and correct its status	Wording Changes will be made to the explanatory report and schedule to Clause 52.17	27 July 2017	Minor Changes, the intent has not changed

Sub No.	Name / Organisation	Support / Objection	Summary of Issues	Planning Comment	Date submission received	Changes to Plan Required? Yes / No
			as an environmental weed			
6	Alan Malone	Support	Supports amendment after talking to VicRoads in regards to PAO correction. Was confused with the two different sections to the Amendment	Submission of support noted	28 July 2017	No changes
7	Environment Protection Authority	Support	No issues	Submission of support noted	2 August 2017	No Changes
8	Traralgon Railway Reservoir Conservation Reserve	Support	No issues, they do not need a management plan prepared	Submission of support noted	2 August 2017	No Changes
9	Moe Yallourn Rail Trail	Support	Support the content of the submission, wish to be included in submission, think the amendment process is too long and that we should cut red tape	The Moe-Yallourn Rail Trail is currently included in the scope of the amendment if Council considers the definition of 'conservation reserve' to include historical areas	9 August 2017	Yes, include the Moe-Yallourn Rail Trail in the amendment as it is council-managed, has a significant Burgan problem and does a significant amount of conservation work.
10	Transport for Victoria	Support	No issues	Submission of support noted	7 August 2017	No Changes
11	Joe Vella	Support	No issues	Submission of support noted	9 August 2017	No Changes
12	Please see submission 12	Support	Burgan is an important biodiversity asset but it has a tendency to form a monoculture, after fire and mechanical disturbance of the soil. Crinigan and Ollerton Avenue Bushland Reserves require more time to implement the permanent and targeted removal of some Burgan. The Burgan should not just be restricted to residential areas but to rail	The Moe-Yallourn Rail Trail is currently included in the scope of the amendment if Council considers the definition of 'conservation reserve' to include historical areas		Yes, include the Moe-Yallourn Rail Trail in the amendment as it is council-managed, has a significant Burgan problem and does a significant amount of conservation work.

Sub No.	Name / Organisation	Support / Objection	Summary of Issues	Planning Comment	Date submission received	Changes to Plan Required? Yes / No
			trails as well			
13	Kevin Ivor Jones	Support	Burgan is an environmental weed and a bushfire risk; the vision of the Ollerton Avenue Bushland Reserve is to protect and enhance this precious remnant Plains Grassy Forest, as such urgent action is required to ensure the protection of the reserve	An effort has been made to cut red tape by meeting with DELWP to devise a draft management plan that can be prepared by Council Officers	10 August 2017	No changes; continue to work with DELWP to ensure a fast and efficient management plan approval process.
14	Ken Smith	Comment	Dealing with permits to clear Burgan has produced a number of management plans for Crinigan Bushland Reserve with little to no action being able to be taken over the past 6 years. Biodiversity is steadily being lost because of the inability to remove Burgan as such a simpler and easy process is needed to assist in the management of Burgan. It is also a bushfire risk.	An effort has been made to cut red tape by meeting with DELWP to devise a draft management plan that can be prepared by Council Officers. Bushfire risk will be addressed by the clearing of Burgan	11 August 2017	No changes; continue to work with DELWP to ensure a fast and efficient management plan approval process.
15	Country Fire Authority	Support	No issues	Submission of support noted	22 August 2017	No changes
16a	Irene Proebsting	Objection	A permit should be required to remove Burgan as the removal requires rigorous investigation and Burgan is a valuable flowering plant; Ollerton Avenue Bushland Reserve does not look like it has much Burgan encroachment as plants still grow. Greater attention is needed to cleaning up garden weeds and rubbish.	Objection noted	14 August 2017	Yes, abandon amendment

<b>Sub No.</b>	<b>Name / Organisation</b>	<b>Support / Objection</b>	<b>Summary of Issues</b>	<b>Planning Comment</b>	<b>Date submission received</b>	<b>Changes to Plan Required? Yes / No</b>
16b	Irene Proebsting	Withdrawal of Objection	Withdraws her objection but does not like that Burgan is listed as a scheduled weed, she would like this looked at.	Withdrawal noted; Schedule Weed is considered to be the best fit in the Schedule to Clause 52.17 as the removal of Burgan does not apply to one particular area		No changes
17	Christine Elliot	Support	A collection of 19 signatures support the amendment as they are concerned about the overpopulation of Burgan in Ollerton Avenue Bushland Reserve, the increased bushfire risk, and the negative affect that Burgan is having on other native species within the reserve.	Submission of support noted	23 August 2017	No Changes

# Burgan Management Checklist

MANAGEMENT PLAN FOR FOREST BURGAN *Kunzea* sp. (Upright form) IN XXXX RESERVE

## Introduction and background

Provide reserve details

- Name of reserve (if any)
- Street address (if any) or Crown Allotment
- Statement confirming Latrobe City Council is the land manager, and naming any formal volunteer groups that take part in managing the reserve.
- Statement confirming how the reserve meets the requirement of sharing a boundary with a residential area.
- List planning overlays on the site
- List mapped Ecological Vegetation Class(es) on the site, their Biodiversity Conservation Status, and their benchmark percentage cover for medium shrubs.
- List any conservation restrictions on title.
- List any known threatened species on site, with a statement of protection of these from any works outlined in this plan.
- List any known cultural heritage on site, with a statement of protection of these from any works outlined in this plan.

Provide generic statement on the ecological knowledge of the

- causes of Burgan invasion (e.g. ground disturbance)
- impact on biodiversity, and
- the generic control options available for integrated management in South Eastern Australia.

\*This statement should be around three paragraphs long. It should be able to be used for all Management Plans for Burgan for Latrobe City Council (e.g. copy and paste).

Provide a summary of the past management of the reserve as it relates to the current Burgan situation, if known.

Provide details of any historical burgan management within the reserve, including objectives, where, when, technique, and any results, if known.

## Objectives

Provide information on alignment with state government policy

- That is, to ensure that clearing carried out under this plan results in no net loss to the contribution made by native vegetation to Victoria's biodiversity (Biodiversity Plan – Protecting Victoria's Environment – Biodiversity 2037, p. 14).
- Provide a statement on how the above will be met. For example, given existing scientific knowledge X, we expect results of Y.
- Provide a statement on how you will prove that the above has been met. For example, that pre- and post-monitoring will be undertaken.

Provide objective(s) of control work under the following headings

- Specific
- Measurable
- Achievable, that is, the method must be practical for the site; however the quantity of Burgan control can be aspirational
- Realistic, that is, the method must be practical for the site; however the quantity of Burgan control can be aspirational
- Timeframes, that is, the timeframe for which the plan operates under e.g. 7 to 10 years

\*The SMART objective(s) can be generic, and able to be used (copy and paste) on all Burgan Management Plans for Latrobe City Council.

\*Example objectives: eliminate in area X, reduce to percentage cover in area Y, do not remove in area z, remove any future incursion into area A. Increase ground storey cover, increase ground storey diversity, increase over storey recruitment, undertake works without adverse impacts on other values.

Provide an outline of the consultation process with Latrobe City Council, the Latrobe City Council volunteer group associated with the site (if any), and the Department of Environment Land Water and Planning Natural Environment Programs (Traralgon Office) in the development of the plan.

\* Consultation with the Department will involve the Department providing comments on the draft plan(s) developed by Council, which advise what is needed for approval in accordance with this checklist.

\*The Department is able to provide assistance in developing the 'control activities' section and 'monitoring, evaluation and reporting' sections of each plan.

Provide an indication of how the biodiversity gain that has been achieved will be maintained once the control works have been completed.

## Current extent

Provide a map showing zones/areas of work, and a written description of Burgan distribution, with density and cover measures, throughout the area of the plan.

- Density shall be measured as stems per hectare
- Cover shall be measured as projected foliar cover
- Height classes shall be provided
- Introduced woody weed occurrence shall be provided
- General indication of what other native vegetation, over storey and under storey, is present shall be provided

\*The above measures can be determined using plots and extrapolation.

\*The Department of Environment Land Water and Planning agrees with the assumption that all the Burgan present in Latrobe City Council conservation managed reserves is Forest Burgan *Kunzea* sp. (Upright form) as described in the Census of the Vascular Plants of Victoria (Walsh and Stajsic 2007) and identified in the key on the VicFlora website 2017. As such, Burgan does not need to be identified down to the species level as part of this plan.

## Control activities

Provide a description of the areas to be treated with details of

- Location (zone/area of work)
- Frequency/timing/staging of works once they have commenced in an area
- Control method for that area (it could be a range of methods)
- Estimate of resources required
- What the final outcome for that area will be, for example, elimination, reduction and/or a specific biodiversity goal.

Provide a statement that Latrobe City Council will take responsibility to ensure the conditions of the exemption, that is, adherence to the management plan, are met.

## Risk management

Provide a statement that Latrobe City Council will take responsibility for risk management

- Provide a list identifying the risks to biodiversity associated with this plan. For example, risks associated with unskilled persons doing the work.
- Provide a list of the processes by which these risks will be controlled.



## Monitoring, evaluation and reporting

Provide information on how the control works will be monitored

- Include photo points.
- Include a measure to show that the Burgan control works have not exceeded what was approved.
- Include a measure to show that the Burgan control works have not led to additional weed incursion.
- Include any other monitoring techniques to be used to assess the objective(s) of the plan.

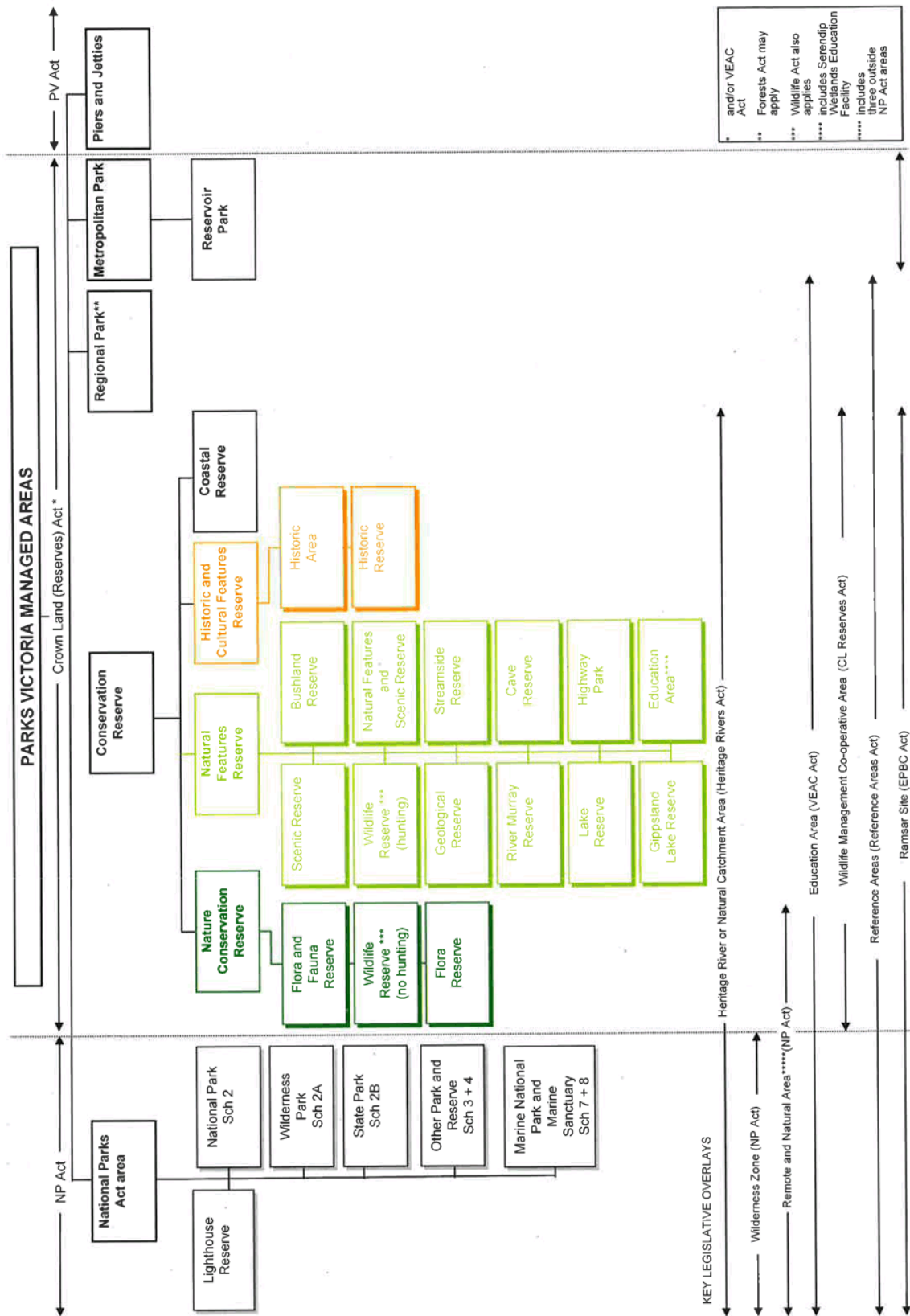
Provide a statement that Latrobe City Council will submit a report on control activities

- In September, for control works undertaken in the financial year prior.
- To the Department of Environment Land Water and Planning Natural Environment Programs (Traralgon Office).

Provide a statement that Latrobe City Council will submit a report on progress against biodiversity objectives of the plan.

- In September of year six of the plan and in September of year 11 following the plan, for control works undertaken in the five financial years prior.
- To the Department of Environment Land Water and Planning Natural Environment Programs (Traralgon Office).

Provide a statement that should Latrobe City Council amend, update or otherwise change the plan for the purposes of adaptive management, it must be done so to the satisfaction of the Department of Environment Land Water and Planning. That is, it shall be submitted to the Department of Environment Land Water and Planning Natural Environment Programs (Traralgon Office) for approval prior to use.



**CITY DEVELOPMENT- NOT CONFIDENTIAL**

**Amendment C102 Burgan Permit Exemption and Public Acquisition Overlay Correction**

Exhibition of Amendment C102

Amendment C102 (the Amendment) was on public exhibition from 6 July to 14 August 2017.

During that time the following actions were taken:

- 797 adjoining land owners and occupiers, and Committee of Managements were directly notified on 6 July;
- Consultation was held with the Mathison Park, Crinigan Bushland Reserve, Moe-Yallourn Rail Trail, Ollerton Avenue Bushland Reserve, Edward Hunter Bush Heritage Reserve and Traralgon Railway Reservoir Conservation Reserve Committee of Managements between the 4 July and 25 July; and
- The Amendment was advertised in the Latrobe Valley Express on 6 July, 20 July and 3 August 2017.

Subsequently, seventeen submissions were received during this time.

<b>Amendment C102 Submissions</b>	
<b>Support</b>	13 (2 believe the Moe-Yallourn Rail Trail should be included within the Amendment)
<b>Object</b>	2 (2 withdrawn)
<b>Comment</b>	2
<b>Total Submissions</b>	17

A number of recommendations have come out of the Exhibition Process, these include:

- Burgan (*Kunzea Ericoides*) naming conventions have changed as *K. Ericoides* has been identified as a species found only in New Zealand, the species will now be referred to as Forest Burgan (*Kunzea sp. (Upright)*); and
- The Moe-Yallourn Rail Trail Committee of Management and one other submitter support the Amendment but have asked for the Rail Trail to be included within the scope of the Amendment. Discussions have been held with DELWP in regards to the Moe-Yallourn Rail Trail. While the Rail Trail is not considered to be a conservation reserve based on its natural features, Council officers have determined that the Rail Trail can be included as a conservation reserve as a heritage area in line with Parks Victoria definition of a 'conservation reserve' (see attachment 1). This means that no changes to the Amendment are required, but a letter to the Minister asking him to provide clarification on the definition of 'conservation reserve' must be included in the

documents that are lodged with the Minister for Planning if the Amendment is adopted. There is a chance that the Rail Trail will be considered to be outside of this definition. If this occurs, then they will most likely fall under the proposed 'conservation works' exemption in Clause 52.17 of the Latrobe Planning Scheme.

#### Management Plans

Council officers along with DELWP officers have prepared a contents checklist of what should be included in management plan for each reserve. In developing this list, it will ensure a smooth and efficient process to develop the plans and have a faster process in issuing a notice of decision (approved or not) by DELWP. That process has been outlined as such:

- A draft management plan will be prepared by Council officers or consultants if resources are not available;
- A pre-assessment meeting with DELWP officers will take place to ensure that clearing activities, monitoring and evaluation techniques that are specified within the management plan meet the State's biodiversity objectives - 'no net loss' of biodiversity;
- This management plan will then be presented to the relevant Committee of Management for further input on the implementation of the plan;
- Once submitted, DELWP have 28 days to issue a notice of decision;
- An annual update of actions undertaken will be provided to DELWP; and
- A 5 year evaluation will take place to review whether the management techniques are meeting the stated objectives which will be provided to DELWP.

These steps allow for an ongoing, continuous management plan to be put in place for affected reserves. DELWP have also stated that if they are in a constant communication loop with Council officers around the development of the plan, it is anticipated that a notice of decision could be issued much sooner, ensuring a faster process.

#### Next Steps

A Council Report will be presented to Council on 11 September 2017 to consider all submissions and whether to adopt or abandon the Amendment. As part of the Authorisation request DELWP stated that a decision on the Amendment will not be made by the Minister for Planning until the State-wide review of the native vegetation regulations has been completed. This is expected to occur in late-October to early-November. However, if there are delays in the implementation of the State – wide review this will cause delay in the approval of the Amendment.

For further information please contact Jody Riordan, Acting Manager Planning Services, on (03) 5128 6178 or at [Jody.Riordan@latrobe.vic.gov.au](mailto:Jody.Riordan@latrobe.vic.gov.au).

# INFRASTRUCTURE AND RECREATION

## **15. INFRASTRUCTURE AND RECREATION**

### **15.1 Natural Environment Sustainability Strategy 2014-2019 - Annual Snapshot Report**

**General Manager**

**Infrastructure and Recreation**

**For Information**

#### **EXECUTIVE SUMMARY**

This report provides Council with an annual snapshot highlighting the major achievements and activities against the *Natural Environment Sustainability Strategy 2014-2019*.

The *Natural Environment Sustainability Strategy 2014-2019* (NESS) was adopted at the 10 June 2014 Ordinary Council meeting. The NESS states:

*Progress of this Strategy will be reviewed and presented to Council in an annual snapshot report to highlight the major achievements and activities against the strategy objectives.*

The Strategy has fourteen action areas, with associated objectives, to achieve the sustainable management of the natural environment across Latrobe City. It will continue to guide Latrobe City's approach to natural environment sustainability over the remainder of the five year period 2014-2019.

Achieving the NESS objectives requires resources, action and successful partnerships. Attached is a snapshot report highlighting the major achievements and activities against the strategy objectives. The snapshot report shows that:

- The NESS continues to provide vision and direction for natural environment sustainability, and provides an integrated framework for corporate strategic planning.
- The original principles of the NESS continue to be as relevant in 2017 as they were when the strategy was adopted in 2014.
- The majority of NESS action areas have achieved significant progress against the stated objectives within the current three year working life of the document.
- Action in all areas needs to be maintained to fulfil the requirements of the Strategy.
- Five action areas have not progressed as planned and will require priority action within the next two years to advance them.

## **MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Law

**That Council:**

- 1. Notes the 2017 Annual Snapshot Report for the Natural Environment Sustainability Strategy; and**
- 2. Publishes the 2017 Annual Snapshot Report for the Natural Environment Sustainability Strategy on the Latrobe City Council website.**

**CARRIED UNANIMOUSLY**

## **DECLARATION OF INTERESTS**

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

## **DISCUSSION**

The *Natural Environment Sustainability Strategy 2014-2019* is divided into four themes for the sustainable management of the natural environment across Latrobe City:

- 1. Meeting statutory requirements.** Continuing to fulfil our regulatory responsibilities under the *Planning and Environment Act* and meet the environmental requirements of state and federal legislation.
- 2. Building capacity to respond to change.** Helping our organisation and our community to make better environmental decisions and respond more effectively to environmental challenges.
- 3. Improving resource use efficiency.** Working towards overall reductions in water use, energy use, waste generation and unsustainable purchases.
- 4. Protecting natural assets.** Working cooperatively to better manage, and increase protection for the waterways, air, soil, and biodiversity valued by Latrobe City.

The majority of action areas have achieved significant progress against the objectives of the strategy within the current three year working life of the document.

These areas include:

- Compliance activities,
- Sustainable future (use of Council's town planning and regulatory tools),
- Emissions reduction and climate change adaptation,
- Environmental Recovery (natural disaster recovery),
- Energy efficiency,
- Waste minimisation,
- Waterway health,
- Air quality, and
- Biodiversity protection.

Five action areas have not progressed as planned and will require priority action within the next two years to advance them. These include:

- The provision of sustainability information and education,
- Continuous improvement (monitoring and reporting against this Strategy)
- Water efficiency,
- Sustainable procurement, and
- Soil conservation.

The primary reasons that these actions areas have not progressed as well as originally intended include;

- The plan was developed with aspirational targets.
- A shift in priorities and a reallocation of resources to other work in the department.

In order to progress these five action areas, discussions will be held internally regarding their priority and achievability, and externally with stakeholders where partnerships are required.

### **STAKEHOLDER CONSULTATION**

The snapshot report provides highlights of the major activities completed to date; as such, no community consultation was undertaken in the preparation of the report.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

In order to progress the five action areas of concern, discussions will be held internally regarding their priority and achievability, and externally with the partners that must be involved.

Depending on the scope of work that is required, some action areas may be built into 17/18 or 18/19 operational business plans, while others may need to be incorporated into the planning process for the following Strategy, which will become active in 2019. It is acknowledged that the NESS was developed with aspirational targets. This led to an over estimation of council officers ability to deliver the actions.

The financial implications of many of the NESS actions are difficult to capture. Where some, such as resource-use efficiency, provide direct savings to Council operations, many, such as biodiversity protection and waterway health, provide a dispersed benefit to the entire community which is not captured financially.

Resource-use efficiency actions have resulted in significant savings to Council operations over the three year working life of the document; however these savings are generally offset by the increasing number and standard of facilities provided by Council. While we still display a growth in resource-use, this growth is at a slower pace than would otherwise be anticipated

### **RISK IMPLICATIONS**

Risk has been considered as part of this report, and is considered to be consistent with the risk management framework.

While the report highlights a lack of progress in a number of areas, it also demonstrates a commitment to action these areas in future, including a heightened level of information provision to the community.



**CONCLUSION**

This report has provided Council with information on the annual snapshot report, which highlights the major achievements and activities against the *Natural Environment Sustainability Strategy 2014-2019*. The snapshot report has identified those areas that have achieved significant progress, as well as those areas requiring further attention.

**SUPPORTING DOCUMENTS**

Natural Environment Sustainability Strategy 2014-2019

**Attachments**

1↓ . Natural Environment Sustainability Strategy Snapshot Report 2017

## **15.1**

### **Natural Environment Sustainability Strategy 2014- 2019 - Annual Snapshot Report**

<b>1</b>	<b>Natural Environment Sustainability Strategy Snapshot Report 2017 .....</b>	<b>135</b>
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## Natural Environment Sustainability Snapshot Report 2017

### Executive Summary

This is a snapshot of the work performed under the Natural Environment Sustainability Strategy. The strategy continues to guide Latrobe City's approach to natural environment sustainability over five years, from 2014 to 2019.

The Strategy identifies 14 action areas, under four main themes.

1. Meeting statutory requirements
2. Building capacity to respond to change
3. Improving resource use efficiency, and
4. Protecting natural assets

The majority of action areas have been well progressed, however some require further action within the next 18 months in order to meet the objectives set out in the Strategy.

Those action areas that require further action include:

- Sustainability information and education
- Continuous improvement, in building capacity to respond to change
- Water efficiency
- Sustainable procurement, and
- Soil conservation.

This snapshot report provides highlights of the progress made against each of the fourteen action areas.

## 1. Meeting statutory requirements

This theme is focussed on continuing to fulfil our regulatory responsibilities under the Planning and Environment Act 1987 and meeting the environmental requirements of state and federal legislation. It contains two action areas with five objectives.

Action Area		Objective	Highlights
1.1	Compliance activities	1.1.1	<p>Continue to fulfil Council's regulatory responsibility in ensuring compliance with permitted clearing and the Code of Practice for Timber Production under the Latrobe Planning Scheme.</p> <p>Compliance with the permitted clearing of native vegetation regulations has seen twenty-six applications and pre-applications processed, and seven enforcement proceedings involved with, in Q4 16/17.</p> <p>Compliance with the <i>Code of Practice for Timber Production</i> has seen 529.7 hectares of plantation scheduled for harvesting, under 16 Timber Harvesting Plans lodged with LCC in 16/17. Twelve audits were carried out, with five followed up by LCC officer field inspections. Average audit compliance is currently 98.59%.</p>
		1.1.2	<p>Maintain Council's enforcement capacity and capability regarding our natural environment sustainability regulatory responsibilities.</p> <p>Three LCC officers from the environment sustainability team have been authorised under the <i>Planning &amp; Environment Act 1987</i> and <i>Environment Protection Act 1970</i>, in order to support LCCs Planning Enforcement Officer and Local Laws Officers in the enforcement of natural environment sustainability regulatory issues.</p>
		1.1.3	<p>Work cooperatively to control and reduce the spread of weeds on Council rural roadsides and other Council-managed land.</p> <p>Compliance with requirements under the <i>Catchment and Land Protection Act 1994</i> has seen woody weeds treated in the full width of the road reserve of 545 km of rural road in 16/17, equating to over a third of all LCC rural roads, and contributing to 1590 km of treatment since the adoption of the Strategy.</p>



1.2	Sustainable future	1.2.1	Utilise Council's role as the responsible planning authority to encourage environmentally sustainable design principles in public and private developments including open space.	<p>LCCs design standard was updated to require energy efficient LED luminaires in all Category P streetlights installed in new developments.</p> <p>LCCs internal standards mean that new Council installations are also utilising energy efficient lighting technologies. The most recent example is the Latrobe Regional Gallery, which has been refurbished with nearly 100% LED internal lighting.</p> <p>Water Sensitive Urban Design is being incorporated into new developments, and is being made a feature of new public open space. The most recent examples include the green roof on the Moe Service Centre, and the Firmins Lane Wetlands, which is setting a new standard for stormwater treatment in the region.</p>
		1.2.2	Work cooperatively with relevant community, industry and agency groups to develop shared understanding and agreed action on natural environment sustainability regulatory issues.	<p>LCC has worked collaboratively with volunteers to roll our surveillance cameras in bushland reserves, for the purposes of monitoring vandalism and illegal dumping of rubbish. So far these have been rotated through two reserves, and are entering their third.</p> <p>Collaborative meetings have been held with industry to discuss what operating procedures and standards are required when coming across Warm Temperate Rainforest in plantation forestry areas.</p>



## 2. Building capacity to respond to change

This theme is focussed on helping our organisation and our community to make better environmental decisions and respond more effectively to environmental challenges. It contains four action areas with 12 objectives.

Action Area		Objective	Highlights
2.1	Emissions reduction and climate change adaptation	2.1.1	Participate in regional climate change forums and networks to share information and develop better strategies for emissions reduction and climate change adaptation.
		2.1.2	Pursue emissions reduction and climate change adaptation actions that provide a net social, economic or environmental benefit.
		2.1.3	Continue to offset Council's annual vehicle emissions through revegetation programs and pursue an overall reduction in vehicle emissions.
2.2	Environmental recovery	2.2.1	Utilise Council's ongoing natural environment sustainability programs to complement other

			disaster recovery efforts where appropriate.	
		2.2.2	Support relevant authorities and community groups to undertake environmental recovery works in disaster affected areas.	This action area is activated on an as needs basis. There have been no significant disaster affected areas in 16/17.
2.3	Sustainability information and education	2.3.1	Engage with schools, businesses and households to improve energy efficiency and reduce environmental impacts.	A number of pre-schools, schools, and businesses have been engaged by the LCC Sustainability Education Officer to assist them in reducing their waste to landfill, in particular through vermicomposting and creating new pathways for recycling. Engagement regarding energy efficiency and other environmental impacts has been limited due to a reallocation of staffing resources to other work of the department.
		2.3.2	Maintain data and publish a 'State of Environment' report to measure progress and indicate priorities and developing issues.	A 'State of Environment' report has not been published since the adoption of this strategy due to resourcing issues (staff); the last report was published in 2013.
		2.3.3	Encourage, support and promote local community sustainability initiatives.	Further work is required in this area; support for community initiatives has been limited due to a reallocation of staffing resources to other work of the department.
		2.3.4	Demonstrate leadership in environmental sustainability through regular information to the community about Council's sustainability actions and achievements.	Information provision to the community on LCCs sustainability actions and achievements has been limited, due to a reallocation of staffing resources to other work of the department. In the 16/17 year a media release around Council's new rooftop solar, and advertising in the lead up to the 2017 National Tree Day activities, have been carried out.



2.4	Continuous improvement	2.4.1	Regularly measure and report on Latrobe City's progress against the Natural Environment Sustainability Strategy.	This is the first report on Latrobe City's progress against the Natural Environment Sustainability Strategy since its adoption in 2014, due to a reallocation of staffing resources to other work of the department.
		2.4.2	Improve internal communications to better inform staff of current trends and developments in natural environment sustainability, to encourage informed debate and co-operation across Council.	Internal communications regarding electricity consumption have been improved, by encouraging and providing direct access to electricity peak demand information for the managers of LCCs large energy using facilities.
		2.4.3	Participate in regional networks and forums and work cooperatively to ensure alignment with regional and state environmental sustainability strategies, policies and programs.	LCC officers have actively participated in forums and provided feedback on regional and state environmental strategies and policies, in 16/17 these have included; proposed amendments to the Victoria Planning Provisions – review of the native vegetation clearing regulations; Environment Protection Victoria review community consultation; review of the Flora and Fauna Guarantee Act; and review of the Gippsland regional waste and resource recovery implementation plan.





### 3. Improving resource use efficiency

This theme focusses on working towards overall reductions in water use, energy use, waste production and unsustainable purchases. It contains four action areas with 13 objectives.

Action Area		Objective		Highlights
3.1	Water efficiency	3.1.1	Monitor and review Latrobe City Council's water use and make the information available to the community.	Data for LCC corporate water consumption has continued to be collected; however it has not been made available to the community due to a reallocation of staffing resources to other work of the department.
		3.1.2	Work towards an overall reduction in Latrobe City corporate water usage and improve water re-use and water conservation.	Sporting fields are some of LCCs largest users of potable water. Water capture and re-use for irrigation has been implemented at Latrobe City Sports and Entertainment Stadium, and controlled irrigation to prevent excess watering is being implemented at Ted Summerton Reserve.
		3.1.3	Support and promote water re-use and water conservation within the community, industries, developers and other agencies to maximise the amount of water available for river health and human use.	Further work is required in this area; work has been slow due to a reallocation of staffing resources to other work of the department.
3.2	Energy efficiency	3.2.1	Monitor and review Latrobe City Council's energy consumption and make the information available to the community.	Data for LCC corporate energy consumption has continued to be collected; it has been shared within the organisation as required for specific project needs, such as determining the viability of energy reduction proposals, and predicting the consumption of proposed facilities. It has not been made available to the community due to a reallocation of staffing resources to other work of the department.

		3.2.2	Work towards an overall reduction in Latrobe City corporate energy consumption to improve energy efficiency.	LED lighting for energy savings has become an accepted practice in the organisation. For example, internal building lights at Latrobe Regional Gallery completed 2017, Category P street lighting on all LCC roads completed 2016, and all LCC stadiums and sports field lighting completed 2016.
		3.2.3	Support and promote energy efficiency within the community, industries, developers and other agencies to minimise the amount of energy needed and maximise the efficiency of what is used.	Support and promotion in this area has been minimal, due to a reallocation of staffing resources to other work of the department. A community information night to support the appropriate usage of solar and battery technology, with presentations by local installers, was supported in 2016.
3.3	Sustainable procurement	3.3.1	Increase the proportion of environmentally sustainable products and services purchased by Latrobe City.	There are opportunities to utilise current procurement management systems to better monitor this action. Further discussion will be held with the procurement team.
		3.3.2	Encourage a reduction in Latrobe City's corporate consumption by identifying and investigating changes in quantity and cost of consumables purchased.	Further work is required in this area; however, an ongoing example of reduction in consumption is the number of passenger vehicles in the Council fleet, which has been reduced from 131 vehicles in 14-15, to 107 vehicles in 16-17.
3.4	Waste minimisation	3.4.1	Implement and review the Latrobe City Council Waste Management Strategy 2010-2017.	The Latrobe City Council Waste Management Strategy continues to be implemented, and the review is currently underway.
		3.4.2	Implement and review the Latrobe City Council Waste Education Plan 2010-2015.	The ongoing actions within the Waste Education Plan are continuing to be implemented, while the review of the Plan is being tied into the review of the broader Latrobe City Council Waste Management Strategy which is currently underway.



	3.4.3	Ensure the socially, environmentally and economically responsible disposal of municipal waste.	LCC continues to run a three bin system for township areas, and transfer station facilities for all other areas of the municipality. This waste is collected and disposed of through the LCC owned and operated landfill, a contracted green waste processing facility, and a contracted materials recovery facility (recycling).
	3.4.4	Maintain and enhance community engagement over waste management services provided by Council.	The community remains engaged via services provided through the LCC Sustainability Education Officer, through new waste initiatives, and through the Hyland Highway Landfill Consultative Committee.
	3.4.5	Work cooperatively with other agencies to increase the amount of material recycled, and promote positive waste disposal behaviour, in the Latrobe City community.	Continued participation by officers in the State Government Gippsland Waste and Resource Recovery Group, which works on collaborative recycling and waste solutions region-wide.



#### 4. Protecting natural assets

This theme focusses on working cooperatively to better manage, and increase protection for, the waterways, air, soil and biodiversity valued by Latrobe City. It contains four action areas with 17 objectives.

Action Area		Objective	Highlights
4.1	Waterway health	4.1.1 Advocate for and support our partners to improve water quality in Latrobe City.	Further work is required in this area; however a recent example of LCC leadership is the construction of the Firmins Lane Wetlands, which treat stormwater before it enters Waterhole Creek.
		4.1.2 Continue to minimise the amount of litter and other pollutants entering the stormwater system through infrastructure and education.	The transition away from piping stormwater directly into creeks, and instead filtering it through wetlands, provides a significant reduction in the amount of litter and pollutants entering waterways from new developments. Further work is still required where traditional storm water systems exist.
		4.1.3 Continue to support Neighbourhood Environment Improvement Plans for Traralgon Creek and Morwell River, and encourage other cooperative action between industry, agencies and community.	Neighbourhood Environment Improvement Plans were reviewed in 2013 and have not been continued since the adoption of this Strategy.
		4.1.4 Work in cooperation with the West Gippsland Catchment Management Authority to develop a Waterway Management Plan for Waterhole Creek.	The Waterway Management Plan was finalised in 2014, and continues to be implemented.

		4.1.5	Work cooperatively with relevant agencies to protect natural waterways within Latrobe City from threatening activities.	LCC revegetation programs have focussed primarily on the enhancement of waterways, with cooperation from the West Gippsland Catchment Management Authority, and private businesses such as HVP Plantations and EnergyAustralia.
		4.1.6	Work in cooperation with the West Gippsland Catchment Management Authority to develop a memorandum of understanding for the management of the urban section of Traralgon Creek.	A memorandum of understanding was agreed in 2014, however this document requires renewal if it is to continue to be implemented.
4.2	Air quality	4.2.1	Advocate for and support our partners to improve air quality in Latrobe City.	Additional temporary air monitoring assets, installed following the Morwell Mine Fire in 2013, have been retained in the Latrobe Valley.
		4.2.2	Support the continued monitoring of air quality and publication of information by the Latrobe Valley Air Monitoring Network Inc.	The Latrobe Valley Air Monitoring Network continues to operate, and publish data on their website. The closure of Hazelwood Power Station has the potential to reduce the financial viability of this industry led network.
		4.2.3	Encourage the reduction of pollution from Latrobe City Council activities as well as local domestic, transport and business sources.	Some of the initiatives undertaken to achieve this objective include the reduction in the size of the LCC passenger vehicle fleet. The installation of additional rooftop solar has also helped to limit the level of carbon pollution being produced by day to day Latrobe City Council activities.
		4.2.4	Where particular local air quality issues are identified, explore the use of Local Laws to address them.	No major local air quality issues are identified in the 16/17 year, however further work is required in this area if Local Laws are to be utilised.

4.3	Soil conservation	4.3.1	In cooperation with relevant agencies, promote awareness of appropriate land management to landholders in high erosion risk-areas.	Further work is required in this area; however, work on the proposed Rural Land Use Strategy may provide support.
		4.3.2	Support actions to improve soil health where they contribute to whole-of-catchment sustainability.	Further work is required in this area; work has been slow due to a reallocation of staffing resources to other work of the department.
4.4	Biodiversity protection	4.4.1	Work cooperatively to protect existing biodiversity within Latrobe City from threatening processes, with a priority focus on remnant vegetation and protected species.	The endangered species Matted Flax-lily, known to occur in Eric Lubke Yarra Gum Conservation Reserve, Morwell, was re-mapped in 2017 and shows signs of the population increasing. An additional population is now protected on LCC property in Traralgon, in a reserve created in 2016 as part of a housing subdivision.
		4.4.2	Work cooperatively to plan, implement and maintain biodiversity restoration projects, with a priority focus on strategic landscape linkages and waterways.	LCC revegetation projects continue, in 2015 the focus was on Eel Hole Creek in Churchill, and in 2016 the focus was on the Firmins Lane Wetlands in Hazelwood North. In 2017 the focus will be on Narracan Creek in Newborough, partnering with Latrobe Catchment Landcare Group, Moe Yallourn Rail Trail Committee of Management and EnergyAustralia to deliver the program.
		4.4.3	Support individuals and groups undertaking biodiversity management actions that are of benefit to the Latrobe City's natural environment and community.	The Biodiversity on Rural Land grants program provided support to projects on four properties in 16/17. Advertising for the 17/18 grants program is currently underway.



		4.4.4	Demonstrate leadership in natural environment sustainability through appropriate management of biodiversity on Council managed land, particularly bushland reserves.	Seven bushland reserves, located within the boundaries of the four major towns, continue to be actively managed for biodiversity, with five of them supported by active volunteer groups. Other bushland reserves outside the main towns continue to be managed on an as needs basis.
		4.4.5	Develop a Biolinks paper highlighting areas of potential connectivity of habitat which can be used to prioritise revegetation and biodiversity restoration work.	<p>A biolinks paper, highlighting areas of potential connectivity of habitat which can be used to prioritise revegetation and biodiversity restoration work, has yet to be progressed due to resourcing issues (staff).</p> <p>Work on the proposed Rural Land Use Strategy is providing strong support for a specific biolink between the Strzelecki Ranges and the Southern Fall of the Great Dividing Range, where the valley is narrowest, near Moe.</p>





## Conclusion

The majority of action areas have achieved progress within the current three year working life of the document. These areas include:

- Compliance activities,
- Sustainable future (use of Council's town planning and regulatory tools),
- Emissions reduction and climate change adaptation,
- Environmental Recovery (natural disaster recovery),
- Energy efficiency,
- Waste minimisation,
- Waterway health,
- Air quality, and
- Biodiversity protection.

Five action areas have not been significantly progressed and will require priority action within the next 18 months to complete. These include:

- Sustainability information and education
- Continuous improvement (monitoring and reporting against this strategy)
- Water efficiency,
- Sustainable procurement, and
- Soil conservation.

In order to progress these five action areas, discussions will be held internally regarding their priority and achievability, and externally with the partners that must be involved for particular actions. Depending on the scope of work that is required, some action areas may be built into 17/18 or 18/19 operational business plans, while others may need to be fed into the planning process for the next strategy, which will then become active in 2019.



# **COMMUNITY SERVICES**

## **16. COMMUNITY SERVICES**

### **16.1 Public Safety Infrastructure Fund Application for CCTV for Morwell**

**General Manager**

**Community Services**

**For Decision**

#### **EXECUTIVE SUMMARY**

Following presentation of Councillor Briefings on 3 July and 7 August 2017, endorsement is sought to submit an application for funding for Closed Circuit Television (CCTV) in the Morwell Central Activity Area (CAA) through the Victorian State Government Public Safety Infrastructure Fund (PSIF).

A CCTV Feasibility Study of the Morwell CAA in July 2017 identified that the installation of additional CCTV in identified priority areas would be beneficial in contributing to improved actual and perceived safety. Further, that an expansion of CCTV in these areas has the potential to complement a range of other initiatives identified in recent studies and planning reports.

The Feasibility Study identified potential sites and specific locations of cameras along with the type of camera that may be best suited to meet the need. However, if the funding application was successful the final location and installation of cameras would depend on the ability of Council officers to successfully negotiate a licence agreement with individual land owners and occupiers. Applications for the funding are currently open with a closing date of 24 September 2017.

Victoria Police have indicated their interest and strong support for additional CCTV feeding back to the Morwell Police Station. An updated Memorandum of Understanding (MOU) will be required to be established between Council and Victoria Police.

#### **MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Middlemiss

**That Council:**

- 1. Endorses the submission for an application for funding for Closed Circuit Television (CCTV) in the Morwell Central Activity Area (CAA), as per the Feasibility Study, July 2017, through the State Government's Public Safety Infrastructure Fund (PSIF) Program; and**
- 2. Refers the allocation of required funds to the mid-year budget review for the delivery of the project should the application for Public Safety Infrastructure Fund (PSIF) Program funding for CCTV for Morwell be successful.**

**CARRIED UNANIMOUSLY**

## **DECLARATION OF INTERESTS**

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

## **DISCUSSION**

Over the past couple of years concern has been expressed regarding safety trends and issues within the Morwell CAA. A funding opportunity to potentially address some of these matters has arisen through the State Government's Department of Justice and Regulation's PSIF program.

Given Councillors expressed interest in pursuing a potential application at its 3 July 2017 Councillor Briefing, a Feasibility Study of the area was conducted on Council's behalf by MGN Consulting in July 2017. MGN Consulting was engaged due to their considerable experience in CCTV and community safety issues, working with various local government areas mostly within Victoria. They also have connections with the Australian Safe Communities Foundation.

In conducting the study the consultants undertook a site assessment, engaged with key stakeholders, examined current reports related to plans for the future development of the study area, considered local social and community demographics and analysed local crime data.

Best practice in community safety, along with the application of Crime Prevention Through Environmental Design (CPTED) principles were applied to inform the potential for increased CCTV to effectively contribute to enhancing community safety and reducing crime and anti-social behaviour in the study area.

MGN Consulting has presented the report and recommends the installation of a number of cameras in strategic locations and details indicative costs with the system feeding back to the Morwell Police Station. The area of highest priority within the study area is the site around Commercial Road, Tarwin and George Streets, followed by Princes Drive and Church Street areas. It also identifies the need to upgrade all existing cameras currently in place near the bus interchange as well as an upgrade to the associated equipment installed at the Morwell Police Station. A review and update of the current MOU between Victoria Police and Latrobe City Council for the operation of the cameras will also be required.

The MOU, which is signed off by Victoria Police at the Commissioner level, details roles and responsibilities of Victoria Police and Latrobe City Council which covers matters such as monitoring of the system, management of the data, training and maintenance of the equipment.

The full details of the study are contained in the consultant's report, *Morwell Central Activity District CCTV Requirements: Feasibility Study Discussion paper July 2017*.

## **STAKEHOLDER CONSULTATION**

The consultants undertaking the CCTV Feasibility Study engaged with key stakeholders such as Victoria Police, local Councillors, the Latrobe Valley Authority, VLine, council officers and the current Latrobe City Council CCTV service contractor, CommSite. These engagement elements provide evidence and valuable information which will inform the proposed funding application.

The outcomes of various studies and plans for the CAA were also reviewed as part of conducting the Feasibility study, along with feedback received from the Morwell Safety Forums held in May 2017.

If the funding application is successful, further engagement will be required to be undertaken with local businesses and Latrobe City Council officers to determine the specific location of cameras.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Department of Justice and Regulation PSIF Grants are available for projects between \$10,000 and \$250,000. This is within the scope of the findings of the recent Morwell CAA CCTV Feasibility Study.

Applications may cover the initial CCTV infrastructure costs. All other associated costs such as design, project management, ongoing licence agreements, maintenance, long term upgrade and project evaluation costs are borne by Council. The annual licence agreement per camera location is currently set at \$250 and the total annual cost will depend on the final location and number of cameras. There is currently no separate budget allocation for this project. It is suggested that the year one costs be funded via an allocation from the accumulated unallocated cash reserve. However, the ongoing annual maintenance program and future replacement costs will need to be included in future budgets currently within the Infrastructure and Recreation Division. At present the annual cost of maintenance for CCTV is in the vicinity of \$10,000 per annum, which is contracted out, although this figure will increase with additional cameras installed.

If successful, Council is required to co-contribute a minimum of 10% of the project cost and complete funded projects by 30 April 2018.

### **RISK IMPLICATIONS**

The Morwell CCTV Feasibility Study of July 2017 identified the priority areas for installing further CCTV in the Morwell CAA and the need to upgrade the existing CCTV. It analysed a range of safety measures that could improve community safety and reduce crime and anti-social behaviour and recommended that CCTV be installed among a range of complementary community safety measures.

In undertaking the study, discussions were held with key stakeholders such as Victoria Police, who are encouraging Council to submit for funding and willing to provide a letter of support, which is required as part of the process.

The methodology used to provide information to complete the feasibility study addressed a number of areas of risk, focussing on three key aspects; Best Practice, Local Conditions and Options to Address Issues.

Given the findings of the report, which has been shared with Victoria Police locally, to not submit would potentially impact on the current positive relationship between Latrobe City Council and Victoria Police and cause reputational risk.

The study identified a number of privately owned buildings on which CCTV cameras may be located as well as Council owned and managed infrastructure. Licence agreements will need to be struck with land owners and occupiers in order for

cameras to be installed to cover a number of areas. However, should agreements not be able to be reached, alternative sites will need to be identified that are able to cover the scope of the study.

The installation of additional CCTV will also require an updated Memorandum of Understanding to be signed off between Victoria Police and Latrobe City Council. This will specify responsibilities for each organisation in relation to the management of the cameras, the data and the maintenance and the allocation of tasks to specific officers. Additional CCTV may also result in additional enquiries for CCTV footage and increased expectations from community that it will eliminate, reduce and deter crime in the local area, or that the CCTV will increase the ability for crime to be quickly solved. This may not necessarily be the case. There is also a possibility that the location of crime may shift to another area with the CAA. These community expectations will need to be managed and an initial communications strategy developed and implemented.

### **CONCLUSION**

An independent and comprehensive CCTV Feasibility Study has been undertaken for sites within the Morwell CAA to inform a potential application for State Government funding under the Department of Justice and Regulation's PSIF program. Local crime data and Victoria Police reports of priority areas for addressing crime and anti-social behaviour and the potential effectiveness of CCTV in improving actual and perceived community safety were assessed as part of the process. The report contains recommendations based on a range of factors and considerations including the priority areas, potential location of cameras, the type of equipment, other complementary community safety initiatives, the application of CPTED principles and best practice.

Council support is sought for an application to be submitted under the State Government's PSIF based on the recommendations and detail contained in the *Morwell Central Activity District CCTV Requirements: Feasibility Study Discussion paper July 2017*. The application is due by 24 September 2017.

### **SUPPORTING DOCUMENTS**

*Morwell Central Activity District CCTV Requirements: Feasibility Study Discussion paper, July 2017.*

#### **Attachments**

1. Morwell Central Activity District CCTV Requirements: Feasibility Study Discussion paper, July 2017. (Published Separately) (Confidential)
2. Projection of Costs CCTV (Published Separately) (Confidential)

## **16.2 Reducing Alcohol Related Harm Policy**

**General Manager**

**Community Services**

**For Decision**

### **EXECUTIVE SUMMARY**

The purpose of this report is to present the draft Reducing Alcohol Related Harm Policy to Councillors, following on from the Councillor Briefing on 17 July 2017 and incorporating responses to feedback received. The development of the Policy has been informed by the 'Alcohol Related Harm in Latrobe City – Background Paper'.

The Reducing Alcohol Related Harm Policy specifically seeks to develop mechanisms to reduce excessive alcohol consumption and the normalisation of excessive alcohol consumption in our community.

The development of an Alcohol Related Harm Policy aligns with two objectives in the Council Plan 2017 – 2021 and the Municipal Public Health and Wellbeing Plan 2013 - 2017.

The adoption of an Alcohol Related Harm Policy will provide further clarity and strategic direction to the ongoing work of Latrobe City Council and partner organisations in reducing harm from the misuse of alcohol within our community.

The policy is based on recognised best practice principles being currently used in the local government sector including evidence based practice, prevention of harm, integrated planning and collaborative responses.

Alcohol is recognised as having both beneficial and harmful impacts on communities. In Australian society it is considered an important part of social gatherings and its production and sale have a positive economic impact. Alcohol contributes to a vibrant and dynamic economy through the provision of diverse entertainment and dining options. However, excessive alcohol consumption is known to cause significant harm to individuals, families and communities.

This policy has been developed to provide Council with an opportunity to demonstrate leadership in the area of alcohol harm reduction, particularly related to excessive alcohol consumption and positively affect the wellbeing and safety of the community.

There will be a staged implementation of this policy over three years to enable the education, monitoring and support of groups and clubs involved with Council facilities and community events who may be impacted by this policy.

### **RECOMMENDATION**

**That Council:**

- 1. Adopts a staged three year implementation of the Reducing Alcohol Related Harm Policy effective from 11 September 2017;**
- 2. Makes the Reducing Alcohol Related Harm Policy available to the public on Council's website.**

## **MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr White

**That Council:**

- 1. Endorses the draft Reducing Alcohol Related Harm Policy, with the following amendment:**
  - a. Replace 'Sporting Clubs utilising Council venues are not permitted to serve alcohol during junior events or activities' with 'Sporting Clubs utilising Council venues are not permitted to serve alcohol during junior only events or activities';**
  - b. Replace 'All sporting clubs utilising Council venues are required to be involved in the Good Sports program delivered by GippsSport' with 'All sporting clubs utilising Council venues are required to be involved in the Good Sports program delivered by GippsSport or a future similar program.'**
- 2. Releases the Policy for consultation for a period of eight weeks;**
- 3. Requests officers to develop a detailed implementation plan during the consultation period; and**
- 4. Requests that a further report detailing the submissions and feedback received be presented at the 13 November Council meeting for its consideration.**

**CARRIED UNANIMOUSLY**

## **DECLARATION OF INTERESTS**

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

## **DISCUSSION**

Excessive alcohol consumption has known harmful impacts including increased risk of short and long term negative health impacts, increased crime and interpersonal conflict. The harmful impacts are not restricted to individuals as communities pay the economic and social costs of alcohol harm. The estimated cost of alcohol to the Australian community in 2004-05 was \$15.3 billion which includes crime, violence, treatment costs, loss of productivity and premature deaths (Dealing with Alcohol and the Night-Time Economy (DANTE) Report: Deakin University, 2012).

Overall rates of drinking are declining in Australia, particularly among young people, yet one in ten Victorians drink more than the healthy limits at least weekly (Reducing the alcohol and drug toll: State Government of Victoria (SGV) 2013). Males are more likely to drink at levels of increased risk. Higher household income also correlates

with increased risk of harmful drinking. Attitudes to alcohol vary across the community. Whilst there is broad community acceptance of alcohol consumption, there is also broad community concern about excessive alcohol consumption (National Household Drug Survey: Australian Institute of Health and Welfare. 2014).

There is a growing body of public health evidence that shows that addressing individual behaviour is not enough. Policies and strategies need to address the shared behaviour and attitudes at societal, sub-cultural and small group levels. (Reducing the alcohol and drug toll: SGV 2013). The most important factor in reducing alcohol-related harm in the community is to focus on whole-of-community consumption, rather than just safety measures once people are too intoxicated to make good decisions.

Excessive alcohol consumption is a major contributor to crime, violence and preventable harm in Australia. Public violence and antisocial behaviour are among the most easily identifiable alcohol related harms. About three quarters of all assaults and offensive behaviour occurring on the street have alcohol identified as a contributing factor. (DANTE Report: Deakin University, 2012). Alcohol related violence also occurs in the home and affects the partners and children of the drinker. Alcohol is not a cause of family violence; however, it correlates with higher rates and more severe incidents of family violence. Alcohol abuse is a factor in up to 47 per cent of child abuse cases in Australia. (The hidden harm: Foundation for Alcohol Research and Education (FARE), 2015). The greatest financial cost of alcohol related harm comes from the health burden on the community through injury and disease caused by alcohol consumption.

There is strong evidence of the correlation between increased access to and availability of alcohol in the community and significant social harms including family violence, crime, injury and chronic disease. This provides a strong rationale for Council to develop strategies to reduce the harmful effects that can arise from alcohol availability. The role of local government includes:

- Monitoring
- Support for young people and families which strengthen protective factors and minimise risk factors for early and risky alcohol use
- Planning and liquor licencing
- Strengthening policy and practice in Council owned facilities and at Council events
- Workplace initiatives and policies
- Supporting local Liquor Accords

Articulation of Council's position and expectations in relation to preventing alcohol related harm is essential to ensuring a strategic approach which is responsive to the local context. (Preventing Alcohol Related Harm Policy City of Whittlesea 2016).

The existing Liquor Control Regulations are currently under major review for the first time in 20 years and therefore do not cover adequately current issues and trends in alcohol consumption and the community's growing awareness of harm.



Data related to Latrobe City shows that 43.3 percent of adults consume amounts of alcohol that put them at risk of short term harm, such as accidents and injuries. (DANTE Report: Deakin University, 2012). Fifteen Australians a day die and 430 are hospitalised because of alcohol related causes. (Alcohol's burden of disease in Australia: FARE, 2014). In Latrobe City, there were 24 alcohol related deaths, 336 hospital admissions and 337 ambulance callouts for alcohol related causes during 2014-2015. (Needs Assessment Snapshot: Latrobe Local Government Area, Primary Health Network Gippsland (PHNG) 2016).

Key indicators of alcohol related harm including domestic violence incidence, death rates, treatment costs and ambulance attendances in Latrobe City are considered high compared to Victorian averages, being two to three times greater in the above cases, and in line with other rural regional centres. (Brief Population Health Profile: Gippsland Snapshot, PHNG 2016). Whilst the State Government is largely responsible for alcohol policy, the development of an Alcohol Related Harm Policy will provide strategic direction to areas within Latrobe City Council's sphere of influence.

#### Victorian Government Initiatives

The Victorian Government has a strategic direction to reduce the harm to the community from excessive alcohol consumption. VicHealth is the State's lead in this work and launched its Alcohol Strategy in 2016 with a focus on alcohol culture change. It identifies alcohol cultures at the societal, group and individual-family levels as the key areas where alcohol consumption is influenced.

An example of VicHealth's cultural change approach is the Good Sports program which is delivered by GippSport within Latrobe City. The program works with sports clubs to change drinking cultures within clubs and build better standards for alcohol management. Clubs progress through three levels of accreditation as they undertake cultural, policy and procedural change around the management of alcohol in their club. The focus of the Good Sports program is to create more family friendly and inclusive clubs which is likely to increase participation levels. It also works to build the sustainability of clubs by reducing their reliance on alcohol sales.

All clubs which utilise Council facilities in Latrobe City are supported by GippSport and working through the Good Sports accreditation process. This is a requirement of the Latrobe Liquor Accord for the responsible serving of alcohol.

#### Latrobe City Policy Development

The development of an Alcohol Related Harm Policy aligns with the Council Plan 2017 – 2021 Objective 5 to “provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.” Further it delivers on Strategy 14 to “provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.”

Latrobe City's Municipal Public Health and Wellbeing Plan 2013-2017 has two objectives related to alcohol harm. The first is to ‘reduce excessive alcohol consumption’ and the second is to ‘minimise harm associated with the misuse of alcohol’.

Local Government has limited influence over the management of alcohol and its associated regulatory regime. It is not responsible for the issuing of liquor licences

and has limited options within the planning scheme to address harm. However, this does not preclude Councillors from taking a community based leadership position on this matter.

The State Government, through the Victorian Commission for Gambling and Liquor Regulation (VCGLR), is responsible for the issuing of liquor licences. Land use planning policy for venues where alcohol is sold is also largely directed by State Government planning policy.

A background paper on the harmful effects of excessive alcohol consumption on the Latrobe City community has been prepared. The background paper includes a review of current research and state and national level statistics on the harmful effects of alcohol. It presents local crime data and charts the impact of existing harm reduction measures implemented in Latrobe City.

The background paper has informed the development of the draft Reducing Alcohol Related Harm Policy. The policy provides strategic direction on:

- Land use planning and the issuing of planning permits for licenced venues
- Liquor licences within Council facilities, including sporting pavilions
- Alcohol consumption at Council events and Council sponsored events
- Support for the Latrobe City Liquor Accord; and
- The designation of Municipal Places within Central Business Districts as alcohol-free areas.

An adoption of this policy would inform the development of a local Licensed Premises land use policy for inclusion in the Municipal Strategic Statement (MSS) to strengthen the strategic direction for land use planning and the issuing of planning permits for premises where alcohol is sold or consumed. As one of Council's key strategic documents, directions provided in the MSS hold greater weight than a Council policy.

### **STAKEHOLDER CONSULTATION**

Internal consultation and engagement has been undertaken during the development of the draft policy. As part of the proposed three year staged policy implementation, and to facilitate a smooth transition, detailed consultation and engagement will be undertaken with clubs and groups impacted by the policy.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The financial and resource implications of this policy will be carried out within existing resources.

### **RISK IMPLICATIONS**

The proposed staged implementation over three years will provide the means to further work with other internal departments to achieve the successful implementation of the policy. The risk of non-compliance will be mitigated by the staged process including education, monitoring and support.

## **CONCLUSION**

A draft Policy has been developed to provide direction to Council for the reduction of alcohol related harms.

Council recognises that whilst alcohol has a valid role in our social and economic environment, it is a drug with potential harmful impacts. Alcohol misuse is a major cause of crime and preventable harm of substantial cost to the community which could be further addressed within Council's sphere of responsibility and influence and in line with community expectations. Adopting a harm minimisation approach to the excessive use of alcohol is consistent with the key policy directions of VicHealth and numerous other local governments.

A number of preventative actions already occur through the planning processes for new licensed venues, including alcohol management plans and conditions. Additional preventative measures within the influence and control of Council are contained within the policy. Council will continue to work with Victoria Police to seek their input and response on matters within their authority and promote participation in the Latrobe City Liquor Accord and the Good Sports program to encourage good practice and responsible serving of alcohol.

There will be a staged implementation of this policy over three years to enable the education, monitoring and support of groups and clubs involved with Council facilities and community events who may be impacted by this policy.

## **SUPPORTING DOCUMENTS**

Nil

### **Attachments**

- 1↓ . Reducing Alcohol Related Harm in Latrobe City - Background Paper
- 2↓ . Reducing Alcohol Related Harm Policy
- 3↓ . Reducing Alcohol Related Harm Policy Draft Implementation Plan

## **16.2**

### **Reducing Alcohol Related Harm Policy**

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# **Latrobe City Council**

## **Alcohol related harm in Latrobe City – Background Paper**

Document Date: 8 June 2017

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## Introduction

This background paper has been prepared to assist Council in the development of a policy to reduce the impact of excessive alcohol consumption. It reviews current research into alcohol consumption and its harm on the community and outlines the work previously undertaken in Latrobe City to address safety issues within the Late Night Economy.

In Victoria after the liberalisation of liquor licence regulations in the mid-1990s the number of liquor licences has exploded, doubling between 1995 and 2009.<sup>1</sup> Latrobe City Council has over 200 licenced venues providing a diverse range of dining and entertainment opportunities. The majority of licenced venues are situated within the CBDs of Traralgon, Morwell and Moe. Traralgon also features a cluster of late night venues within its entertainment precinct.

A number of Latrobe City Council properties are also licenced premises. Council holds liquor licences for some venues while a number of sporting clubs utilising Council recreation reserves also hold liquor licences.

Latrobe City Council recognises the positive social and economic impacts that licenced venues provide for the community. However, Council is seeking to address the negative social, amenity and economic impacts that can arise from excessive alcohol consumption and the tensions between licenced premises and other land uses. These tensions range from the impacts of anti-social behaviour on surrounding residential areas through to the clean-up costs incurred by Council in the Traralgon CBD on Saturday and Sunday mornings.

Research indicates that there are specific risks associated with certain types of licenced venues. Patron numbers, venue layout and late night trading can contribute to excessive alcohol consumption, anti-social behaviour and increased levels of violence. Clusters of packaged liquor outlets can lead to higher rates of excessive alcohol consumption and higher rates of family violence. A recent trend has been the increase of home delivery services. While limited research exists on this specific type of service, overwhelmingly the research agrees that limiting supply is one of the key measures to reduce harm from excessive alcohol consumption.

Local Government's role in the management of licenced venues is limited to the issuing of planning permits, commenting on liquor licence applications referred to Council by the VCGLR and involvement in Liquor Accords. Currently Latrobe City Council does not have a Licenced Premises policy within its Municipal Strategic Statement and so planning permit applications are assessed pursuant to Clause 52.27 of the Latrobe Planning Scheme.

The management of alcohol-related public safety issues continues to be an important part of Local Government's community safety role. For Latrobe City Council initiatives have included upgraded infrastructure, partnership building and

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<sup>1</sup> Dr Peter Streker, "Under the influence: What local governments can do to reduce drug and alcohol related harms in their community." *Prevention Research Quarterly*. Australian Drug Foundation. Number 19, 2012

supporting innovative service delivery. The development of a policy to reduce the impact of excessive alcohol consumption will direct further work in this important area.

**Policy Principles:**

**Evidence** Council planning is responsive to community needs and the local context and is informed by evidence and good practice models.

**Prevention** Council has a focus on prevention. This requires a multi-level, (individual, organisational, community) multi-strategy approach and a focus on specific settings.

**Harm reduction** Council recognises that whilst alcohol has a valid role in our social and economic environment it is a drug with potential harmful impacts. As such, consideration of supply and availability in our local community requires more careful assessment and regulation than other retail commodities.

**Partnerships** An integrated collaborative approach to planning across Council Departments, community organisations and the community with a broad range of relevant stakeholders is required to effect positive community outcomes. This will include but not be limited to Council departments, residents, community organisations, Victoria Police and the Community Safety and Crime Prevention Committee.

**Advocacy** Community engagement and awareness raising is essential to support a shared understanding of the issues and a joint approach to advocacy.

**Integrated Planning** Integrated planning and advocacy will support shared outcomes across Council priorities including Community Safety, Family Violence Prevention, Community Building and Prevention of Alcohol related Harm.

**Rationale**

There is strong evidence of the correlation between increased access to and availability of alcohol in the community and significant social harms including: family violence, crime, injury and chronic disease. This provides a strong rationale for Council to develop strategies to reduce the harmful effects that can arise from alcohol availability.

The role of local government includes:

- Monitoring
- Support for young people and families which strengthen protective factors and minimise risk factors for early and risky alcohol use
- Planning and liquor licencing
- Strengthening policy and practice in Council owned facilities and at Council events
- Workplace initiatives and policies

Articulation of Council's position and expectations in relation to preventing alcohol related harm is essential to ensuring a strategic approach which is responsive to the local context. (Preventing Alcohol Related Harm Policy 2016 City of Whittlesea)

**Rates of alcohol drinking and community attitudes**

Overall rates of drinking in Australia are declining. Alcohol is consumed by 78% of Australian adults, with only 24% of those drinkers consuming alcohol on three or



more days per week.<sup>2</sup> Between 2010 and 2013 there was a decline in the number of people consuming alcohol daily (7.2% to 6.5%), people exceeding the lifetime risk guidelines (from 20% to 18.2%) and exceeding the single occasion risk guidelines at least once a month (from 29% to 26%). There was also a corresponding increase in the number of people abstaining from alcohol (from 19.9% to 22%).<sup>3</sup> Young people drive the increase in abstainers. 12 to 17 year olds had the highest increase between 2010 and 2013, from 64% to 71%.<sup>4</sup> This also reflects a longer term trend, with the rate of abstainers in 18 to 24 year olds rising significantly from 7.5% in 2001 to 13.7% in 2013.<sup>5</sup>

Despite these declining rates of drinking there remains unhealthy drinking behaviour in the community. One in ten Victorians drink more than healthy limits at least weekly.<sup>6</sup> 18-24 year olds, and males in particular, are more likely to drink at harmful levels on a single occasion.<sup>7</sup> Heavy drinking is seen as intrinsic to social connection for young adults especially in rural and regional areas.<sup>8</sup> The prevalence of increased risk of alcohol-related injury on a single occasion is significantly higher for men compared to women in every age group. It is also significantly increased with increasing total annual household income among both men and women.<sup>9</sup>

The national guidelines for reducing the risks from alcohol consumption state that:

- for healthy men and women, drinking no more than TWO standard drinks on any day reduces the lifetime risk of harm from alcohol-related disease or injury.
- for healthy men and women, drinking no more than FOUR standard drinks on a single occasion reduces the risk of alcohol-related injury arising from that occasion.<sup>10</sup>

Latrobe City residents have a slightly increased (61%) lifetime risk of alcohol related harm compared to the Victorian average (59%).<sup>11</sup> The gendered nature of drinking patterns is seen in the breakdown of the Victorian total with 69.3% of males and 49.7% of females at increased risk.<sup>12</sup>

Latrobe City residents also have a slightly increased risk (43.3%) risk of alcohol-related injury on a single occasion compared to the Victorian average (42.5%).<sup>13</sup>

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<sup>2</sup> FARE 2016. *Annual Alcohol Poll 2016: Attitudes and behaviours*. Canberra: Foundation for Alcohol Research and Education. p 15

<sup>3</sup> Australian Institute of Health and Welfare 2014. *National Drug Strategy Household Survey detailed report 2013*. Drug statistics series no. 28. Cat. no. PHE 183. Canberra: AIHW. p 31

<sup>4</sup> National Drug Strategy Household Survey 2013, p 31

<sup>5</sup> Livingston, M. 2015. *Understanding recent trends in Australian alcohol consumption*. Canberra: Foundation for Alcohol Research and Education. p 16

<sup>6</sup> Department of Health and Human Services 2013. *Reducing the alcohol and drug toll: Victoria's Plan 2013-2017*. State Government of Victoria, Melbourne. p 10

<sup>7</sup> National Drug Strategy Household Survey 2013, p 31

<sup>8</sup> VicHealth 2014, *Young adults and alcohol: developing local government policy responses in inner and outer-urban settings, Full report*, Victorian Health Promotion Foundation, Melbourne. p 15

<sup>9</sup> Department of Health and Human Services 2016, *Victorian Population Health Survey 2014: Modifiable risk factors contributing to chronic disease*, State Government of Victoria, Melbourne. p 409

<sup>10</sup> Vic Population Health Survey, p 379

<sup>11</sup> Vic Population Health Survey, p 394

<sup>12</sup> Vic Population Health Survey, p 378

<sup>13</sup> Vic Population Health Survey, p 423

54.7% of males and 30.9% of females in Victoria are at increased risk during single occasion drinking.<sup>14</sup>

Attitudes towards alcohol and related issues vary across the community. While there is broad community acceptance of alcohol consumption there is also broad community concern about excessive alcohol consumption and its cost to the community.<sup>15</sup> In fact 78% of people believe Australia has a problem with excess drinking or alcohol abuse.<sup>16</sup> In the 2013 National Drug Household Survey, alcohol was the most commonly mentioned drug that people thought caused the most deaths (34%) and excessive alcohol consumption was the drug of most serious concern to the general community (43%).<sup>17</sup>

The majority of Australians believe that not enough is being done by governments, alcohol companies and alcohol venues to address the harms caused by alcohol in Australia.<sup>18</sup> Support for policies aimed at reducing alcohol-related harm is more likely to be supported by those who drink at low-risk levels or abstainers.<sup>19</sup> There is a growing body of public health evidence that shows addressing individual's behaviour is not enough. Policies and strategies need to address the shared behaviour and attitudes at societal, sub-cultural and small group levels.<sup>20</sup> Probably the most important factor in reducing alcohol-related harm in the community is to focus on whole-of-community consumption, rather than just safety measures once people are too intoxicated to make good decisions.<sup>21</sup>

### **Alcohol related harm**

Alcohol is a major cause of crime, violence and preventable harm in Australia. The estimated cost of alcohol to the community in 2004-05 was \$15.3 billion which includes crime, violence, treatment costs, loss of productivity and premature deaths.<sup>22</sup> 79% of Australians are concerned about alcohol related violence.<sup>23</sup> Over five million Australians aged over 14 were the victim of an alcohol-related incident in 2013, 1.7 million of those suffered physical abuse.<sup>24</sup>

Public violence and antisocial behaviour is perhaps the most easily identifiable alcohol related harm. About three quarters of all assaults and offensive behaviour occurring on the street have alcohol identified as a contributing factor.<sup>25</sup> There is a need to ensure that patrons exiting venues are efficiently transported, either by taxi,

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<sup>14</sup> Vic Population Health Survey, p 408

<sup>15</sup> National Drug Household Survey, p 104

<sup>16</sup> FARE Alcohol Poll, p 9

<sup>17</sup> National Drug Household Survey, p 31

<sup>18</sup> FARE Alcohol Poll, p 11

<sup>19</sup> National Drug Household Survey, p 31

<sup>20</sup> Reducing the Toll, p 17

<sup>21</sup> Miller, P. G., Tindall, J., Sonderlund, A., Groombridge, D., Lecathelinais, C., Gillham, K. et al. (2012). *Dealing with Alcohol and the Night-Time Economy (DANTE): Final Report*. Geelong, Victoria: Deakin University and Hunter New England Population Health for the National Drug Law Enforcement Research Fund. p 186

<sup>22</sup> DANTE, p 1

<sup>23</sup> FARE Alcohol Poll, p 10

<sup>24</sup> National Drug Household Survey, p 31

<sup>25</sup> DANTE, p 1

public transport or private vehicles, from late-night entertainment precincts to avoid conflict at transport hubs.<sup>26</sup> Bans on public drinking are used in some jurisdictions to address antisocial behaviour. Research suggests that they are more effective at increasing perceptions of safety rather than reducing antisocial behaviour.<sup>27</sup>

The most visible aspects of alcohol-related harm are usually associated with licenced venues. Victorian liquor licencing regulations recognise a number of factors that increase the risk of alcohol-related harm within venues. These factors include trading beyond 11.00 pm, previous incident or incidences of non-compliance with the licence or permit and a venue capacity in excess of 200 patrons. In 2010 Victoria introduced a risk-based licensing system. Licence fees are structured with multipliers for the presence of the identified risk factors.

Alcohol related harm extends further than what is seen on the street of CBDs commonly on a Friday and Saturday night. Alcohol related violence occurs in the home and affects the partners and children of the drinker. Alcohol is not a cause of family violence however it correlates with higher rates of, and more severe incidents of, family violence. Social norms relating to gender and the consumption of alcohol can also increase the likelihood and severity of family violence.<sup>28</sup> In 2016, 38% of all family violence related police attendances in Latrobe City involved an 'other party'<sup>29</sup> identified as affected by alcohol.<sup>30</sup> The review into Liquor Licence reforms in NSW found that banning takeaway liquor sales after 10pm had reduced alcohol-related domestic assaults by 8.1% across the state. In regional areas between 11pm and midnight there had been a reduction of 16.7%.<sup>31</sup> Many studies have found a link between liquor outlet density, especially packaged liquor, and family violence. One study found that increased density of packaged liquor licences within Melbourne postcodes correlated with an increase in family violence assaults.<sup>32</sup> Another study found that increases in the volume of alcohol sold per packaged liquor outlet were predictive of increased assaults in private residences.<sup>33</sup>

Children are also affected by excessive alcohol consumption. Alcohol abuse is a factor in up to 47 per cent of child abuse cases in Australia.<sup>34</sup> But the negative effects stretch from abuse to poor modelling, neglect, family conflict and injury.<sup>35</sup> Research suggests that many families negatively affected by alcohol misuse are not

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<sup>26</sup> Young adults and alcohol, p 18

<sup>27</sup> Young adults and alcohol, p 15

<sup>28</sup> Lara Fergus, Emma Partridge, 2015, Change the story: a shared framework for the primary prevention of violence. Our Watch, Australia's National Research Organisation for Women's Safety, Victorian Health Promotion Foundation. p 30

<sup>29</sup> Victoria Police L17 forms register 'affected party/ies' and 'other party/ies'

<sup>30</sup> Crime Statistics Agency, <https://www.crimestatistics.vic.gov.au/crime-statistics/latest-crime-data>, accessed 15 March 2017.

<sup>31</sup> Ian Callinan, 2016, Review of amendments to the Liquor Act 2007 (NSW), Department of Justice (NSW). p 139

<sup>32</sup> Livingston, M. A longitudinal analysis of alcohol outlet density and domestic violence. *Addiction*, 106, 919 – 925. 2008.

<sup>33</sup> Liang, W., & Chikritzhs, T. 2011. Revealing the link between licensed outlets and violence: Counting venues versus measuring alcohol availability. *Drug and Alcohol Review*, 30, 524-535.

<sup>34</sup> Laslett, AM., Mugavin, J., Jiang, H., Manton, E., Callinan, S., MacLean, S., & Room, R. 2015. *The hidden harm: Alcohol's impact on children and families*. Canberra: Foundation for Alcohol Research and Education., p 12

<sup>35</sup> Hidden Harm, p 9

involved in the service system and population wide policies are required to address harms from excessive alcohol consumption within families.<sup>36</sup>

Perhaps the greatest financial cost to the community comes from the preventable harm arising from alcohol consumption. In a submission to the review of the New South Wales liquor licence reforms in 2016 the Royal Australasian College of Surgeons stated that,

[we] are regularly confronted with the shocking effects of road traffic trauma, interpersonal violence and personal accidents caused by excessive alcohol consumption. It increases the total burden on the community, of liver failure, gastrointestinal bleeding, upper gastrointestinal bleeding and oropharyngeal cancer and infections related to malnutrition arising out of or contributed to by the drinking of alcohol. One of the problems is that, by attending to injuries and incidents caused by alcohol, they are diverted from illnesses and injuries that are not as preventable.<sup>37</sup>

### **Excessive alcohol consumption**

Excessive alcohol consumption has a risk of both short term and long term harm. 15 Australians die every day as a result of alcohol-related harm.<sup>38</sup> Harm is also not distributed evenly; regional areas have higher rates of harm than metropolitan areas.<sup>39</sup> Long term harm from excessive alcohol consumption manifests in chronic disease and premature death. In Victoria 69.3% of men and 49.7% of women are at an increased lifetime risk of alcohol-related harm due to their consumption patterns. The risk significantly increases with increased total annual household income.<sup>40</sup>

The increased risk of short term harm is the result of heavy episodic drinking which can lead to serious injury and health problems.<sup>41</sup> Short term harm is experienced in death or injury due to assault, falls, drowning, road traffic accidents, suicide and alcohol poisoning. In Victoria 54.7% of men and 30.9% of women were at increased risk of alcohol-related injury on a single occasion of heavy episodic drinking.<sup>42</sup> A higher proportion of men and women living in rural regions are at increased risk compared to those living in Metropolitan areas.<sup>43</sup> Higher proportions of people aged 18-44 are at short term risk of harm and significantly higher proportions of men than women are at risk of harm.<sup>44</sup>

Risky drinking behaviour contributes to both high levels of intoxication and increased risks associated with that drinking. Pre-loading, where individuals drink prior to

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<sup>36</sup> Hidden Harm, p 9

<sup>37</sup> Liquor Licence Review, p 128

<sup>38</sup> Gao, C., Ogeil, R.P., & Lloyd, B. 2014. Alcohol's burden of disease in Australia.

Canberra: FARE and VicHealth in collaboration with Turning Point. Infographic

<sup>39</sup> Miller P, Pennay A, Droste N, et al. 2013. *Patron offending and intoxication in night-time entertainment districts (POINTED)*. Canberra: National Drug Law Enforcement Research Fund. p 3

<sup>40</sup> Victorian Population Health Survey, p 378

<sup>41</sup> Alcohol's burden of disease, p 13

<sup>42</sup> Victorian Population Health Survey, p 408

<sup>43</sup> Victorian Population Health Survey, p 408

<sup>44</sup> Victorian Population Health Survey, p 409

entering licenced venues, and side-loading, where individuals leave a licenced premise to drink cheaper alcohol before returning, are key risky drinking behaviours. The Dealing with alcohol-related harm and the night-time economy (DANTE) report found that, "people who pre-loaded were more intoxicated than those who did not and they were significantly more likely to have been involved in a violent event in the [Night Time Economy] in the past 12 months."<sup>45</sup>

Pre- and side-loading are a consumer response to the high price of alcoholic beverages in licenced venues compared to the low-cost alcohol available from packaged liquor outlets. Venues are disadvantaged in this scenario as they are required to invest in risk reduction, such as security guards, which packaged outlets are not. The pressure to maintain profitability can also lead to poor RSA practices within venues.<sup>46</sup> Tied to the comparative high price of alcohol within venues is the desire of some patrons to become intoxicated at the cheapest price. In this context, shots can be seen as the best value for money, which leads quickly to patron intoxication.<sup>47</sup> Many Liquor Accords have introduced restrictions on shots to address this practice.

### **Liquor licence density**

It is estimated that 80 per cent of alcohol is purchased from packaged liquor outlets.<sup>48</sup> The cheap retail prices available from packaged liquor outlets contribute to alcohol-related harm in the community. Cheap prices, especially discounts on bulk liquor purchases, contribute to an oversupply of alcohol. Unlike within licensed venues there is no control of the consumption post-purchase and no requirement for outlets to mitigate any harm caused by the alcohol sold by them. Young people and people from disadvantaged groups are at greater risk of short-term harm from packaged liquor.<sup>49</sup> Analysis also shows that outlets are disproportionately located in disadvantaged areas.<sup>50</sup> Packaged liquor outlet density is associated with increased rates of heavy episodic drinking, chronic disease, family violence and assaults.<sup>51</sup> Increased outlet density leads to increased competition and resulting lower prices.<sup>52</sup> Minimum alcohol unit pricing and discouraging bulk liquor purchases are both policy controls, beyond Council jurisdiction, that could assist in addressing this challenge. There is also currently no opportunity for the review of existing liquor licences to address density issues.

The type, density and mix of liquor licences have an effect on harmful drinking. The bunching of late-night venues together helps create a precinct effect but also produces foot traffic as patrons move between venues. This movement also complicates responsibility for intoxication as multiple venues become responsible for

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<sup>45</sup> DANTE, p 184

<sup>46</sup> DANTE, p 184

<sup>47</sup> Young adults and alcohol, p 17

<sup>48</sup> Euromonitor International, *Passport: Alcoholic drinks in Australia 2012*, Euromonitor: London.

<sup>49</sup> Young adults and alcohol, p 15

<sup>50</sup> Livingston, M. (2017). *Packaged liquor in Victoria: 2001 to 2016*. Canberra: Foundation for Alcohol Research and Education. p 5

<sup>51</sup> <https://www.vichealth.vic.gov.au/media-and-resources/blog/australia-day-packaged-liquor> (accessed 22/2/17)

<sup>52</sup> Changing the density, p 563

service and the resulting intoxication.<sup>53</sup> The bunching of packaged liquor outlets can lead to competition on price with the resulting availability of low cost alcohol contributing to excessive consumption. Limiting the number and operating hours of venues has been shown to be critical to reducing excessive consumption.<sup>54</sup> The impacts of outlet density are more likely to affect people from disadvantaged groups. Changes to outlet density could therefore affect those groups without visible change to the broader community's consumption.<sup>55</sup>

The challenge for Local Government is that liquor licence density is difficult to address. Licence applications are assessed on a case-by-case basis. Although changes have been made to allow consideration of the cumulative impact of clusters of licenced venues the scope is limited to amenity impacts and require highly localised data that is difficult to compile. Once granted liquor licences are nearly impossible to revoke.

### **Harm reduction measures**

Restricting trading hours is understood to be the most effective and cost-effective policy measure to reduce alcohol-related harm related to licensed venues.<sup>56</sup> Community attitudes also support restricting trading hours, with 82% of Australians believing that licenced venues should close at 3am or earlier. 58% believe that venues should close at 1am or earlier.<sup>57</sup> Restricting trading hours is a supply side measure aimed at limiting the availability of alcohol. It aims to reduce consumption levels during episodes of drinking by limiting the time available to consume beverages. The DANTE Report found that key stakeholders had mixed views on the introduction of restricted trading hours for late night venues in the study areas. The report found that a common theme from respondents was the need for the restrictions to be applied 'across the board' so as not to unfairly impact upon specific businesses.<sup>58</sup> Another issue raised was that, "relying on market forces to moderate [Night Time Economy] activities denies the competitive nature of business and the reality that patrons will not usually choose what is good for them or for the community."<sup>59</sup> Common closing times for venues in close proximity also create a surge of patrons onto the surrounding streets. This surge can lead to altercations if transport options are not readily available to disperse patrons efficiently. This has previously been a key focus of the work of the Traralgon CBD Safety Committee.

Another complementary policy measure for licensed venues is a lockout, where patrons are unable to enter venues after a certain time. The benefits of lockouts are they reduce the number of people travelling between venues late at night and allow police greater flexibility.<sup>60</sup> Local anecdotal evidence suggests that lockouts cause venues with earlier closing times to lose customers to later opening venues,

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<sup>53</sup> Changing the density, p 564

<sup>54</sup> Young adults and alcohol, p 17

<sup>55</sup> Changing the density, p 563

<sup>56</sup> DANTE, p 172

<sup>57</sup> FARE Alcohol Poll, p 34

<sup>58</sup> DANTE, p 173

<sup>59</sup> DANTE, p 173

<sup>60</sup> DANTE, p 175

especially in the hour prior to the lock out. Lockouts also have the potential to cause conflict at the door of venues when patrons are refused entry. In some jurisdictions there is evidence suggesting that after an initial reduction in assaults, likely attributed to increased police presence to enforce the new lockout, the rates eventually increase.<sup>61</sup>

On 24 February 2014 the New South Wales Government introduced a range of restrictions on the sale of alcohol within the Sydney CBD and Kings Cross areas. These reforms introduced a 1.30 am lockout and a 3.00 am cessation of service as well as a freeze on new liquor licences. A review of the crime statistics pre and post reforms has found a 49% decrease in assaults within the CBD and a 13% decrease in Kings Cross.<sup>62</sup>

### Safety Initiatives in Latrobe City

The Traralgon CBD has a concentration of late night venues and is the focus of the Late Night Economy (LNE) in Latrobe City. A range of initiatives have been undertaken in the Traralgon CBD in the last 10 years to address safety concerns related to the LNE.

Examples of the major initiatives include:

January – May 2007 and January – October 2008	Taxi Rank Security Trial	Tried security guards at the Seymour Street Taxi Rank
January 2008	Taxi ride sharing encouraged	Taxi rank supervisors ask patrons to share taxis to similar destinations to reduce congestion at Taxi Rank
October 2008	Traralgon CBD designated an 'Entertainment Precinct' by Victoria Police.	Allowed Victoria Police a greater range of powers to deal with anti-social behaviour
October 2008	Taxi rank at Stocklands Plaza commenced operating on Friday and Saturday nights	
July 2011	CCTV installed at both Traralgon Taxi Ranks (Seymour Street and Stocklands Plaza)	
August 2011	Police able to issue penalty notice for public drunkenness	Allowed Victoria Police to issue a penalty notice rather than requiring them to transport the offender to a police cell
May 2013	Traralgon Liquor Accord formalised	Accord document

<sup>61</sup> DANTE, p 174

<sup>62</sup> Donnelly, N, et. al. "The effect of lockout and last drinks laws on non-domestic assaults in Sydney: An update to September 2016." *Crime and Justice Bulletin*. 2017

		produced to outline the principles and strategies that Accord members agree to implement in their venues
June 2013	CCTV cameras installed in Traralgon CBD	Cameras were installed in strategic locations throughout the CBD to monitor high traffic areas in the vicinity of the late night venues
November 2013	4.00 am closing time for all Traralgon venues introduced	
April 2014	1.30 am lockout introduced for all Traralgon venues	
January 2015	Taxi rank opened to all taxi operators	Previously the rank was only available for Traralgon Taxis
December 2015	Changes to Nightrider bus route	Introduced drop off stops within Traralgon and allowed patrons to travel on the return journeys from Churchill, Morwell and Moe.
February 2016	Traralgon MacDonalDs commenced closing at midnight on Friday and Saturday nights.	Prior to this MacDonalDs had operated 24 hours 7 days a week.

Other activities have included:

- increased signage and lighting
- safety upgrades to bus stop and taxi rank
- safety newsletters
- visits to businesses
- safety audits
- allowing taxi pick up from venues
- increased training and promotion of Responsible Service of Alcohol in venues
- late night venue walks for community members.

More broadly than the LNE, Latrobe City Council's Local Law No. 2 prohibits the consumption of alcohol within the CBDs of Churchill, Moe, Morwell, Newborough and Traralgon.

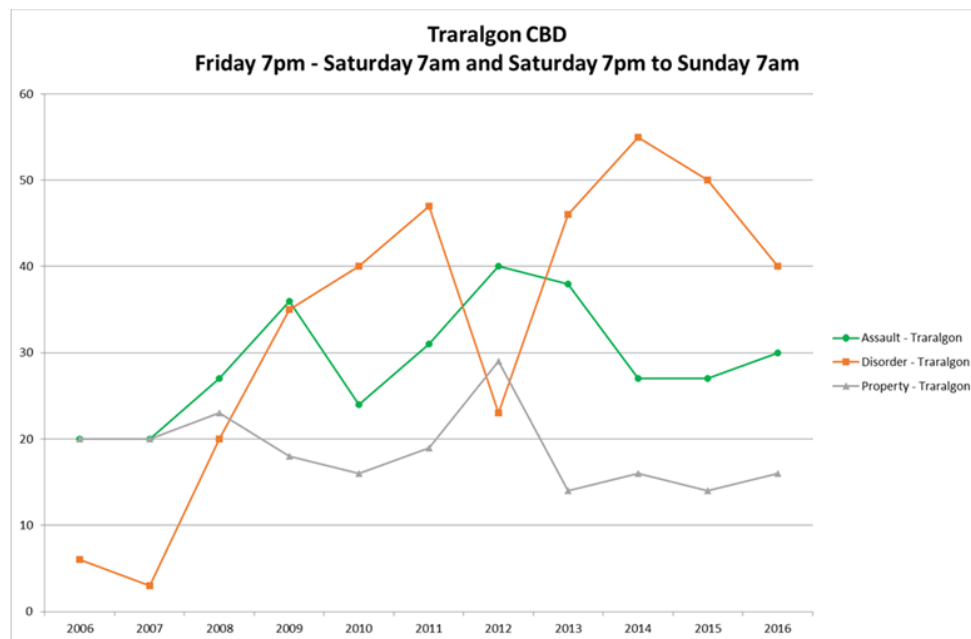
### **Criminal offenses in the Late Night Economy**

When these initiatives are compared with Victoria Police crime statistics in the Traralgon Central Business District (CBD) it can give some indication of their local effectiveness. However, caution must be exercised as there are a number of factors



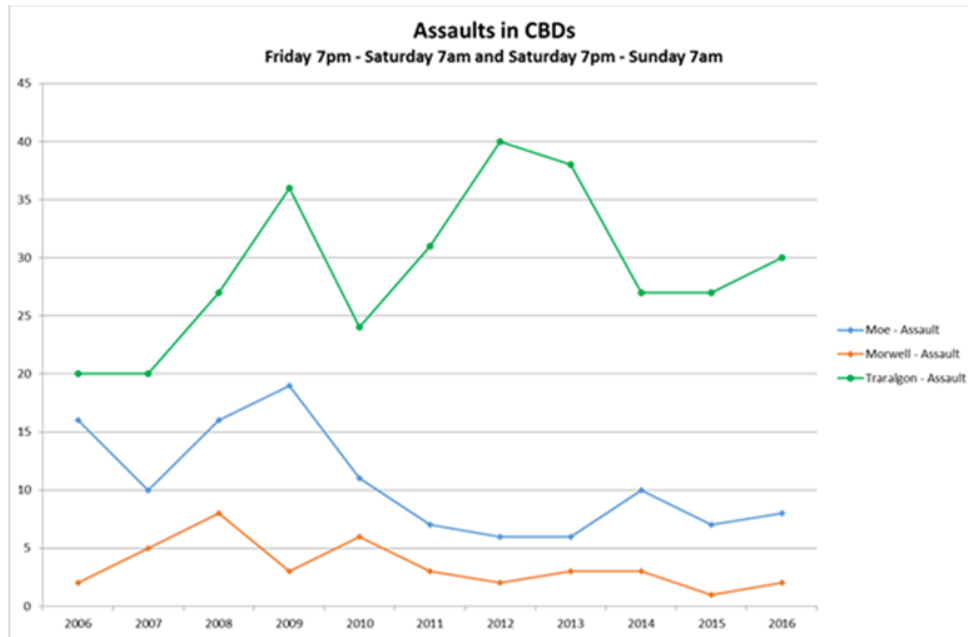
impacting on the crime statistics, such as policing resources and priorities; overall patron numbers in the precinct; changes within venues; and venues closing and new venues opening. Correlation between initiatives and changes, or lack of changes, in the crime statistics does not necessarily show causation.

The following graph shows the rate of three offence types committed in the Traralgon CBD at the high-risk times of Friday night through Saturday morning and Saturday night through Sunday morning.



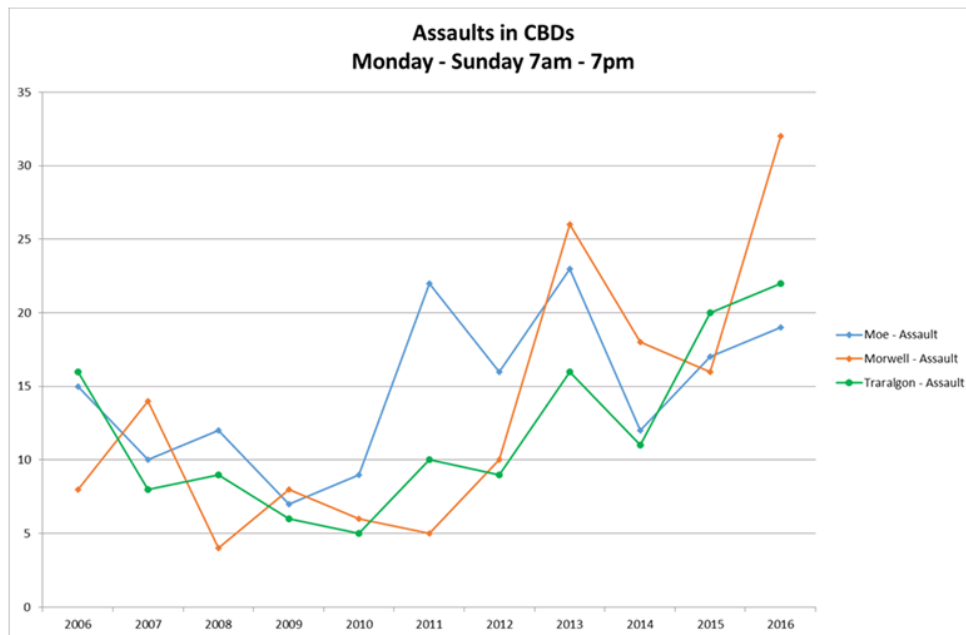
Broadly speaking the rates of assaults within the Traralgon CBD rose between 2006 and 2012. There was a sharp drop between 2013 and 2014, which coincides with the introduction of the 4.00 am closing time and 1.30 am lockout. Assaults have then continued at a lower rate in 2015 and 2016. The reduction in assaults has coincided with an increase in disorder offences. This could indicate a change in policing strategy and priorities tied to the introduction of penalty notices for public drunkenness. The increase in disorder offences could indicate a pro-active policing policy where poor behaviour is addressed before it escalates to assaults.

When compared with Moe and Morwell, Traralgon's rate of assaults during high-risk times follow a different trend. Moe and Morwell lack the concentration of late night venues found in Traralgon. Both Moe and Morwell experienced a trending decrease between 2006 and 2011 with a broadly constant rate from 2011. Traralgon's decreased rates of assaults did not commence until 2013.



The rates of assaults outside of high-risk times in all three towns are broadly trending upwards. This could suggest that safety initiatives instituted in the LNE are effective as they are not only containing the rates of assaults but decreasing them, unlike the rates of assaults outside of high-risk times.

Local police have reported that there has been a change in the severity of assaults within the LNE over the past 10 years. They report that 10 years ago it was common for victims to require an airlift to Melbourne due to severe injuries whereas currently that is a rare occurrence.



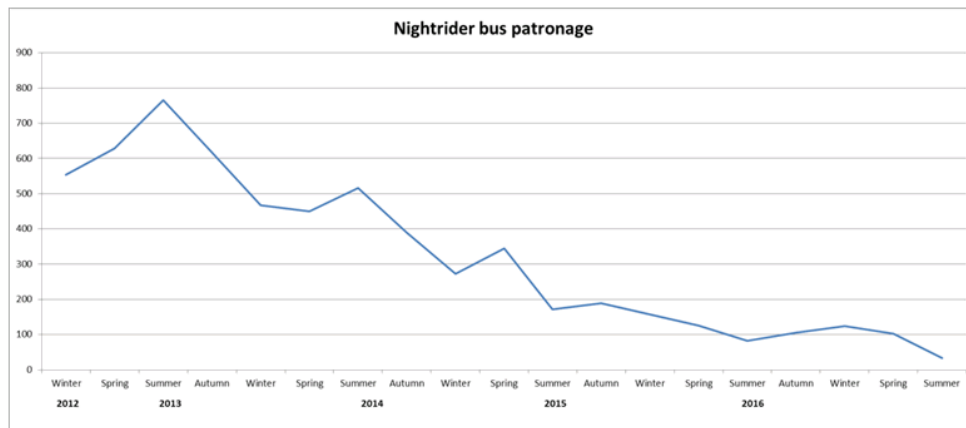
### Diversification of venues in Traralgon

There has also been a diversification of venues within Traralgon that trade up to 1 am. In addition to the traditional bars, hotels and nightclubs two new venue types have emerged. The first are small café or restaurant type businesses that after food service convert into small wine bars. These venues operate under a café/restaurant licence which requires the service of alcohol to be ancillary to their primary purpose of food service. The second are a number of restaurants with capacities of over 100. Again these venues having planning permits and liquor licences approved for functioning as a restaurant but where the service of alcohol becomes the primary focus after the closing of food service.

### Patron numbers in the Late Night Economy

No data exists for the number of patrons visiting late night venues in Latrobe City. Anecdotally venue operators and police report that since the introduction of early closing times and the lock out in 2013 and 2014 patron numbers have decreased in Traralgon.

The Nightrider bus operates on Friday and Saturday nights from the Traralgon CBD. The bus covers two routes, one to Churchill and the other to Morwell and Moe. Service usage figures over the last four and a half years shows decreased patronage on the bus. It is problematic to draw conclusions on the figures but it is likely that they are the result of numerous factors. Decreased patron numbers in the late night venues as well as improvements to the taxi services are likely to be key contributors.



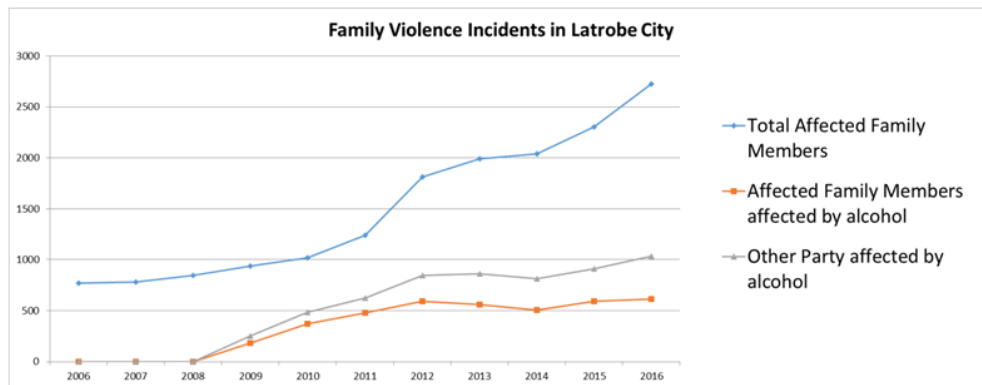
### Amenity Impacts of the Late Night Economy

The LNE impacts on the amenity of both commercial and residential properties in proximity to licenced venues. Council is responsible for removing alcohol-related litter within the CBDs. This largely occurs early on Saturday and Sunday mornings to prepare the commercial precinct for day time trade.

In response to a 2015 survey on CCTV in Traralgon a number of residents shared their experience of anti-social behaviour and vandalism of fences and letterboxes. Kay Street, Albert Osborne Park and the Wright Street Footbridge were all identified as impacted areas.

### Family Violence and Alcohol

Latrobe City has the highest per capita rate of police attendance at family violence incidents in Victoria. In 2016 this was 3,676.4 incidences per 100,000 population. Alcohol is not a cause of family violence but it can contribute to increased incidence, and severity, of acts of violence. The increased rates of police attendance at family violence incidents, shown below, demonstrate the prioritisation of family violence offences by Victoria Police. It also demonstrates a change in community attitudes with increased reporting of family violence incidents.



### Potential areas of influence for a Latrobe City Council Policy

The areas identified for inclusion in a Latrobe City Council Alcohol Policy focus on areas that Council has influence over.

#### Land use planning and the issuing of planning permits for licenced venues

Local Government's role in the management of licenced venues is limited to the issuing of planning permits and commenting on liquor licence applications referred to Council by the VCGLR. Currently Latrobe City Council does not have a Licenced Premises policy within its Municipal Strategic Statement and so planning permit applications are assessed pursuant to Clause 52.27 of the Latrobe Planning Scheme.

A policy position would assist planners in their assessment of planning permits for licenced venues. It would also assist officers in providing comment to the VCGLR on licence applications.

#### Alcohol at Council venues

Council operates a number of venues which hold liquor licences, including the Latrobe Performing Arts Centre and Latrobe Regional Gallery. Liquor licences are also operated by other groups from Council owned facilities. This is mainly, though not exclusively, sporting clubs utilising Council Recreation Reserves. A policy position would assist officers to ensure consistency across Council facilities regarding the operation of liquor licences.

#### Alcohol at Council events and Council sponsored events

Council hosts and sponsors a variety of events with many including the service of alcohol. A policy position would assist event organisers to provide alcohol in a safe and responsible manner. It could also include a requirement for 'dry' areas for all events where minors are likely to be present.

The policy position could also encourage the provision of alcohol-free events to model community events not dependant on alcohol.

#### Latrobe City Liquor Accord

Council is currently an active partner of the Latrobe City Liquor Accord, alongside Victoria Police and licenced venues. Commitment to the objectives of the Liquor Accord could be incorporated into a policy position.

#### Local Law no. 2

Currently Latrobe City Council's Local Law no. 2 identifies the CBDs of Churchill, Moe, Morwell, Newborough and Traralgon as alcohol-free areas. Within the CBDs alcoholic beverages may not be consumed or possessed, except in a closed container. This position could be incorporated into the policy.

#### **Conclusion**

While alcohol has positive social and economic benefits for the community it also causes significant harm within the community. Local government has a significant role to play in reducing the harm from excessive alcohol consumption. While this role is limited to specific areas of influence positive change is possible. Latrobe City Council can promote a community that practices responsible alcohol consumption.

Limited data exists to understand the specific localised impact of excessive alcohol consumption within Latrobe City. There is also limited data available to assist in evaluation the effectiveness of safety initiatives in the Latrobe City LNE. This paper highlights the need to collate baseline data prior to implementing localised safety initiatives and to utilise data in the evaluation of implemented initiatives.

While Australians are decreasing their rates of drinking many Australians still drink at harmful levels. Excessive alcohol consumption causes both economic and social harm within the community. The harms are both short and long term and occur in both public and private spaces.

Localised initiatives targeted at reducing harm from alcohol have been successful in a number of jurisdictions. These initiatives are backed up by robust research and evaluation. A range of initiatives have been implemented within Latrobe City over the last 10 years. While limited data exists to evaluate their effectiveness the rate of assaults and other alcohol related crime in the LNE economy has not increased at the same rate as in the daytime economy over the same period.

A Council policy position could incorporate land use planning, alcohol at Council venues and events, the Latrobe City Liquor Accord and designated alcohol-free areas within the municipality. The policy would assist in promoting responsible alcohol consumption and the reduction of alcohol-related harm within the community.



# Reducing Alcohol Related Harm Policy

Version 1

Approval Date: (insert date)

Review Date: (insert date)



## Reducing Alcohol Related Harm Policy

### DOCUMENT CONTROL

Responsible GM	Sara Rhodes-Ward	
Division	Community Services	
Last Updated (who & when)	Manager Community Development Steve Tong	2017
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	(day, month & year)	(Insert detail of change to policy)
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	(Yes or No)	
Document Reference No		

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Responsible Division	Community Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Reducing Alcohol Related Harm Policy

### 1. Background

Latrobe City Council has a long commitment to improving public safety including through reducing the harm associated with excessive alcohol consumption. Council recognises the positive social and economic impacts that licenced venues provide for the community. Alcohol contributes to a vibrant and dynamic economy through the provision of diverse entertainment and dining options. It can contribute to the viability of businesses as well as sport and community groups. A vibrant late night economy can activate central business districts outside of standard business hours and provide employment.

Council is seeking to address the negative social, amenity and economic impacts that can arise from excessive alcohol consumption and the tensions that may arise between licenced premises and other land uses.

Latrobe City Council has over 200 licenced premises providing a diverse range of dining and entertainment opportunities. The majority of licenced venues are situated within the CBDs of Traralgon, Moe and Morwell. Traralgon also features a cluster of late night venues within its entertainment precinct.

A number of Latrobe City Council properties are also licenced premises. Council holds liquor licences for some venues while a number of sporting clubs utilising Council recreation reserves also hold liquor licences.

Research indicates that there are specific risks associated with certain licenced venue types. Large patron numbers, venue layout and late night trading along with a range of other factors can contribute to excessive alcohol consumption and increased levels of violence and anti-social behaviour. Clusters of packaged liquor outlets can contribute to higher rates of excessive alcohol consumption and higher rates of family violence.

Local Government's role in the management of licenced venues is limited to the issuing of planning permits, commenting on liquor licence applications referred to Council by the Victorian Commission for Gambling and Liquor Regulation (VCGLR) and involvement in Liquor Accords. Latrobe City Council's role in community safety includes addressing alcohol-related public safety issues.

### 2. Objectives

The objective of this policy is to reduce alcohol related harm within the community and promote the positive social and economic benefits of responsible alcohol consumption.

### 3. Scope

The policy applies to all areas of Latrobe City Council.

### 4. Principles of Management

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Responsible Division	Community Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Reducing Alcohol Related Harm Policy

Council will utilise its authority and influence to attempt to limit the harmful effects of excessive alcohol consumption within the community.

Council encourages an appropriate mix of licensed premises relative to other commercial, retail and residential uses while maintaining an appropriate level of amenity.

- Council will consider the cumulative impact of clusters of licenced premises when assessing applications for licenced venues.
- Council will utilise existing mechanisms available within the planning scheme to limit harm from excessive alcohol consumption within the community. Council will also explore new mechanisms to assist in limiting harm such as requiring venue management plans for high-risk venues.
- Council will consider the opportunity to reduce harm from excessive alcohol consumption when providing commentary on liquor licence applications and licenced premise planning permits.
- Council will discourage licenced premises from operating in proximity to sensitive land uses, such as schools.
- Council will discourage packaged liquor outlets from operating within and across areas of high social and economic disadvantage. For the purpose of this policy that is guided by areas with a SEIFA IRSD score below 900. (see maps in Appendix 1)

Council will allow liquor licences at Council venues provided the provision of alcohol is not the primary use of the venue and that venue users promote the responsible service of alcohol.

- Groups and clubs with seasonal allocations or leasing Council venues will only be permitted to hold the following liquor licence types: BYO, limited, temporary, restricted club or renewable limited club licence.
- Sporting clubs utilising Council venues are not permitted to serve alcohol during junior events or activities.
- All sporting clubs with liquor licences utilising Council venues are required to be involved in the Good Sports program delivered by GippSport.
- All groups and clubs utilising Council venues are required to abide by the Latrobe City Liquor Accord.

Council will encourage public events held within Latrobe City and at Council facilities to promote the responsible consumption of alcohol.

- All events where minors are likely to be present will be required to include 'dry' areas.
- Council will not approve event permits where the primary purpose of the event is the excessive consumption of alcohol.

**WARNING - uncontrolled when printed.**

Page 4 of 6

Responsible Division	Community Services	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	--------------------	---------------	--------------------	-------------	----------------



## Reducing Alcohol Related Harm Policy

Council will continue to partner with Victoria Police and licenced venues in the Latrobe City Liquor Accord to address community safety issues relating to licenced premises.

Council will continue to designate and promote Municipal Places within the Central Business Districts of Churchill, Moe, Morwell and Traralgon as alcohol-free areas as outlined in Local Law No 2.

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 5.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

#### 5.2. Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

#### 5.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

#### 5.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

#### 5.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.

**WARNING - uncontrolled when printed.**

Page 5 of 6

Responsible Division	Community Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Reducing Alcohol Related Harm Policy

- Comply with frameworks and procedures developed to achieve compliance with this policy.

### 6. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

### 7. Definitions

**Municipal Place:** (a) any road, footpath or shopping precinct; and  
(b) a public place which is owned or occupied by or vested in the Council to which the public has access (whether an admittance fee is required or not).

**SEIFA IRSD Score:** The Socio-Economic Indexes for Australia (SEIFA) rank areas according to their relative socio-economic advantage or disadvantage.

The Index of Relative Socio-Economic Disadvantage (IRSD) focuses on measures of disadvantage, with a low score representing a higher level of disadvantage. A score of 900 places an area in the 10% most disadvantaged areas in Australia.

### 8. Related Documents

Alcohol related harm in Latrobe City – Background paper

### 9. Reference Resources

Liquor Control Reform Act 1998

Liquor Control Reform Regulations 2009

Licensed premises: Assessing cumulative impact. Practice note 61.

Local government liquor licence objection kit.

### 10. Appendices

**WARNING - uncontrolled when printed.**

Page 6 of 6

Responsible Division	Community Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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**Attachment 3****Reducing Alcohol Related Harm Policy - Draft  
Reducing Alcohol Related Harm Policy****Implementation Plan**

There will be a staged implementation of this policy over 3 years. The implementation plan will include:

Year 1	Educate relevant departments within Latrobe City Council and the broader community.
Year 2	Council facilities and community events monitored and supported with identifying 'dry' areas.
Year 3	Full implementation of the Reducing Alcohol Related Harm Policy.

An annual report will be provided to Council to inform on the progress of the implementation plan.

# **CORPORATE SERVICES**

## **17. CORPORATE SERVICES**

### **17.1 Proposed Road Renaming - Ashley Avenue, Morwell**

**General Manager**

**Corporate Services**

**For Decision**

#### **EXECUTIVE SUMMARY**

There are currently two separate roads in Morwell named Ashley Avenue, the original road is off Crinigan Road West and the second road is located within the Heritage Boulevard Estate off Maryvale Road.

As Ashley Avenue is duplicated, it is inconsistent with the *Geographic Place Names – Naming Rules for places in Victoria*. Such duplication presents a risk to public safety and Council is obliged, as the relevant naming authority, to undertake the statutory process to change the name of one of these roads.

Officers therefore recommend Council commence the statutory process required in order to rename Ashley Avenue, Morwell, off Crinigan Road West, to Kleine Street, Morwell, in recognition of Fredrick William Kleine who was born in Morwell, served in the First World War and received the Military Medal. This is consistent with Councils preference to use names that acknowledge wartime service.

## **RECOMMENDATION**

**That Council:**

- 1. Commences the community consultation and give public notice inviting written submissions as required under the Office of Geographic Names, Naming rules for places in Victoria, concerning Council's intention to consider renaming Ashley Avenue, Morwell, off Crinigan Road West, to Kleine Street; and**
- 2. In the event of subsequent receipt of submissions objecting to the proposed name change, delegates to the Chief Executive Officer the authority:**
  - a) to fix the date and time of the Ordinary Council meeting to consider all submissions, and**
  - b) to notify submitters of the time and place of the Ordinary Council meeting that Council will consider submissions received and inviting submitters wishing to be heard in support of their submission; or**
  - c) to commence the statutory and administrative process to officially rename Ashley Avenue, off Crinigan Road West, to Kleine Street, Morwell if no submissions are received objecting to the proposed name change; and**
- 3. Notifies the residents of Ashley Avenue, Morwell, off Crinigan Road West, of Council's decision and invite their comment on the proposal.**

## **MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Gibson

That Council defers consideration of Proposed Road Renaming - Ashley Avenue, Morwell to permit further discussion with stakeholders on this matter.

**CARRIED UNANIMOUSLY**

## **DECLARATION OF INTERESTS**

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

## **DISCUSSION**

There are currently two separate roads in Morwell named Ashley Avenue. The original road, off Crinigan Road West, was created in 1974 on LP 111605, and the more recent road, within the Heritage Boulevard Estate off Maryvale Road, was initially created in 2005 on PS 533422A. (Attachment One)



It is believed that during the original street layout of the Heritage Boulevard Estate it was intended that the new road would commence at Maryvale Road through to the intersection with Sowerby Road and then continue north to connect with the existing Ashley Avenue as part of a future subdivision.

This has not been the case and the new road has continued in a westerly direction through subsequent stages of the Heritage Boulevard Estate. Even if Ashley Avenue did proceed as intended it still would not comply with the current *Naming rules for places in Victoria* (“OGN Naming Rules”) as a road should lead from a start point to an end point in a clear and logical manner.

There are three properties with their address on the original Ashley Avenue (77, 84 and 89) while there are currently 34 properties on the road within the Heritage Boulevard Estate, of which 23 have dwellings constructed. As shown on the attached staging plan there is still a further stage of the subdivision to be constructed that will extend the road further with medium density housing.

As a result of this change there is a duplication of the name Ashley Avenue which is inconsistent with Principle D of the naming rules, Duplication, which “are considered to be two (or more) names within close proximity, or names that are identical or have similar spelling or pronunciation”. In this case, the two roads are within 300 meters of each other.

While it would initially appear that renaming the original road would cause less disruption to the least number of property owners, consideration must also be given to the original Ashley Avenue was named after the deceased son of the subdivider of the land accordingly there is an emotive element to the name given that the family still own the land at 84 Ashley Avenue.

Alternatively, renaming the road within the Heritage Boulevard Estate will cause disruption to a larger number of residents. In the event that this is the road that is to be renamed, any new name would need to be consistent with the other roads within the Heritage Boulevard Estate which are named after villages in England.

It is understood that the consultant for the developer of the Heritage Manor Estate, Spiire, has previously contacted the Office of Geographic Names and it was suggested that Ashley Avenue should be continued in an east west direction thereby requiring the original road be renamed. Whilst this intention as stated on Attachment Two “Ashley Avenue (Name To Be Changed)”, this will be a decision and a statutory process for Council to conduct as the responsible naming authority and not that of the developer.

Ultimately this is a decision that Council will need to make and it is acknowledged that this process is likely to cause some degree of consternation to the residents of whichever road is to be changed.

Following investigation, taking into account the State Government ANZAC commemorative naming project and Council’s preference to use names that acknowledge wartime service, the name of Fredrick William Kleine has been identified. This ANZAC was born in Morwell, enlisted in the Australian Imperial Force (AIF) in 1916 and was awarded the Military Medal for “conspicuous bravery and devotion to duty”. A subsequent search of the VicNames database for Kleine has

shown that there are no roads or features recorded with this name within the mandatory 15 kilometres.

This name would also be consistent with the recent decision to rename Crinigan Road West to Alliss Road on a similar basis.

The change from “avenue” to “street” is to make the road type consistent with those listed in the Australia/New Zealand Standard for Rural and Urban Addressing and to anticipate the possible future connection into the neighbouring residential subdivision to the south.

Section 206 and Schedule 10 Clause 5 of the *Local Government Act 1989* gives Council the power to name/rename roads and erect signs. When considering any naming/renaming proposal, the *OGN Naming Rules* require Council gives consideration to 12 general principles and another 5 principles specific to roads.

A table reviewing the proposed name change in accordance with the principles is provided in Attachment Three. Officers believe that the proposed name Kleine Street satisfies these rules.

### **STAKEHOLDER CONSULTATION**

If Council is to commence the statutory process to change the name of Ashley Avenue to Kleine Street, it will be necessary to give public notice and invite property owner and broader community comment concerning the proposal. Any written submissions received must be considered in accordance with section 223 of the *Local Government Act 1989* at a future Council Meeting.

The Naming Rules specify the minimum requirements that a road naming authority must undertake with both the immediate and extended community which includes:

- Contacting the immediate community in writing (by letter or email)
- Letters sent to ratepayers and occupiers of any affected properties
- Letters must include a survey seeking a response from the residents, ratepayers and/or businesses
- Consultation with the immediate and/or extended community must be for a minimum of 30 days, though it may be longer

Evidence of this community consultation will need to be provided to the Registrar of Geographic Names as part of any renaming proposal that is submitted for endorsement.

It is therefore proposed to seek public comment via the following methods:

- Letters to be sent to the three property owners in Ashley Avenue, the Morwell RSL and Morwell Historical Society.
- Public notices to appear in the Latrobe Valley Express.
- Notice to be displayed at Council’s Corporate Headquarters.
- Details placed on the Latrobe City Council website.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Costs associated with the statutory process are:

1. Officer resources associated with researching the potential name, preparation of Council reports and correspondence to property owners.
2. Public notices in the Latrobe Valley Express inviting written submissions.
3. Preparation of a submission to the Registrar of Geographic Names to formally rename the road to Kleine Street, Morwell.

### **RISK IMPLICATIONS**

The current duplication of Ashley Avenue presents a risk to public safety given the confusion that could be experienced with the existence of two separate roads in close proximity sharing the same name. The proposed name, Kleine Street, should eliminate any such confusion in the future.

### **CONCLUSION**

The duplication of Ashley Avenue is inconsistent with the *Naming rules for places in Victoria* and may pose a hazard to the safety of residents through confusion caused to emergency services. Council, as the responsible naming authority, is obliged to rectify this issue by renaming one of these roads.

For reasons of public safety and to remove the potential for confusion it is recommended that the original Ashley Avenue, off Crinigan Road West, be renamed as it will have an impact on fewer properties than changing the name of the newer road in the Heritage Boulevard Estate.

Following research of the National Archives of Australia “Discovering Anzacs” website records, officers are recommending commencing the statutory process to rename Ashley Avenue, off Crinigan Road West, to Kleine Street, Morwell, and invite community comment concerning the proposal.

### **SUPPORTING DOCUMENTS**

Nil

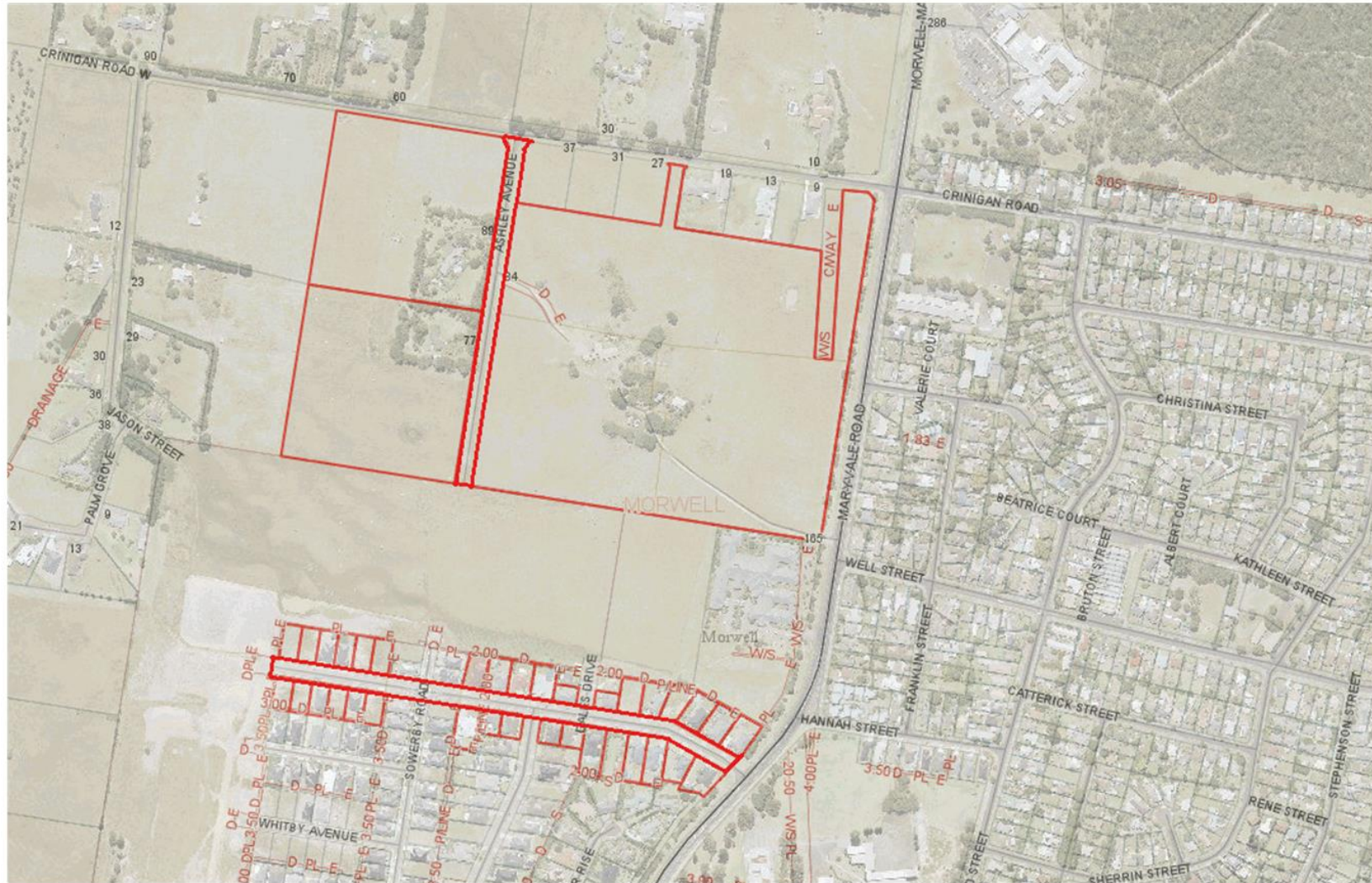
#### **Attachments**

- 1↓ . Ashley Avenue Aerial Image
- 2↓ . Heritage Boulevard Estate Staging Plan
- 3↓ . Naming rules for places in Victoria - Statutory requirements for naming roads, features and localities 2016

## **17.1**

### **Proposed Road Renaming - Ashley Avenue, Morwell**

<b>1</b>	<b>Ashley Avenue Aerial Image.....</b>	<b>195</b>
<b>2</b>	<b>Heritage Boulevard Estate Staging Plan .....</b>	<b>197</b>
<b>3</b>	<b>Naming rules for places in Victoria - Statutory requirements for naming roads, features and localities 2016.....</b>	<b>199</b>





REV	DATE	DESCRIPTION	APPROVED
G	06/03/2016	SPLIT STAGE 8, AMEND STAGE 12	BW
F	04/09/2015	REMOVED DALES DRIVE ROAD NAME	BW
E	04/09/2015	STREET NAME CHANGED IN STAGE 12	BW

ALL AREAS & DIMENSIONS ARE APPROXIMATE ONLY AND SUBJECT TO FINAL CONFIRMATION



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SURVEY	SP/17/11518
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CHECKED	M BROSNAN

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MUNICIPALITY:	LATROBE CITY COUNCIL
SCHEME:	HERITAGE BOULEVARD ESTATE, MORWELL STAGING PLAN
CLIENT:	LAND GIPPS PTY LTD

BES REF:	1137
DRAWING NO.	1137ODP/1
Sheet	1 of 1

The following principles must be used in conjunction with the relevant statutory requirements relating to the naming or renaming of roads, features and localities. They are designed to ensure that there can be no confusion, errors or discrimination caused by the naming, renaming or boundary change process.

Principles	Officer Comment
<p><i>Principle A - Ensuring Public Safety</i></p> <p><i>Geographic names and boundaries must not risk public and operational safety for emergency response or cause confusion for transport, communication and mail services.</i></p>	<p>The existence of two separate roads named Ashley Avenue has the potential to create confusion.</p> <p>Renaming one of the roads will eliminate this confusion.</p>
<p><i>Principle B - Recognising the Public Interest</i></p> <p><i>The rules state that consideration needs to be given to the long-term consequences and effects upon the wider community of naming a road or feature.</i></p>	<p>Renaming either road will have an impact on residents, there is likely to be an emotive element to renaming the original Ashley Avenue however it will impact on fewer properties.</p>
<p><i>Principle C - Linking the Name to the Place</i></p> <p><i>Place names should be relevant to the local area with preference given to unofficial names that are used by the local community. If named after a person that person should be or should have been held strong regard by the community.</i></p>	<p>The proposed name, Kleine Street, is named after Fredrick William Kleine who was born in Morwell and received the Military Medal in the First World War.</p> <p>This is also consistent with the ANZAC commemorative naming project.</p>
<p><i>Principle C - Language</i></p> <p><i>The guidelines state that geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters.</i></p>	<p>Kleine Street is considered to be consistent with this principle.</p>
<p><i>Principle D - Ensuring Names Are Not Duplicated</i></p> <p><i>Place names must not be duplicated. Duplicates are considered to be two (or more) names within close proximity that have identical or similar spelling or pronunciation.</i></p>	<p>The proposal to rename Ashley Avenue has arisen from the close proximity of two roads with the same name.</p> <p>Kleine Street is not duplicated within the municipality.</p>



<p><i>Principle E - Names Must Not Be Discriminatory</i> Place names must not cause offence on the basis of race, ethnicity, religion, disability, sexuality or gender.</p>	<p>The naming proposal is unlikely to cause offence to any member of the public.</p>
<p><i>Principle F - Use of Aboriginal languages in the naming</i> The use of Aboriginal languages in the naming of rates, features and localities is encouraged subject to agreement from the relevant Traditional Owners Group/s.</p>	<p>This principle is not applicable.</p>
<p><i>Principle G - Dual names</i> Australian states and territories use dual names as a way of recognising the names given to places by different enduring cultural and language groups.</p> <p><i>In Victoria, the approach to giving simultaneous and joint recognition of Aboriginal and non-Aboriginal cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Aboriginal language origin and the other of Aboriginal language origin.</i></p>	<p>This principle is not applicable.</p>
<p><i>Principle H - Using Commemorative Names</i> Naming often commemorates an event, person or place. A commemorative name applied to a feature can use the first or surname of a person although it is preferred that only the surname is used.</p> <ul style="list-style-type: none"> <li>• <i>If named after a person that person should be or have been held in strong regard by the community.</i></li> <li>• <i>With reference to unofficial names used by the local community.</i></li> <li>• <i>When deciding on an assignment of a commemorative name, naming authorities should consider the persons achievements, relevant history and association to the area, and the significance of the family/person to the area/land.</i></li> <li>• <i>Names of people who are still alive should be avoided.</i></li> <li>• <i>A commemorative name applied to a locality or a road should use only the surname or first or given names. A commemorative</i></li> </ul>	<p>Kleine Street would be a commemorative name in recognition of the military service of Fredrick William Kleine.</p>

<p><i>name applied to a feature can use the person's first and surname of a person; although, it is preferred only a surname is used.</i></p> <ul style="list-style-type: none"> <li>• <i>The initials of a given name are not to be used in any circumstances.</i></li> </ul>	
<p><i>Principle I - Using commercial and business names</i></p> <p><i>For similar reasons to those outlined in Principle H, naming authorities should not name places after:</i></p> <ul style="list-style-type: none"> <li>• <i>commercial businesses;</i></li> <li>• <i>trade names;</i></li> <li>• <i>estate names (which are solely commercial in nature);</i></li> <li>• <i>not-for-profit organisations.</i></li> </ul>	This principle is not applicable
<p><i>Principle J - Language</i></p> <p><i>The rules state that geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters etc</i></p>	The proposed renaming is consistent with this principle.
<p><i>Principle K - Directional names to be avoided</i></p> <p><i>Cardinal directions (north, south, east and west) must be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered to be a duplicate name. In these instances a different name should be chosen to allow for a clear distinction between the two or more features, localities or roads.</i></p>	The proposed renaming is consistent with this principle.
<p><i>Principle L - Assigning Extent to Feature, Locality or Road</i></p> <p><i>Council, as the naming authority, must define the area and/or extent to which the name will apply.</i></p>	The extent of the existing road is easily identifiable, the proposed name change will not impact on this.

In addition to the above rules, there are specific statutory requirements applicable to this request:

### **Roads**

<i>3.2.1 – Rural and Urban Addressing</i>	The road name proposal complies with the provisions of <a href="#">AS/NZS 4819:2011 – Rural and Urban Addressing</a> .
<i>3.2.2 – Extent: road course, start and end points</i>	The proposed road name is not ambiguous and should not cause any confusion for road users. The extent of the road is clearly identifiable and has definable start and end points.
<i>3.2.3 - Road types</i>	All roads must have a road type assigned that suitably describes the road's characteristics.
<i>3.2.4- Unacceptable road names</i>	The proposed road name does not include any elements that are listed as unacceptable in a road name.
<i>3.2.5 Obstructed or altered roads</i>	This rule is not applicable as the entire length of the road is constructed.

**17.2 Authorisation of Councillors for certification of 2016/2017 Financial Report and Performance statement**

**General Manager**

**Corporate Services**

**For Decision**

**EXECUTIVE SUMMARY**

In order for the Victorian Auditor General's Office (VAGO) to provide an audit report certifying Council's 2016/2017 performance statement and financial report, Council must first provide in principle approval of the statements and authorise two Councillors to certify the statements in their final form.

These statements are a key requirement of Council's Annual Report which in accordance with the *Local Government Act 1989* (the Act) must be submitted to the Minister for Local Government by 30 September each year.

The draft statements were presented to Council's Audit and Risk Committee on 31 August 2017. Staff from VAGO's audit contractors DMG Audit and Advisory who conducted the Latrobe City audit were in attendance and tabled a closing audit report. An update of the Audit and Risk Committee recommendations will be provided at the Council Meeting.

Pending the outcome of the Audit and Risk Committee meeting it is recommended that Council gives its approval in principle to the draft performance statement and draft financial report for the year ended 30 June 2017 and that Council authorises Audit and Risk Committee delegates Councillors Darrell White and Alan McFarlane to certify these statements in their final form.

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Gibson

**That Council:**

- 1. In accordance with Section 132 (2) of the *Local Government Act 1989* gives its approval in principle to the attached draft performance statement and draft financial report for the year ended 30 June 2017; and**
- 2. In accordance with Section 132 (5) of the *Local Government Act 1989*, authorises Audit and Risk Committee delegates Councillors Darrell White and Alan McFarlane to certify the performance statement and financial statements in their final form on behalf of Council for the year ended 30 June 2017.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTERESTS**

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

**DISCUSSION**

Under the provisions of the Act, a Council cannot submit its financial and performance statements to the Auditor-General or the Minister for Local Government (the Minister) unless a resolution has been passed by Council authorising two Councillors to certify the financial statements in their final form.

Once the auditor's reports on the performance statement and financial statements have been received by Council they will be incorporated into the annual report which will subsequently be finalised and submitted to the Minister.

Once the Annual Report has been submitted to the Minister, public notice will also be given advising that the Annual Report can be inspected at all Council offices. In accordance with Section 134 of the Act a meeting of Council will be held as soon as practicable, to consider the annual report, within the time required by the regulations, being one month after providing the annual report to the Minister.

The table below sets out the process:

<b>Process</b>	<b>Date</b>
Draft Audited Financial Statements presented to Audit and Risk Committee	31 August 2017
Council approval for two Councillors to certify the financial, standard and performance statements in their final form	11 September 2017
Certifications signed by the two nominated Councillors	11 September 2017
Auditor General issues audit reports	Upon receipt of signed certifications
Public notice given that audit reports have been received	Following receipt of audit reports
Annual report, including financial and performance reports sent to the Minister for Local Government	By 30 September 2017
Public notice given that the annual report is available for inspection and the date of the Council meeting that Council will consider the annual report	Council meeting within one month of submitting the annual report to the Minister for Local Government

**STAKEHOLDER CONSULTATION**

No engagement

**FINANCIAL AND RESOURCE IMPLICATIONS**

The subject reports are in respect of the Council's financial position, performance and operations for the year ended 30 June 2017. There are no financial or resource implications.

**RISK IMPLICATIONS**

Non-compliance with legal requirements is identified as a risk. The recommendations in this report are necessary to comply with statutory requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

**CONCLUSION**

As Councillors White and McFarlane were Council's nominated representatives in attendance at the Audit and Risk Committee meeting held on 31 August 2017 where the draft performance statement and draft financial report for the year ended 30 June 2017 were reviewed, it is appropriate that they be nominated to certify the financial, standard and performance statements in their final form on behalf of Council.

The recommendations are necessary to comply with statutory requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

- 1↓ . 2016/2017 Financial Report
- 2↓ . 2016/2017 Performance Statement

## **17.2**

### **Authorisation of Councillors for certification of 2016/2017 Financial Report and Performance statement**

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# Latrobe City Council

2016/2017 Financial Report





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Latrobe City Council  
2016/2017 Financial Report

## Comprehensive Income Statement

For the Year Ended 30 June 2017

	NOTE	2017 \$'000	2016 \$'000
<b>INCOME</b>			
Rates and charges	3	75,121	72,491
Statutory fees and fines	4	2,158	1,851
User fees	5	14,755	15,226
Grants - operating	6	30,683	20,520
Grants - capital	6	7,993	11,498
Contributions - monetary	7	410	634
Contributions - non monetary	7	8,647	7,840
Landfill rehabilitation provision movement	25	2,620	-
Other income	9	5,607	4,154
<b>Total income</b>		<b>147,994</b>	<b>134,214</b>
<b>EXPENSES</b>			
Employee costs	10	(50,460)	(50,759)
Materials and services	11	(35,135)	(35,659)
Bad and doubtful debts	12	-	(17)
Depreciation and amortisation	13	(25,288)	(23,179)
Borrowing costs	14	(884)	(1,003)
Net loss on disposal of property, infrastructure, plant and equipment	8	(304)	(1,849)
Landfill rehabilitation provision movement	25	-	(2,478)
Other expenses	15	(3,958)	(3,968)
<b>Total expenses</b>		<b>(116,029)</b>	<b>(118,912)</b>
<b>Surplus for the year</b>		<b>31,965</b>	<b>15,302</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/(decrement)	27	(30)	96
<b>Total comprehensive result</b>		<b>31,935</b>	<b>15,398</b>

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

Annual Report 2016/17

Latrobe City Council  
2016/2017 Financial Report**Balance Sheet**

As at 30 June 2017

	NOTE	2017 \$'000	2016 \$'000
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	16	9,071	8,680
Trade and other receivables	18	7,663	7,037
Other financial assets	17	71,518	52,884
Non-current assets classified as held for sale	19	385	175
Other assets	20	2,562	2,205
<b>Total current assets</b>		<b>91,199</b>	<b>70,981</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	18	16	-
Property, infrastructure, plant and equipment	21	1,179,890	1,171,160
Other financial assets	17	2	2
Intangible assets	22	798	1,618
<b>Total non-current assets</b>		<b>1,180,706</b>	<b>1,172,780</b>
<b>TOTAL ASSETS</b>		<b>1,271,905</b>	<b>1,243,761</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	23	9,222	6,220
Trust funds and deposits	24	2,349	2,732
Provisions	25	16,749	15,335
Interest-bearing loans and borrowings	26	1,869	1,883
<b>Total current liabilities</b>		<b>30,189</b>	<b>26,170</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	25	15,994	21,935
Interest-bearing loans and borrowings	26	14,281	16,150
<b>Total non-current liabilities</b>		<b>30,275</b>	<b>38,085</b>
<b>TOTAL LIABILITIES</b>		<b>60,464</b>	<b>64,255</b>
<b>NET ASSETS</b>		<b>1,211,441</b>	<b>1,179,506</b>
<b>EQUITY</b>			
Accumulated surplus		701,604	669,939
Reserves	27	509,837	509,567
<b>TOTAL EQUITY</b>		<b>1,211,441</b>	<b>1,179,506</b>

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

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### Statement of Changes in Equity

For the Year Ended 30 June 2017

	NOTE	TOTAL \$'000	ACCUMULATED SURPLUS \$'000	REVALUATION RESERVE \$'000	OTHER RESERVES \$'000
<b>2017</b>					
Balance at beginning of the financial year		1,179,506	669,939	506,565	3,002
Surplus for the period		31,965	31,965		
Net asset revaluation decrement	27(a)	(30)		(30)	
Transfers to other reserves	27(a)	-	(311)		311
Transfers from other reserves	27(a)	-	11		(11)
<b>Balance at end of the financial year</b>		<b>1,211,441</b>	<b>701,604</b>	<b>506,535</b>	<b>3,301</b>
<b>2016</b>					
Balance at beginning of the financial year		1,159,595	650,502	506,469	2,624
<b>Prior year correction of errors</b>					
Found assets	1(aa)	4,513	4,513		
<b>Restated opening equity</b>		<b>1,164,108</b>	<b>655,015</b>	<b>506,469</b>	<b>2,624</b>
Surplus for the period		15,302	15,302	-	-
Net asset revaluation increment	27(a)	96	-	96	-
Transfers to other reserves	27(a)	-	(485)	-	485
Transfers from other reserves	27(a)	-	107	-	(107)
<b>Balance at end of the financial year</b>		<b>1,179,506</b>	<b>669,939</b>	<b>506,565</b>	<b>3,002</b>

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

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## Statement of Cash Flows

For the Year Ended 30 June 2017

	NOTE	2017 \$'000	2016 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rates and charges		75,398	72,208
Statutory fees and fines		2,160	1,851
User fees		15,670	16,052
Grants - operating		30,683	20,714
Grants - capital		7,988	12,467
Contributions - monetary		463	952
Interest received		2,066	2,103
Trust funds and deposits taken		15,585	16,776
Other receipts		3,419	2,030
Net GST refund/ (payment)		2,190	2,881
Employee costs		(50,780)	(51,389)
Materials and services		(39,363)	(41,886)
Trust funds and deposits repaid		(15,968)	(16,653)
Other payments		(3,439)	(3,872)
<b>Net cash provided by operating activities</b>	<b>28</b>	<b>46,072</b>	<b>34,234</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for property, infrastructure, plant and equipment		(24,937)	(33,726)
Proceeds from sale of property, infrastructure, plant and equipment		656	1,878
Payments for investments		(157,518)	(133,144)
Proceeds from sale of investments		138,884	124,558
<b>Net cash used in investing activities</b>		<b>(42,915)</b>	<b>(40,434)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Finance costs		(883)	(1,002)
Proceeds from borrowings		-	3,350
Repayment of borrowings		(1,883)	(5,710)
<b>Net cash used in financing activities</b>		<b>(2,766)</b>	<b>(3,362)</b>
<b>Net increase/ (decrease) in cash and cash equivalents</b>		<b>391</b>	<b>(9,562)</b>
Cash and cash equivalents at the beginning of the financial year		8,680	18,242
<b>Cash and cash equivalents at the end of the financial year</b>	<b>16</b>	<b>9,071</b>	<b>8,680</b>
Financing arrangements	29		
Restrictions on cash assets	16		

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

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## Statement of Capital Works

For the Year Ended 30 June 2017

	NOTE	2017 \$'000	2016 \$'000
<b>PROPERTY</b>			
Land		-	10
<b>Total land</b>		-	<b>10</b>
Buildings		6,576	10,874
Heritage buildings		5	-
<b>Total buildings</b>		<b>6,581</b>	<b>10,874</b>
<b>Total property</b>		<b>6,581</b>	<b>10,884</b>
<b>PLANT AND EQUIPMENT</b>			
Plant, machinery and equipment		1,460	2,611
Fixtures, fittings and furniture		37	351
Computers and telecommunications		219	184
Art collection		19	66
<b>Total plant and equipment</b>		<b>1,735</b>	<b>3,213</b>
<b>INFRASTRUCTURE</b>			
Roads		12,350	12,273
Bridges		451	8
Footpaths and cycleways		1,832	1,513
Drainage		1,650	1,235
Recreational, leisure and community facilities		-	49
Waste management		1,033	841
Parks, open space and streetscapes		381	206
Off street car parks		196	128
Other infrastructure		7	14
<b>Total infrastructure</b>		<b>17,900</b>	<b>16,268</b>
<b>Total capital works expenditure</b>		<b>26,216</b>	<b>30,365</b>
<b>Represented by:</b>			
New asset expenditure		3,463	13,032
Asset renewal expenditure		17,396	14,575
Asset expansion expenditure		902	1,247
Asset upgrade expenditure		4,455	1,510
<b>Total capital works expenditure</b>		<b>26,216</b>	<b>30,365</b>

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

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## 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))
- The determination of landfill rehabilitation provisions (refer note 1 (t))

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 2017, 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.

**NOTE 1 Significant Accounting Policies (continued)**

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 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.



**NOTE 1 Significant Accounting Policies (continued)****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:

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.

**NOTE 1 Significant Accounting Policies (continued)**

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**

Short term receivables are carried at invoice amount as amortised cost using the effective interest rate method would not impact the carrying value. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

**(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. 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 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.

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 within an applicable asset class and unless otherwise stated are consistent with the prior year.

**NOTE 1 Significant Accounting Policies (continued)**

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. 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.

Notes to the Financial Report  
For the Year Ended 30 June 2017Latrobe City Council  
2016/2017 Financial Report**NOTE 1 Significant Accounting Policies (continued)**

ASSET CATEGORY	DEPRECIATION PERIOD	THRESHOLD LIMIT \$'000
Property		
land	-	Nil
buildings	50 years	10.0
Plant and 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	-	0.5
Infrastructure		
road pavements and seals	14 - 87 years	10.0
road formation and earthworks	-	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

**(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).

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**NOTE 1 Significant Accounting Policies (continued)**

(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.

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**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 probable 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.

**NOTE 1 Significant Accounting Policies (continued)**

(y)

**Pending accounting standards**

The following new AAS's have been issued that are not mandatory for the 30 June 2017 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

***Revenue from contracts with customers (AASB 15) (applies 2019/20)***

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

***Leases (AASB 16) (applies 2019/20)***

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Council has a significant number of operating leases that will be impacted as a result of this change. This will see assets and liabilities of approximately \$1.357 million recognised.

(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 1 Significant Accounting Policies (continued)****(aa) Prior year corrections**

During the reporting period a number of drainage infrastructure assets under Council's control which had not been previously recognised in the balance sheet were identified as being incorrectly omitted. These assets have been recognised as an adjustment to opening accumulated surplus and the 2015/2016 comparative figures for Property, infrastructure, plant and equipment.

Additionally it was discovered that some intended adjustments to infrastructure inventory in 2015/16 led to some asset disposals being recorded incorrectly. This resulted in overstating the loss on sale and an understatement of the Surplus result for that year. The 2016 comparative figures have therefore been adjusted in the Comprehensive Income Statement, the Balance Sheet and the Statement of Changes in Equity.

A third balance sheet has not been presented to disclose the prior year errors as they were considered not material to the comparative amounts included in the Balance Sheet. The net changes are displayed in the following table;

Summary of prior year adjustments	2016 Restated balances \$'000
<b>Comprehensive Income Statement:</b>	
<b>Comprehensive Result as previously presented</b>	12,284
Assets incorrectly disposed	3,114
<b>Comprehensive result restated</b>	<b>15,398</b>
<b>Balance Sheet:</b>	
<b>Non-current assets:</b>	
<b>Property, infrastructure, plant and equipment</b>	1,163,533
<i>Found Assets</i>	
Drainage	4,513
<i>Reverse asset incorrectly disposed</i>	
Roads	2,225
Drainage	507
Footpaths and Cycleways	382
<b>Property, infrastructure, plant and equipment as restated</b>	<b>1,171,160</b>
<b>Equity:</b>	
<b>Accumulated Surplus as previously presented</b>	662,312
Found Assets	4,513
Reverse asset incorrectly disposed	3,114
<b>Accumulated Surplus restated</b>	<b>669,939</b>

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## 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 6 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*.

### (a) Income and Expenditure

	BUDGET 2017 \$'000	ACTUAL 2017 \$'000	VARIANCE 2017 \$'000	VARIANCE 2017 %	REF
<b>INCOME</b>					
Rates and charges	74,568	75,121	553	1%	1
Statutory fees and fines	1,932	2,158	226	12%	2
User fees	13,579	14,755	1,176	9%	3
Grants - operating	22,756	30,683	7,927	35%	4
Grants - capital	7,045	7,993	948	13%	5
Contributions - monetary	41	410	369	905%	6
Contributions - non monetary	3,000	8,647	5,647	188%	7
Landfill provision movement	-	2,620	2,620	100%	8
Other income	3,406	5,607	2,201	65%	9
<b>Total income</b>	<b>126,327</b>	<b>147,994</b>	<b>21,667</b>	<b>17%</b>	
<b>EXPENSES</b>					
Employee costs	52,159	50,460	(1,699)	-3%	10
Materials and services	37,343	35,135	(2,208)	-6%	11
Bad and doubtful debts	15	-	(15)	-100%	12
Depreciation and amortisation	24,271	25,288	1,017	4%	13
Borrowing costs	918	884	(34)	-4%	
Net loss on disposal of property, infrastructure,	-	304	304	100%	14
Other expenses	3,137	3,958	821	26%	15
<b>Total expenses</b>	<b>117,842</b>	<b>116,029</b>	<b>(1,813)</b>	<b>-2%</b>	
<b>SURPLUS/ (DEFICIT) FOR THE YEAR</b>	<b>8,485</b>	<b>31,965</b>	<b>23,480</b>	<b>277%</b>	

The budget figures above include a reclassification of categories which vary from the adopted 2016-17 budget, to align with the current year actuals prescribed line item classifications.

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## NOTE 2 Budget Comparison (*continued*)

### Explanation of material variations - Income and Expenditure

REF	ITEM	EXPLANATION
1	Rates and charges	<b>Outcome: Favourable \$0.55 million (1%)</b> Higher than anticipated supplementary rates growth from new subdivisions.
2	Statutory fees and fines	<b>Outcome: Favourable \$0.23 million (12%)</b> Higher than expected income mainly relating to parking infringements and failure to vote fines.
3	User fees	<b>Outcome: Favourable \$1.18 million (9%)</b> Higher than expected Landfill fees \$1.28M partly offset by lower Aged care full cost fees income.
4	Grants - operating	<b>Outcome: Favourable \$7.93 million (35%)</b> Advanced 2017/18 Victorian Grants Commission funding \$5.84M, Natural Disaster Claim funding relating to expenditure incurred in previous financial years \$0.60M together with higher than expected recurrent funding for Pre Schools, Aged Care and other community services.
5	Grants - capital	<b>Outcome: Favourable \$0.95 million (13%)</b> Unbudgeted grants received for the Latrobe City Sports & Entertainment Stadium purchase \$2.14M and Latrobe Regional Gallery upgrade \$0.68M. Grant for Heavy Industrial Park project \$1.48M was received but had been budgeted in the previous financial year. These favourable variances were partially offset by reduced Roads to Recovery (\$1.18M) & National Blackspot Program (\$1.89M) grants due to changes in the timing of the funding.
6	Contributions - monetary	<b>Outcome: Favourable \$0.37 million (90%)</b> Higher than expected income from property developer contributions \$0.22M plus non government contributions to capital works that were budgeted under grants.
7	Contributions - non monetary	<b>Outcome: Favourable \$5.65 million (188%)</b> Higher than expected contribution of land and infrastructure assets received from property developers.
8	Landfill provision movement	<b>Outcome: Favourable \$2.62 million (100%)</b> Reductions in provision for Landfill rehabilitation \$2.62M mainly as a result of the design for ex Morwell Landfill finding a reduction in the area requiring capping, which was not included in the budget.
9	Other income	<b>Outcome: Favourable \$2.20 million (65%)</b> Additional items received for unbudgeted recovery of legal costs, insurance claim refunds and other cost reimbursements/contributions received \$1.48M, higher than expected interest on investments and outstanding property rates balances \$0.67M.

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## NOTE 2 Budget Comparison (*continued*)

### Explanation of material variations - Income and Expenditure

REF	ITEM	EXPLANATION
10	Employee costs	<b>Outcome: Favourable \$1.70 million (3%)</b> Lower than expected Long Service Leave provision expenditure due to lower wages inflation and higher discount rates used to calculate the provision \$0.87M. Further savings were due to staff vacancies and lower than expected paid parental leave for the year.
11	Materials and services	<b>Outcome: Favourable \$2.21 million (6%)</b> Significant savings were achieved in electricity costs \$0.62M, fuel costs \$0.19M, postage \$0.12M and Gas \$0.10M. In addition some unspent project/program funding is required to be carried over to the new financial year.
12	Bad and doubtful debts	<b>Outcome: Favourable \$0.05 million (365%)</b> A doubtful debt of \$0.05M listed at the end of the previous financial year was subsequently received in 2016/17. The reversal of this provision has exceeded bad and doubtful debts to the end of the financial year.
13	Depreciation and amortisation	<b>Outcome: Unfavourable \$1.02 million (4%)</b> Mainly resulting from depreciation increases on roads as a result of previous revaluation and buildings as a result of capitalisation of the Moe Rail Precinct building in June 2016 which were not factored into the budget.
14	Net loss on disposal of property,	<b>Outcome: Unfavourable \$0.30 million (100%)</b> The loss is mainly due to the demolition of two buildings during the financial year.
15	Other expenses	<b>Outcome: Unfavourable \$0.82 million (26%)</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 WIP, which has now been expensed.

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Notes to the Financial Report  
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	BUDGET 2017 \$'000	ACTUAL 2017 \$'000	VARIANCE 2017 \$'000	VARIANCE 2017 %	REF
<b>PROPERTY</b>					
Buildings	7,559	6,576	983	13%	
Heritage buildings	-	5	(5)	100%	
<b>Total buildings</b>	<b>7,559</b>	<b>6,581</b>	<b>978</b>	<b>113%</b>	<b>1</b>
<b>Total property</b>	<b>7,559</b>	<b>6,581</b>	<b>978</b>	<b>13%</b>	
<b>PLANT AND EQUIPMENT</b>					
Plant, machinery and equipment	1,672	1,460	212	13%	2
Fixtures, fittings and furniture	10	37	(27)	-270%	3
Computers and telecommunications	624	219	405	65%	4
Art collection	15	19	(4)	-27%	5
<b>Total plant and equipment</b>	<b>2,321</b>	<b>1,735</b>	<b>586</b>	<b>25%</b>	
<b>INFRASTRUCTURE</b>					
Roads	14,743	12,350	2,393	16%	6
Bridges	391	451	(60)	-15%	7
Footpaths and cycleways	1,461	1,832	(371)	-25%	8
Drainage	1,389	1,650	(261)	-19%	9
Recreational, leisure and community facilities	1,237	-	1,237	100%	10
Waste management	2,150	1,033	1,117	52%	11
Parks, open space and streetscapes	494	381	113	23%	12
Off street car parks	105	196	(91)	-87%	13
Other infrastructure	-	7	(7)	100%	14
<b>Total infrastructure</b>	<b>21,971</b>	<b>17,900</b>	<b>4,071</b>	<b>19%</b>	
<b>Total capital works expenditure</b>	<b>31,851</b>	<b>26,216</b>	<b>5,635</b>	<b>18%</b>	
<b>Represented by:</b>					
New asset expenditure	5,268	3,463	1,805	34%	15
Asset renewal expenditure	19,620	17,396	2,224	11%	16
Asset expansion expenditure	1,222	902	320	26%	17
Asset upgrade expenditure	5,741	4,455	1,286	22%	18
<b>Total capital works expenditure</b>	<b>31,851</b>	<b>26,216</b>	<b>5,635</b>	<b>18%</b>	

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Notes to the Financial Report  
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## NOTE 2 Budget Comparison (*continued*)

### Explanation of material variations - Capital Works

REF	ITEM	EXPLANATION
1	Buildings	<b>Outcome: Underspend \$0.98 million (13%)</b> A number of projects will carry over to the 2017/18 financial year most notably the Latrobe Creative Precinct design due to project planning issues around the governance of an intended design competition; Latrobe City Sports & Entertainment Stadium purchase delayed due to negotiations and timing of government funding; Latrobe Leisure Stadiums cooling due to insufficient funds being provided for what was required resulting in delays to obtain further funding; together some renewal projects delayed due to various reasons. These underspends have been partially offset by expenditure on the Traralgon Tennis show court project which was budgeted under the Recreational, leisure and community facilities category.
2	Plant, machinery and equipment	<b>Outcome: Underspend \$0.21 million (13%)</b> A review of Council's plant requirements was undertaken during the year which led to less plant replacement being undertaken than expected.
3	Fixtures, fittings and furniture	<b>Outcome: Overspend \$0.03 million (270%)</b> Some additional expenditure for the Moe Service Centre funded from monies carried over from the original fitout budget in the previous financial year.
4	Computers and telecommunications	<b>Outcome: Underspend \$0.41 million (65%)</b> A number of items purchased were under the capitalisation thresholds of Council and were expensed to the Income Statement, remaining funds are to be carried forward to meet future requirements.
5	Art collection	<b>Outcome: Overspend \$0.004 million (27%)</b> Minor additional expenditure funded from savings in operational budgets.
6	Roads	<b>Outcome: Underspend \$2.39 million (16%)</b> Nation Building Blackspot Program works were delayed due to design, planning and resourcing issues and are now expected to be undertaken in the 2017/18 financial year and the requirement for a signalised intersection at Maffra/Marshalls Rd has not yet been triggered in the Traralgon North Development Contribution Plan.
7	Bridges	<b>Outcome: Overspend \$0.06 million (15%)</b> Mainly a result of Kenyon Lane Bridge funded from budget carried over from the previous financial year.
8	Footpaths and cycleways	<b>Outcome: Overspend \$0.37 million (25%)</b> Expenditure on the pathway at the Heavy Industrial Park wetlands was capitalised, however this project was fully budgeted as a drainage project. Additionally funds were carried forward from the previous financial year to complete previous footpath renewal programs.
9	Drainage	<b>Outcome: Overspend \$0.26 million (19%)</b> Expenditure on the Heavy Industrial Park wetlands funded from budget monies carried forward from the previous financial year.

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Notes to the Financial Report  
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## NOTE 2 Budget Comparison (*continued*)

### Explanation of material variations - Capital Works

10	Recreational, leisure and community facilities	<b>Outcome: Underspend \$1.24 million (100%)</b> Actual expenditure on the Traralgon Tennis Show court project was budgeted under this category however has been capitalised under buildings and off street carparks. The project was delivered within the overall project budget.
11	Waste management	<b>Outcome: Underspend \$1.12 million (52%)</b> The construction of Cell 5 at the Hyland Highway landfill commenced late in the financial year with remaining funds carried over for completion in 2017/18.
12	Parks, open space and streetscapes	<b>Outcome: Underspend \$0.11 million (23%)</b> The underspend is a result of some actual expenditure reclassified to drainage and footpaths or expensed.
13	Off street car parks	<b>Outcome: Overspend \$0.09 million (87%)</b> The Traralgon Tennis carpark was upgraded as part of the show court project. This project was budgeted under Recreational, leisure and community facilities.
14	Other infrastructure	<b>Outcome: Overspend \$0.007 million (100%)</b> Expenditure at the Hazelwood Pondage caravan park funded from budget monies carried forward from the previous financial year.
15	New asset expenditure	<b>Outcome: Underspend \$1.77 million (34%)</b> A number of projects will carry over to the 2017/18 financial year most notably the Latrobe Creative Precinct design, Latrobe City Sports & Entertainment Stadium purchase, Latrobe Leisure Stadiums cooling systems.
16	Asset renewal expenditure	<b>Outcome: Underspend \$2.17 million (11%)</b> A number of renewal projects will carry over to the 2017/18 financial year most notably the construction of Cell 5 at the Hyland Highway landfill and building renewal program works.
17	Asset expansion expenditure	<b>Outcome: Underspend \$0.32 million (26%)</b> Mainly a result of drainage augmentation works funding not in 2016/17 which is planned to be carried forward to be used for future drainage works.
18	Asset upgrade expenditure	<b>Outcome: Underspend \$1.29 million (22%)</b> A number of projects will carry over to future financial years most notably Nation Building Blackspot Program works and the signalised intersection at Maffra/Marshalls Rd. These have been partially offset by unbudgeted additional spend on the Latrobe Regional Gallery upgrade funded from a combination of government grants and prior year surplus, and upgrade works at Moe Tennis Club which were funded from budget monies carried forward from previous years.

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Notes to the Financial Report  
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### 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 2016/17 was \$10,718.60 million (2015/16 was \$10,090.00 million).

The applicable rates in the CIV dollar were:

	2017	2016
	\$	\$
General	0.00466490	0.00473581
Farm	0.00349867	0.00355186
Cultural and recreational	0.00233245	0.00236791
Cultural and recreational with gaming facilities	0.00279894	0.00236791

This derived rate revenues of:

	2017	2016
	\$'000	\$'000
General rates	48,834	46,652
Municipal charge	4,956	4,817
Garbage charge	10,640	10,383
EPA Victoria landfill levy	685	666
Supplementary rates and rates adjustments	662	814
Cultural and recreational	82	52
Revenue in lieu of rates	9,262	9,107
<b>Total rates and charges</b>	<b>75,121</b>	<b>72,491</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2016, and the valuation was first applied in the rating year commencing 1 July 2016.

### NOTE 4 Statutory Fees and Fines

Infringement and costs	734	516
Town planning fees	9	21
Land information certificates	57	49
Permits	443	371
Other	106	96
Health registrations	364	364
Animal registrations	445	434
<b>Total Statutory fees and fines</b>	<b>2,158</b>	<b>1,851</b>

### NOTE 5 User fees

Aged and health services	1,839	1,818
Leisure centre and recreation	2,447	2,312
Child care/children's programs	5,185	5,376
Waste management services	4,189	4,510
Other fees and charges	1,095	1,210
<b>Total User fees</b>	<b>14,755</b>	<b>15,226</b>

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Notes to the Financial Report  
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	2017 \$'000	2016 \$'000
Grants were received in respect of the following:		
<b>Summary of Grants</b>		
Commonwealth funded grants	23,154	15,205
State funded grants	15,522	16,813
<b>Total</b>	<b>38,676</b>	<b>32,018</b>
<b>Grants – Operating</b>		
<b>Recurrent – Commonwealth Government</b>		
Victorian Grants Commission	17,195	5,710
Aged and disability programs	2,727	-
Family and children programs	127	130
Employment facilitation	194	301
Other	5	6
<b>Recurrent – State Government</b>		
Aged and disability programs	2,439	5,155
Preschools	3,229	3,810
Family and children programs	1,257	717
Maternal and child health	551	478
Libraries	503	499
Enhanced home visiting program	209	211
Arts programs	155	155
Rural access program	84	119
School crossing supervision	92	88
Community health	207	73
Other	18	78
<b>Total Grants – Operating (Recurrent)</b>	<b>28,992</b>	<b>17,530</b>
<b>Non-Recurrent – Commonwealth Government</b>		
Family and children programs	9	68
Public lighting	70	184
Economic development	64	-
Other	11	-
<b>Non-Recurrent – State Government</b>		
Aged and disability programs	115	35
Arts program	15	21
Community health	25	103
Family and children programs	23	18
Natural disaster recovery	574	1,357
Economic development	114	432
Other recreation facilities	285	164
Community support and development programs	172	282
Roads	-	115
Other	214	211
<b>Total Grants – Operating (Non-Recurrent)</b>	<b>1,691</b>	<b>2,990</b>
<b>Total Grants – Operating</b>	<b>30,683</b>	<b>20,520</b>

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Notes to the Financial Report  
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	2017 \$'000	2016 \$'000
<b>Grants –Capital</b>		
<i>Recurrent – Commonwealth Government</i>		
Roads to recovery program	2,752	3,405
<b>Total Grants –Capital (Recurrent)</b>	<b>2,752</b>	<b>3,405</b>
<i>Non-Recurrent – Commonwealth Government</i>		
Buildings	-	5,400
<i>Non-Recurrent – State Government</i>		
Buildings	2,992	2,248
Roads	290	13
Drainage	1,473	36
Footpath	60	20
Off-street carparks	-	19
Plant, machinery and equipment	-	12
Recreation, leisure and community facilities	426	260
Parks, open space and streetscape	-	85
<b>Total Grants –Capital (Non-Recurrent)</b>	<b>5,241</b>	<b>8,093</b>
<b>Total Grants – Capital</b>	<b>7,993</b>	<b>11,498</b>
<b>Total Grants</b>	<b>38,676</b>	<b>32,018</b>
<b>Unspent grants received on condition that they be spent in a specific manner</b>		
Balance at start of year	5,650	11,127
Received during the financial year and remained unspent at balance date	11,402	4,441
Received in prior years and spent during the financial year	(4,711)	(9,918)
<b>Balance at year end (refer Note 16)</b>	<b>12,340</b>	<b>5,650</b>

**NOTE 7 Contributions**

Monetary	410	634
Non-monetary	8,647	7,840
<b>Total Contributions</b>	<b>9,057</b>	<b>8,474</b>
Contributions of non-monetary assets were received in relation to the following asset classes		
Artwork	-	435
Land	1,487	718
Infrastructure	7,160	6,687
<b>Total non-monetary contributions</b>	<b>8,647</b>	<b>7,840</b>

**NOTE 8 Net gain/ (loss) on disposal of property, infrastructure, plant and equipment**

Proceeds of sale	656	1,878
Write down value of assets disposed	(960)	(3,727)
<b>Total net gain/ (loss) on disposal of property, infrastructure, plant and equipment</b>	<b>(304)</b>	<b>(1,849)</b>

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Notes to the Financial Report  
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	2017 \$'000	2016 \$'000
Landfill rehabilitation provision decrease	2,620	-
Interest	2,282	2,140
Legal cost recovery	825	-
Other Rent	822	787
Sales	659	626
Contributions other	494	160
Other	348	438
Insurance	138	3
Doubtful Debts Provision reduction	39	-
<b>Total other income</b>	<b>8,227</b>	<b>4,154</b>

**NOTE 10 Employee Costs****(a) Employee costs**

Salaries and wages	43,640	44,428
Workcover	1,158	849
Superannuation	4,144	4,000
Fringe benefits tax	498	494
Other	1,020	988
<b>Total employee costs</b>	<b>50,460</b>	<b>50,759</b>

**(b) Superannuation**

Council made contributions to the following funds:

**Defined benefits funds**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	401	423
Employer contributions payable at reporting date	-	-
	<b>401</b>	<b>423</b>

**Accumulation funds**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,357	3,237
Employer contributions payable at reporting date	386	340
	<b>3,743</b>	<b>3,577</b>

Refer to note 32 for further information relating to Council's superannuation obligations.

**NOTE 11 Materials and services**

Contract payments	20,639	21,774
Building maintenance	213	176
General maintenance	4,197	3,965
Utilities	2,590	2,833
Office administration	2,252	2,017
Information technology	1,940	1,652
Insurance	1,117	1,049
Consultants	1,976	2,058
Other	211	135
<b>Total materials and services</b>	<b>35,135</b>	<b>35,659</b>

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Notes to the Financial Report  
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	2017 \$'000	2016 \$'000
Other debtors	-	18
Rates debtors	-	(1)
<b>Total bad and doubtful debts*</b>	<b>-</b>	<b>17</b>

\* A doubtful debt listed in previous reporting periods was recovered during the current year, the subsequent reversal of the provision has led to a credit balance in this line item requiring it to be reported under "Other Income".

**NOTE 13 Depreciation and amortisation**

Property	4,015	3,697
Plant, furniture and equipment	2,100	2,142
Infrastructure	18,267	16,973
<b>Total depreciation</b>	<b>24,382</b>	<b>22,812</b>
Intangible assets	906	367
<b>Total depreciation and amortisation</b>	<b>25,288</b>	<b>23,179</b>

Refer to Note 21 and 22 for a more detailed breakdown of depreciation and amortisation charges.

**NOTE 14 Borrowing costs**

Interest on borrowings	884	1,003
<b>Total borrowing costs</b>	<b>884</b>	<b>1,003</b>

**NOTE 15 Other expenses**

Auditors' remuneration - VAGO	64	57
Auditors' remuneration - Internal	47	138
Audit other	33	38
Councillors' allowances	283	283
Operating lease rentals	179	154
Grants	1,058	1,272
Levies	1,741	1,854
Landfill rehabilitation provision movement	-	2,478
Works in progress expensed	552	172
<b>Total other expenses</b>	<b>3,957</b>	<b>6,446</b>

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Notes to the Financial Report  
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	2017 \$'000	2016 \$'000
Cash on hand	17	16
Cash at bank	9,054	8,664
<b>Total cash and cash equivalents</b>	<b>9,071</b>	<b>8,680</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)	2,349	2,732
Unexpended grants (Note 6 – net increase of \$6.69 million from 2016 to 2017)	12,340	5,650
<b>Total restricted funds</b>	<b>14,689</b>	<b>8,382</b>

<b>Total unrestricted cash and cash equivalents</b>	<b>(5,618)</b>	<b>298</b>
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**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))	3,301	3,002
Cash held to fund carried forward capital works	7,708	11,649
	<b>11,009</b>	<b>14,651</b>

Refer also to Note 17 for details of other financial assets held by Council. Council holds funds in term deposits with a maturity term of over 90 days which will be utilised to meet the current shortfall in cash and cash equivalents obligations of restricted funds and intended allocations when they are required.

**NOTE 17 Other financial assets**

<b>Current</b>		
Term Deposits with a maturity term > 90 days	71,518	52,884
<b>Total current other financial assets</b>	<b>71,518</b>	<b>52,884</b>

<b>Non-Current</b>		
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>71,520</b>	<b>52,886</b>
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**NOTE 18 Trade and other receivables**

<b>Current</b>		
<i>Statutory receivables</i>		
Rates debtors*	4,131	4,353
Health Registrations	-	2
Goods and services tax (GST)	985	756
<i>Non-statutory receivables</i>		
Loans and advances to community organisations	3	7
Other debtors	2,567	1,996
Provision for doubtful debts - other debtors	(23)	(77)
<b>Total current trade and other receivables</b>	<b>7,663</b>	<b>7,037</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.

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Notes to the Financial Report  
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<b>Non-Current</b>		
<i>Non-statutory receivables</i>		
Loans and advances to community organisations	16	-
<b>Total non-current trade and other receivables</b>	<b>16</b>	<b>-</b>
<b>Total trade and other receivables</b>	<b>7,679</b>	<b>7,037</b>

**(a) Ageing of receivables**

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>

At Balance date other debtors representing financial assets were past due but not impaired. The ageing of the Council's Trade & Other Receivables (excluding statutory receivables i.e Rates and GST) was:

Current (not yet due)	1,992	1,116
Past due by up to 30 days	252	548
Past due between 31 and 60 days	159	161
Past due between 61 and 90 days	64	52
Past due by more than 90 days	119	127
<b>Total trade and other receivables</b>	<b>2,586</b>	<b>2,003</b>

**(b) Movement in provision for doubtful debts**

Balance at the beginning of the year	77	80
New Provisions recognised during the year	19	24
Amounts already provided for and written off as uncollectible	(18)	(20)
Amounts provided for but recovered during the year	(55)	(7)
<b>Balance at the end of the year</b>	<b>23</b>	<b>77</b>

**(c) Ageing of individually impaired receivables**

At balance date, other debtors representing financial assets with a nominal value of \$23K (2016 \$77K) were impaired. The amount of the provision raised against these debtors was \$23K (2016 \$77K). 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	4	-
Past due by more than 90 days	19	77
<b>Total trade and other receivables</b>	<b>23</b>	<b>77</b>

**NOTE 19 Non-current assets classified as held for sale**

	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
Cost of acquisition	385	175
<b>Total non-current assets classified as held for sale</b>	<b>385</b>	<b>175</b>

**NOTE 20 Other assets**

Prepayments	1,072	411
Accrued income	1,490	1,794
<b>Total other assets</b>	<b>2,562</b>	<b>2,205</b>

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## NOTE 21 Property, infrastructure, plant and equipment

### Summary of property, infrastructure, plant and equipment

	AT FAIR VALUE 30 JUNE 2016 \$'000	ACQUISITIONS \$'000	CONTRIBUTIONS \$'000	REVALUATION \$'000	DEPRECIATION \$'000	DISPOSAL \$'000	TRANSFERS \$'000	AT FAIR VALUE 30 JUNE 2017 \$'000
Land	221,304	-	1,487	(30)	-	(102)	138	222,797
Buildings	189,641	4,174	-	-	(4,015)	(370)	145	189,575
Plant and equipment	12,660	1,735	-	-	(2,100)	(324)	-	11,971
Infrastructure	743,817	12,040	7,160	-	(18,267)	(164)	2,241	746,827
Work in progress	3,738	8,268	-	-	-	(552)	(2,734)	8,720
	<b>1,171,160</b>	<b>26,217</b>	<b>8,647</b>	<b>(30)</b>	<b>(24,382)</b>	<b>(1,512)</b>	<b>(210)</b>	<b>1,179,890</b>

### Summary of works in progress

	OPENING WIP \$'000	ADDITIONS \$'000	TRANSFERS \$'000	WRITE OFFS \$'000	CLOSING WIP \$'000
Buildings	317	2,407	(70)		2,654
Infrastructure	3,421	5,861	(2,664)	(552)	6,066
<b>Total</b>	<b>3,738</b>	<b>8,268</b>	<b>(2,734)</b>	<b>(552)</b>	<b>8,720</b>

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## 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
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2016	134,134	87,170	221,304	200,569	200,569	317	422,190
Accumulated depreciation at 1 July 2016	-	-	-	(10,928)	(10,928)	-	(10,928)
	134,134	87,170	221,304	189,641	189,641	317	411,262
<b>Movements in fair value</b>							
Acquisition of assets at fair value	-	-	-	4,174	4,174	2,407	6,581
Contributed assets	1,487	-	1,487	-	-	-	1,487
Reclassification of assets	576	(576)	-	-	-	-	-
Revaluation increments/decrements	-	-	-	-	-	-	-
Fair value of assets disposed	(102)	-	(102)	(393)	(393)	-	(495)
Impairment losses recognised in asset revaluation reserve	-	(30)	(30)	-	-	-	(30)
Transfers	523	(385)	138	145	145	(70)	213
	2,484	(991)	1,493	3,926	3,926	2,337	7,756
<b>Movements in accumulated depreciation</b>							
Depreciation and amortisation	-	-	-	(4,015)	(4,015)	-	(4,015)
Accumulated depreciation of disposals	-	-	-	22	22	-	22
Transfers	-	-	-	-	-	-	-
	-	-	-	(3,993)	(3,993)	-	(3,993)
At fair value 30 June 2017	136,618	86,179	222,797	204,495	204,495	2,654	429,946
Accumulated depreciation at 30 June 2017	-	-	-	(14,921)	(14,921)	-	(14,921)
	136,618	86,179	222,797	189,574	189,574	2,654	415,025

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Notes to the Financial Report  
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## NOTE 21 Property, infrastructure, plant and equipment (continued)

### Plant and Equipment

	NOTE	PLANT MACHINERY AND EQUIPMENT	FIXTURES FITTINGS AND FURNITURE	COMPUTERS AND TELECOMMS	ART COLLECTION	TOTAL PLANT AND EQUIPMENT
		\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2016		14,409	1,686	5,258	3,571	24,924
Accumulated depreciation at 1 July 2016		(7,044)	(1,185)	(4,035)	-	(12,264)
		<b>7,365</b>	<b>501</b>	<b>1,223</b>	<b>3,571</b>	<b>12,660</b>
<b>Movements in fair value</b>						-
Acquisition of assets at fair value		1,460	37	219	19	1,735
Contributed assets		-	-	-	-	-
Revaluation increments/decrements		-	-	-	-	-
Fair value of assets disposed		(1,199)	-	-	-	(1,199)
Impairment losses recognised in operating result		-	-	-	-	-
Transfers		-	-	-	-	-
		<b>261</b>	<b>37</b>	<b>219</b>	<b>19</b>	<b>536</b>
<b>Movements in accumulated depreciation</b>						-
Depreciation and amortisation		(1,678)	(79)	(343)	-	(2,100)
Accumulated depreciation of disposals		875	-	-	-	875
Impairment losses recognised in operating result		-	-	-	-	-
Transfers		-	-	-	-	-
		<b>(803)</b>	<b>(79)</b>	<b>(343)</b>	<b>-</b>	<b>(1,225)</b>
At fair value 30 June 2017		14,670	1,723	5,477	3,590	25,460
Accumulated depreciation at 30 June 2017		(7,847)	(1,264)	(4,378)	-	(13,489)
		<b>6,823</b>	<b>459</b>	<b>1,099</b>	<b>3,590</b>	<b>11,971</b>

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## 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
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2016	707,175	54,794	74,550	199,855	7,063	3,247	4,928	6,687	3,421	1,061,720
Accumulated depreciation at 1 July 2016	(178,617)	(21,634)	(23,472)	(83,360)	(5,346)	(1,342)	(241)	(472)	-	(314,484)
	<b>528,558</b>	<b>33,160</b>	<b>51,078</b>	<b>116,495</b>	<b>1,717</b>	<b>1,905</b>	<b>4,687</b>	<b>6,215</b>	<b>3,421</b>	<b>747,236</b>
<b>Movements in fair value</b>										
Acquisition of assets at fair value	8,192	411	1,650	1,329	-	280	-	179	5,860	17,901
Contributed assets	3,897	-	931	2,332	-	-	-	-	-	7,160
Reclassification of assets	-	-	-	-	-	-	-	-	-	-
Fair value of assets disposed	(88)	-	-	(236)	-	-	-	-	-	(324)
Transfers	951	62	13	1,215	-	-	-	-	(3,216)	(975)
	<b>12,952</b>	<b>473</b>	<b>2,594</b>	<b>4,640</b>	<b>-</b>	<b>280</b>	<b>-</b>	<b>179</b>	<b>2,644</b>	<b>23,762</b>
<b>Movements in accumulated depreciation</b>										
Depreciation and amortisation	(12,935)	(561)	(1,329)	(1,954)	(981)	(148)	(226)	(135)	-	(18,269)
Reclassification of assets	(123)	-	-	-	-	-	-	123	-	-
Acquisition of assets at fair value	-	-	-	-	-	-	-	-	-	-
Accumulated depreciation of disposals	52	-	-	108	-	-	-	-	-	160
	<b>(13,006)</b>	<b>(561)</b>	<b>(1,329)</b>	<b>(1,846)</b>	<b>(981)</b>	<b>(148)</b>	<b>(226)</b>	<b>(12)</b>	<b>-</b>	<b>(18,109)</b>
At fair value 30 June 2017	720,127	55,267	77,144	204,495	7,063	3,527	4,928	6,866	6,065	1,085,482
Accumulated depreciation at 30 June 2017	(191,623)	(22,195)	(24,801)	(85,206)	(6,327)	(1,490)	(467)	(484)	-	(332,593)
	<b>528,504</b>	<b>33,072</b>	<b>52,343</b>	<b>119,289</b>	<b>736</b>	<b>2,037</b>	<b>4,461</b>	<b>6,382</b>	<b>6,065</b>	<b>752,889</b>

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## 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.

The date of the current valuation is June 2013.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2017 are as follows:

	LEVEL 1 \$'000	LEVEL 2 \$'000	LEVEL 3 \$'000
Land – Non specialised	-	86,179	-
Land – Specialised	-	-	136,619
Buildings – Specialised	-	-	189,574
<b>Total</b>	<b>-</b>	<b>86,179</b>	<b>326,193</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 date of the current valuation is June 2015.

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 2017 are as follows:

	LEVEL 1 \$'000	LEVEL 2 \$'000	LEVEL 3 \$'000
Roads	-	-	528,504
Bridges	-	-	33,072
Footpaths and cycleways	-	-	52,343
Drainage	-	-	119,289
Waste management	-	-	736
Parks, open space and streetscapes	-	-	2,037
Aerodromes	-	-	4,461
Off street car parks	-	-	6,382
<b>Total</b>	<b>-</b>	<b>-</b>	<b>746,824</b>

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## 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.

	2017 \$'000	2016 \$'000
<b>Reconciliation of specialised land</b>		
Land under roads	18,185	18,124
Parks, reserves and other	118,434	116,010
<b>Total specialised land</b>	<b>136,619</b>	<b>134,134</b>

## NOTE 22 Intangible assets

Software	191	202
Landfill Air Space	607	1,416
<b>Total specialised land</b>	<b>798</b>	<b>1,618</b>

	SOFTWARE \$'000	LANDFILL AIR SPACE \$'000	TOTAL \$'000
<b>Gross Carrying Amount</b>			
Balance at 1 July 2016	1,061	16,586	17,647
Additions from internal developments	-	-	-
Other additions	86	-	86
<b>Balance at 1 July 2017</b>	<b>1,147</b>	<b>16,586</b>	<b>17,733</b>
<b>Accumulated Amortisation and Impairment</b>			
Balance at 1 July 2016	(858)	(15,171)	(16,029)
Amortisation Expense	(98)	(808)	(906)
<b>Balance at 1 July 2017</b>	<b>(956)</b>	<b>(15,979)</b>	<b>(16,935)</b>
Net Book Value at 30 June 2016	203	1,416	1,618
<b>Net Book Value at 30 June 2017</b>	<b>191</b>	<b>607</b>	<b>798</b>

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Notes to the Financial Report  
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	2017	2016
	\$'000	\$'000
Trade Payables	8,293	5,489
Accrued Expenses	929	731
<b>Total trade and other payables</b>	<b>9,222</b>	<b>6,220</b>

**NOTE 24 Trust funds and deposits**

Refundable deposits	1,884	2,269
Fire Service Levy	322	336
Retention amounts	95	108
Other refundable deposits	48	19
<b>Total trust funds and deposits</b>	<b>2,349</b>	<b>2,732</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.

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Notes to the Financial Report  
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	ANNUAL LEAVE	LONG SERVICE LEAVE	LANDFILL REHABILITATION	TOTAL
	\$'000	\$'000	\$'000	\$'000
<b>2017</b>				
Balance at Beginning of the Financial Year	4,155	9,767	23,348	37,270
Additional/(Reduced) Provisions	3,725	1,115	(2,036)	2,804
Amounts Used	(3,520)	(859)	(1,510)	(5,889)
Increase/ (Decrease) in the discounted amount arising because of time and effect of any change in the discount rate	6	(865)	(584)	(1,443)
<b>Balance at the End of the Financial Year</b>	<b>4,366</b>	<b>9,158</b>	<b>19,219</b>	<b>32,743</b>
<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>

**(a) Employee provisions**

	2017 \$'000	2016 \$'000
<b>Current Provisions Expected to be wholly settled within 12 months</b>		
Annual leave	4,054	3,863
Long service leave	2,062	2,111
	<b>6,116</b>	<b>5,974</b>
<b>Current Provisions Expected to be wholly settled after 12 months</b>		
Annual leave	312	291
Long service leave	5,524	5,709
	<b>5,836</b>	<b>6,000</b>
<b>Total current employee provisions</b>	<b>11,952</b>	<b>11,974</b>
<b>Non-Current</b>		
Long service leave	1,573	1,948
<b>Total non-current employee provisions</b>	<b>1,573</b>	<b>1,948</b>
<b>Aggregate Carrying Amount of Employee Provisions</b>		
Current	11,952	11,974
Non-Current	1,573	1,948
	<b>13,525</b>	<b>13,922</b>

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## NOTE 25 Provisions (continued)

### (b) Landfill restoration

	2017 \$'000	2016 \$'000
Current	4,797	3,361
Non-Current	14,421	19,987
	<b>19,218</b>	<b>23,348</b>

### (c) Summary of provisions

Current	16,749	15,335
Non-Current	15,994	21,935
	<b>32,743</b>	<b>37,270</b>

## NOTE 26 Interest-bearing loans and borrowings

<b>Current</b>		
Borrowings – Secured	1,869	1,883
<b>Total current</b>	<b>1,869</b>	<b>1,883</b>
<b>Non-Current</b>		
Borrowings – Secured	14,281	16,150
<b>Total non-current</b>	<b>14,281</b>	<b>16,150</b>
<b>Total interest-bearing loans and borrowings</b>	<b>16,150</b>	<b>18,033</b>

All borrowings are secured over Council's Rate Revenue

The maturity profile for Council's borrowings is:		
Not later than one year	1,869	1,883
Later than one year and not later than five years	10,796	12,548
Later than five years	3,485	3,602
	<b>16,150</b>	<b>18,033</b>

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Notes to the Financial Report  
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## (a) Asset revaluation reserves

	BALANCE AT BEGINNING OF REPORTING PERIOD \$'000	INCREMENT/ (DECREMENT) \$'000	BALANCE AT END OF REPORTING PERIOD \$'000
<b>2017</b>			
<b>Property</b>			
Land	167,239	(30)	167,209
Buildings	89,475		89,475
	<b>256,714</b>	<b>(30)</b>	<b>256,684</b>
<b>Infrastructure</b>			
Roads	134,136		134,136
Bridges	28,982		28,982
Footpaths and cycleways	19,311		19,311
Off street carparks	7,080		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	895		895
Other	14		14
	<b>909</b>	<b>-</b>	<b>909</b>
<b>Total Asset Revaluation Reserves</b>	<b>506,565</b>	<b>(30)</b>	<b>506,535</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	-	28,983
Footpaths and cycleways	19,311	-	19,311
Off street carparks	7,079	-	7,079
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>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

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Notes to the Financial Report  
For the Year Ended 30 June 2017

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## NOTE 27 Reserves (continued)

### (b) Other reserves

	BALANCE AT BEGINNING OF REPORTING PERIOD \$'000	TRANSFER FROM ACCUMULATED SURPLUS \$'000	TRANSFER TO ACCUMULATED SURPLUS \$'000	BALANCE AT END OF REPORTING PERIOD \$'000
<b>2017</b>				
Developer Contributions	3,002	(11)	311	3,301
<b>Total other reserves</b>	<b>3,002</b>	<b>(11)</b>	<b>311</b>	<b>3,301</b>
<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>

#### 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)

	2017 \$'000	2016 \$'000
<b>Surplus for the year</b>	31,964	15,302
Depreciation and amortisation	25,288	23,179
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	304	1,849
Contributions non-monetary assets	(8,647)	(8,031)
Finance costs	884	1,003
Work in progress written off	552	172
<b>Changes in assets and liabilities</b>		
(Increase)/ decrease in trade and other receivables	(642)	1,167
(Increase)/ decrease in prepayments	(661)	(81)
(Increase)/ decrease in accrued income	304	228
Increase/ (decrease) in trade and other payables	1,636	(3,780)
Increase/ (decrease) in trust funds and deposits	(383)	123
Increase/ (decrease) in provisions	(4,527)	3,103
<b>Net cash provided by operating activities</b>	<b>46,072</b>	<b>34,234</b>

## NOTE 29 Financing arrangements

	2017 \$'000	2016 \$'000
Bank overdraft	1,000	1,000
Credit card facilities	120	120
Other facilities	16,150	18,034
<b>Total facilities</b>	<b>17,270</b>	<b>19,154</b>
<b>Used facilities</b>	<b>16,164</b>	<b>18,049</b>
<b>Unsuited facilities</b>	<b>1,106</b>	<b>1,105</b>

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## NOTE 30 Commitments

The Council has entered into the following commitments

	NOT LATER THAN 1 YEAR \$'000	LATER THAN 1 YEAR AND NOT LATER THAN 2 YEARS \$'000	LATER THAN 2 YEAR AND NOT LATER THAN 5 YEARS \$'000	LATER THAN 5 YEARS \$'000	TOTAL \$'000
<b>2017</b>					
<b>Operating</b>					
Recycling	1,411	2	-	-	1,413
Garbage collection	3,377	1,735	-	-	5,112
Courier service	57	-	-	-	57
Cleaning contracts for council amenities/streets	518	102	-	-	620
Meals for Delivery	295	-	-	-	295
Security	79	-	-	-	79
Landfill	360	133	-	-	493
<b>Total</b>	<b>6,097</b>	<b>1,972</b>	<b>-</b>	<b>-</b>	<b>8,069</b>
<b>Capital construction</b>					
Buildings	2,876	-	-	-	2,876
Roads	783	-	-	-	783
<b>Total</b>	<b>3,659</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,659</b>
<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	367	-	-	-	367
Cleaning contracts for council	400	-	-	-	400
Meals for Delivery	275	-	-	-	275
Recreation	182	-	-	-	182
<b>Total</b>	<b>6,551</b>	<b>4,760</b>	<b>1,732</b>	<b>-</b>	<b>13,043</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>6,076</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,076</b>

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Notes to the Financial Report  
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## 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):

	2017 \$'000	2016 \$'000
Not later than one year	106	115
Later than one year and not later than five years	241	307
Later than five years	1,010	1,040
	<b>1,357</b>	<b>1,462</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 2017, 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 2016, 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 102%. 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 2017 was 103.1%. The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 2016 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.

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**NOTE 32 Superannuation (continued)****Employer contributions****Regular contributions**

On the basis of the results of the 2016 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 2017, this rate was 9.5% of members' salaries (9.5% in 2015/2016). 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, 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.

**2016 Interim actuarial investigation surplus amounts**

The Fund's interim actuarial investigation as at 30 June 2016 identified the following in the defined benefit category of which Council is a contributing employer:

- A VBI surplus of \$40.3 million; and
- A total service liability surplus of \$156 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 2016. 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 2016 VBI during August 2016.

**2017 Full triennial actuarial investigation**

A full actuarial investigation is being conducted for the Fund's position as at 30 June 2017. It is anticipated that this actuarial investigation will be completed in December 2017.

**Future superannuation contributions**

In addition to the disclosed contribution, Latrobe City Council has paid unfunded liability payments to Vision Super totalling \$nil (2015/16 \$nil). There were \$nil contributions outstanding and \$nil loans issued from or to the above schemes as at 30 June 2017. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2018 are \$0.43 million.

**NOTE 33 Contingent liabilities and contingent assets****Contingent Liabilities**

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.

In addition Council has provided bank guarantees to the value of \$2.9 million to Environment Protection Authority Victoria (EPA) for performance obligations in relation to the rehabilitation of these landfill 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.

**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.

**(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.

**NOTE 34 Financial instruments (continued)**

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.

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**NOTE 34 Financial instruments (continued)****(e) 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.

**(f) 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 1.50%.

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 disclosures****(i) Related Parties**

*Parent entity*  
Latrobe City Council

*Subsidiaries and Associates*  
N/A

**(ii) Key Management Personnel**

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

<b>Mayor</b>	K O'Callaghan (Mayor - 9 Nov 16 to 30 Jun 17) M Rossiter (Mayor - 1 Jul 16 to 21 Oct 16)
<b>Councillors</b>	D Clancey (4 Nov 16 to 30 Jun 17) P Gibbons (1 Jul 16 to 21 Oct 16) S Gibson (1 Jul 16 to 21 Oct 16; 4 Nov 16 to 30 Jun 17) D Harriman (1 Jul 16 to 21 Oct 16; 4 Nov 16 to 30 Jun 17) D Howe (4 Nov 16 to 30 Jun 17) S Kam (1 Jul 16 to 21 Oct 16) B Law (4 Nov 16 to 30 Jun 17) A McFarlane (4 Nov 16 to 30 Jun 17) G Middlemiss (1 Jul 16 to 21 Oct 16; 4 Nov 16 to 30 Jun 17) K O'Callaghan (1 Jul 16 to 21 Oct 16; 4 Nov 16 to 8 Nov 16) C Sindt (1 Jul 16 to 21 Oct 16) D White (1 Jul 16 to 21 Oct 16; 4 Nov 16 to 30 Jun 17)

Note: Council elections held on 21 Oct 2016 and new Councillors sworn in on 4 Nov 2016

	<b>2017 No.</b>
Total Number of Councillors	13
Chief Executive Officer and other Key Management Personnel	6
<b>Total Key Management Personnel</b>	<b>19</b>

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Notes to the Financial Report  
For the Year Ended 30 June 2017

Latrobe City Council  
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### NOTE 35 Related party transactions (*continued*)

#### (iii) Remuneration of Key Management Personnel

Total remuneration of key management personnel was as follows:

	2017 \$,000
Short-term benefits	1,363
Post-employment benefits	95
Long-term benefits	78
Termination benefits	-
<b>Total</b>	<b>1,536</b>

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2017 No.
<b>Income range:</b>	
\$1 - \$9,999	3
\$10,000 - \$19,999	4
\$20,000 - \$29,999	5
\$40,000 - \$49,999	1
\$60,000 - \$69,999	1
\$180,000 - \$189,999	1
\$210,000 - \$219,999	1
\$220,000 - \$229,999	2
\$280,000 - \$289,999	1
<b>Total</b>	<b>19</b>

#### (iv) Transactions with related parties

During the period Council entered into the following transactions with related parties:

	2017 \$,000
Employee expenses for close family members of key personnel *	20
Purchase of materials & services from entities controlled by key management personnel	1
<b>Total</b>	<b>21</b>

\* All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform. The council employees 747 staff of which only one is a close family member of key management personnel.

#### (v) Outstanding balances with related parties

Council has no outstanding balances to/from any related parties.

No expense has been recognised in the current year or prior year for bad or doubtful debts in respect of amounts owed by related parties.

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**Notes to the Financial Report  
For the Year Ended 30 June 2017****Latrobe City Council  
2016/2017 Financial Report****(vi) Loans to/from related parties**

No loans have been made, guaranteed or secured by the council to a key management person, or a related party of a key management person during the reporting period.

**(vii) Commitments to/from related parties**

The following commitments were in place at the end of the reporting period in relation to related parties

	2017 \$,000
Employee commitments for close family members of key personnel	9
<b>Total</b>	<b>9</b>

**NOTE 36 Senior Officer Remuneration**

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- has management responsibilities and reports directly to the Chief Executive; or
- whose total annual remuneration exceeds \$142,000

The number of Senior Officers are shown below in their relevant income bands:

	2017 No.	2016 No.
<b>Income Range:</b>		
< \$142,000		4
\$142,000 - \$149,999	13	5
\$150,000 - \$159,999	4	5
<b>Total</b>	<b>17</b>	<b>14</b>
<b>Total Remuneration for the reporting year for Senior Officers included above, amounted to (\$,000)</b>	<b>\$2,506</b>	<b>\$2,055</b>

*Note: comparative figures for 2016 exclude Senior Officers that have been classified as Key Management Personnel in 2017 (see Note 35)*

**NOTE 37 Events occurring after balance date**

No matters have occurred after balance date that requires disclosure in the financial report. (2015/16, 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: XX September 2017

In our opinion the accompanying financial statements present fairly the financial transactions of Latrobe City Council for the year ended 30 June 2017 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. Councillor Name  
Dated: XX September 2017

Councillor

Cr. Councillor Name  
Dated: XX September 2017

Chief Executive Officer

Gary Van Driel  
Dated: XX September 2017

Insert Auditors Report on this page

**PERFORMANCE STATEMENT  
2016/17****Performance Statement**

For the year ended 30 June 2017

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**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 74,026<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 2017 E.R.P 2016

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**PERFORMANCE STATEMENT  
2016/17**

### Sustainable Capacity Indicators

For the year ended 30 June 2017

<i>Indicator/measure</i>	<b>Results 2015</b>	<b>Results 2016</b>	<b>Results 2017</b>	<b>Material Variations</b>
<b>Own-source revenue</b> <i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,231	\$1,274	\$1,350	2017 are being distorted due to a write back of landfill rehabilitation provision and a one off legal settlement
<b>Recurrent grants</b> <i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$424	\$285	\$429	The 2015 and 2017 results included Victoria Grants Commission funding received in advance. This advance payment did not occur in 2016.
<b>Population #</b> <i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$1,594	\$1,617	\$1,563	2017 result is favourable when compared with 2016 due to the 2016 inclusion of an increase in the Landfill rehabilitation provision.
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$12,685	\$12,915	\$12,929	No material variance
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	47	47	46	No material variance
<b>Disadvantage</b> <i>Relative socio-economic disadvantage</i> [Index of Relative Socio-economic Disadvantage by decile]	1	1	1	No variance

# To ensure comparability of indicators, these comparative figures for 2016 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 2016 are disclosed in the below table.

<b>Dimension/indicator/measure</b>	<b>Previously reported 2016</b>	<b>Restated 2016</b>	<b>Reason for restatement</b>
<b>Population #</b> <i>Expenses per head of municipal population</i> <i>Infrastructure per head of municipal population</i>	\$1,659 \$12,811	\$1,617 \$12,915	The 2016 results have been restated as a result of an error in processing that led to an overstated loss on disposal of infrastructure assets. Subsequently the 2016 total expenditure has been decreased and infrastructure assets increased.

#### 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  
2016/17**

### Service Performance Indicators

For the year ended 30 June 2017

<b>Service/indicator/measure</b>	<b>Results 2015</b>	<b>Results 2016</b>	<b>Results 2017</b>	<b>Material Variations</b>
<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	51	No material variance
<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%	57.1%	Latrobe City Council has low numbers of planning applications referred to VCAT. In 2016/17 there were 7 cases heard of which 4 were upheld in favour of council.
<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	61	Latrobe City Council continues to invest in the road infrastructure network to the increased satisfaction of customers
<b>Libraries</b> <b>Participation #</b> <i>Active library members</i> [Number of active library members / Municipal population] x100	10.5%	10.4%	11.6%	Library membership increased due to the opening of the new Library Centre in Moe.
<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%	53.2%	No material variance
<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	5.2	No material variance
<b>Animal management</b> <b>Health and safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	4.0	0.0	1.0	In accordance with Council Policy, resolution of animal management matters is conducted utilising conciliation and mutual agreement and has been successful in minimising litigation.
<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%	79.2%	No material variation however from 1 July 2016 this indicator has changed from financial year to calendar year reporting which may have resulted in some variances year on year.

**PERFORMANCE STATEMENT  
2016/17**

**Service Performance indicators (continued)**

<b>Service/indicator/measure</b>	<b>Results 2015</b>	<b>Results 2016</b>	<b>Results 2017</b>	<b>Material Variations</b>
<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%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
<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%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
<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%	76.3%	No material variance
<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%	68.2%	No material variance

# To ensure comparability of indicators, these comparative figures for 2015 and 2016 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 years ended 30 June 2015 and 30 June 2016 are disclosed in the below table.

<b>Dimension/indicator/measure</b>	<b>Previously reported 2015</b>	<b>Restated 2015</b>	<b>Previously reported 2016</b>	<b>Restated 2016</b>	<b>Reason for restatement</b>
<b>Libraries</b> <b>Participation</b> <i>Active library members</i>	16.1%	10.5%	15.8%	10.4%	The 2015 and 2016 were incorrectly calculated and counted members with multiple visits more than once. This has now been corrected and the value restated.

**PERFORMANCE STATEMENT  
2016/17**

**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

"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*

"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.

"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

"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

**PERFORMANCE STATEMENT**  
**2016/17**

### Financial Performance Indicators

For the year ended 30 June 2017

Dimension/indicator/measure	Results			Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	2021	
<b>Operating position</b> <b>Adjusted underlying result #</b> Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	5.8%	(1.1%)	13.2%	2.0%	1.5%	0.9%	0.3%	The higher result is mainly due to Federal Government Assistance Grants for 2017/18 being received in advance from the Victorian Grants Commission in 2016/17; a reduction in the Landfill Rehabilitation provision mainly due to the design of the ex-Morwell Landfill having a reduced area for capping; recovery of legal costs and insurance claim refunds during 2016/17; and significant savings in electricity costs, fuel costs, postage & gas costs.
<b>Liquidity</b> <b>Working capital</b> Current assets compared to current liabilities [Current assets / Current liabilities] x100	208.9%	271.2%	302.1%	244.2%	185.3%	241.5%	238.2%	The 2017 result includes unspent Government Grants, Capital Works in Progress and reserves. Future results are within the expected range.
<b>Unrestricted cash</b> Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	96.9%	147.2%	(55.1%)	28.2%	25.6%	18.8%	31.3%	Latrobe City Council holds other current financial assets in the form of term deposits with a maturity term greater than 90 days which were previously included in this calculation.
<b>Obligations</b> <b>Loans and borrowings</b> Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	29.3%	24.9%	21.5%	21.6%	25.5%	16.2%	18.1%	The decrease in 2017 reflects the scheduled repayment of debt exceeding new borrowings. The decrease in 2020 reflects the repayment of interest only borrowings.
Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	17.0%	9.3%	3.7%	3.4%	3.0%	12.8%	2.1%	In 2016 an interim loan facility of \$3.4 million was repaid, leading to reduced payment requirements in 2017, and for the next 2 years. The increase in the ratio in 2020 is due to the repayment of the \$8.2 million interest only Local Government Funding Vehicle (LGFV).



**PERFORMANCE STATEMENT  
2016/17**

**Financial Performance Indicators (continued)**

Dimension/indicator/measure	Results			Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020		
<b>Indebtedness</b> <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	36.9%	42.9%	30.3%	35.1%	23.8%	25.6%	25.0%	The lower level in 2017 is mainly due to a decrease in the estimated cost to restore Council's landfills after changes to EPA requirements., and the subsequent decrease in the provision for landfill rehabilitation. The lower forecast 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%	71.6%	78.4%	69.2%	69.9%	78.7%	The 2017 result reflects the increased focus on asset renewal.
<b>Stability</b> <b>Rates concentration</b> <i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x100	55.9%	64.3%	56.3%	63.1%	63.5%	63.7%	63.9%	The proportion has decreased mainly due to underlying revenue being inflated in 2017 because of 2018 Grants Commission funding paid in advance in 2017, a reduction in the Landfill Rehabilitation provision, and recovery of legal costs and insurance claim refunds during 2016/17.
<b>Rates effort</b> <i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality ] x100	0.70%	0.72%	0.70%	0.71%	1.72%	0.74%	0.75%	No material variance
<b>Efficiency</b> <b>Expenditure level</b> <i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$3,127	\$3,118	\$3,038	\$3,122	\$3,201	\$3,285	\$3,371	No material variance
<b>Revenue level</b> <i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments]	\$1,494	\$1,535	\$1,582	\$1,608	\$1,640	\$1,673	\$1,706	No material variance
<b>Workforce turnover</b> <i>Resignations and terminations compared to average staff</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	11.4%	15.0%	10.2%	11.5%	11.5%	11.5%	11.5%	After an organisational realignment in 2016, turnover has returned to normal levels.

**PERFORMANCE STATEMENT  
2016/17**

**Financial Performance Indicators (continued)**

# To ensure comparability of indicators, these comparative figures for 2016 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 2016 are disclosed in the below table.

Dimension/indicator/measure	Previously reported 2016	Restated 2016	Reason for restatement
<b>Operating position</b>			
<b>Adjusted underlying result</b>			
<i>Adjusted underlying surplus (or deficit)</i>	(3.9%)	(1.1%)	The 2016 result has been restated as a result of an error in processing that led to an overstated loss on disposal of infrastructure assets. The 2016 underlying deficit was subsequently also overstated.

**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.

**PERFORMANCE STATEMENT  
2016/17****Other Information**

For the year ended 30 June 2017

**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 19 June 2017 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.

**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:

In our opinion, the accompanying performance statement of the Latrobe City Council for the year ended 30 June 2017 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

Dated:

Councillor

Dated:

Chief Executive Officer

Gary Van Driel

Dated:

PERFORMANCE STATEMENT  
2016/17

**Auditor General's Report on Performance Statement**

**PERFORMANCE STATEMENT  
2016/17**

**17.3 2016/17 Accumulated Cash Surplus**

**General Manager**

**Corporate Services**

**For Decision**

**EXECUTIVE SUMMARY**

Following the completion of the 2016/17 annual accounts (audit in progress), there is an identified accumulated cash surplus of \$6.65M. Council have passed resolutions and referred projects for funding out of the end of year surplus totalling \$0.31M and there is \$3.13M of reinvestment into operational projects within the delegation of the Chief Executive Officer. This results in an unallocated accumulated cash surplus of \$3.13M.

It is recommended that \$1.05M of these available funds be allocated to council reserves for the progression of the e-services project, for future defined benefits superannuation calls and for a reserve for future car parking needs.

This leaves an amount of \$2.08M to be added to the existing unallocated reserve of which is recommended to be held in reserve to fund future Council resolutions and to be utilised as a funding source for future capital projects.

Category	Amount \$M
Unallocated Cash Surplus Carried Forward	3.63
<b>Less Amounts Allocated by Council Resolution</b>	
Latrobe Regional Gallery, Morwell - Refurbishment	0.43
Purchase of LCC Sports & Entertainment Stadium	0.09
<i>Prior year Cash Surplus Remaining</i>	3.11
2016/17 Cash Surplus	6.65
<i>Sub-Total Accumulated Cash Surplus Available</i>	9.76
<b>Less</b>	
Council Resolutions & Referrals	0.31
Operational Items within CEO delegation	3.13
<i>Sub-Total Accumulated Cash Surplus Available</i>	6.32
<b>Less Recommendations</b>	
eServices Project Reserve	0.55
Future Defined Benefits Superannuation Call Reserve	0.20
<b>Total Unallocated Cash Surplus</b>	<b>5.57</b>

## RECOMMENDATION

That Council:

1. Notes the 2016/17 cash surplus of \$6.65M;
2. Notes the allocation of \$3.13M of operational savings to operational projects that fall within the delegations of the Chief Executive Officer;
3. Allocates the following amounts from the accumulated cash surplus relating to resolutions of Council or items referred to the end of year surplus
  - Additional funding associated with the Sports Pavilion at Latrobe Synthetic Sports Field \$185,000
  - Extension of outdoor pool operating hours \$56,400
  - Fence Toners Lane Morwell (Archery club) \$45,000
  - Yinnar & District Community Association sculpture \$10,000
  - Municipal Garden Competition \$10,000; and
4. Allocates the balance of the unallocated cash surplus into the accumulated unallocated cash surplus reserve.

## MOTION

Moved: Cr Middlemiss

Seconded: Cr Gibson

That Council:

1. Notes the 2016/17 cash surplus of \$6.65M;
2. Notes the allocation of \$3.13M of operational savings to operational projects that fall within the delegations of the Chief Executive Officer;
3. Allocates the following amounts from the accumulated cash surplus relating to resolutions of Council or items referred to the end of year surplus
  - Additional funding associated with the Sports Pavilion at Latrobe Synthetic Sports Field \$185,000
  - Extension of outdoor pool operating hours \$56,400
  - Fence Toners Lane Morwell (Archery club) \$45,000
  - Yinnar & District Community Association sculpture \$10,000
  - Municipal Garden Competition \$10,000
4. Allocates \$200,000 to the Future Defined Benefits Superannuation Call



**Reserve**

- 5. Allocates \$550,000 to the E-Services Project Reserve; and**
- 6. Allocates the balance of the unallocated cash surplus into the accumulated unallocated cash surplus reserve.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTERESTS**

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

**DISCUSSION**

Council began the year with an accumulated unallocated cash surplus of \$3.63M carried forward from the 2015/16 financial year.

Following the completion of the 2016/17 annual accounts (audit in progress), there is an identified cash surplus for the financial year of \$6.65M. The surplus is mainly as a result of;

- Additional revenue received from:
  - \$ 927K – Unbudgeted reimbursements (insurance/legal)
  - \$ 761K – Rates & interest on rates
  - \$ 345K – Interest on investments
  - \$ 226K – Statutory fees and fines
- Savings/Reduced expenditure in the areas of:
  - \$1,037K – Employee related costs (mainly vacancies)
  - \$ 810K – Capital Works
  - \$ 576K – Utilities
  - \$ 249K – Publications, Subscriptions, Memberships, Printing & Publishing
  - \$ 228K – Fuel & vehicle expenses
  - \$ 128K – Telephones
  - \$ 121K – Postage
  - \$ 114K - Insurance
  - \$ 94K – Emergency roadworks
  - \$1,034K – Other programmed works

This results in a combined unallocated accumulated cash surplus of \$9.76M at the conclusion of the 2016/17 financial year.

The Chief Executive Officer has allocated funding from operational savings to \$3.13M of operational based works that were unable to be funded through the 2017/18 budget process or have emerged since the adoption of the 2017/18 budget. These works will enable the ongoing realisation of efficiencies in delivering services

across the organisation, as well as address a number of risks identified in recent audits. These works are summarised in the following categories;

<b>Project</b>	<b>\$M</b>
Infrastructure	\$0.916
Governance	\$0.240
Employee Training & Wellbeing	\$0.094
Audit Action Resourcing	\$0.045
IT Projects	\$0.135
Process Improvements	\$0.612
Financial Sustainability	\$0.522
Community Strengthening	\$0.356
Municipal Planning	\$0.164
Advocacy & Transition	\$0.042
<b>Sub-Total</b>	<b>\$3.126</b>

It is proposed that \$0.75M of the surplus be allocated to the following identified unfunded items;

#### **E-Services Project Reserve (\$550,000)**

The E-services project focuses on identifying and implementing an electronic solution to enable customers to better interact electronically with council.

Over the years Council has invested in IT systems and infrastructure that served the needs of the organisation at the time. Most of these systems are standalone database systems that are not built for the requirements that Council now has to service their customers and to operate the business functions digitally.

This allocation will result in this project being fully funded for the four year eServices program endorsed by Council on the 27 March 2017.

#### **Future Defined Benefits Superannuation Call Reserve (\$200,000)**

Latrobe City Council as a participating employer in the Local Authorities Superannuation Fund (LASF) Defined Benefits plan has a requirement to comply with all superannuation compliance obligations.

The Australian Prudential Regulation Authority (APRA) supervises the LASF to ensure that it has sufficient resources to meet its commitments as a regulated fund. An annual review is carried out by the appointed fund actuary.

The fund actuary may recommend that participating employers make additional contributions (fund calls) where the fund is deemed to be in an unsatisfactory financial position. This last occurred in 2012 when Latrobe City Council was required to contribute an additional \$6.97M.

It is widely believed that there will be a requirement for further calls in the future, in preparation for this it is recommended that these funds be allocated to the existing reserve which currently has a balance of \$1.3M

**Items referred by Council as either a council resolution or for future consideration**

<b>Project</b>	<b>\$M</b>
Construction of a Sports Pavilion at Latrobe Synthetic Sports Field	0.185
Extension of Outdoor Pool operating hours	0.057
Allocation of funds to fence the southern and eastern boundaries of the Archery Club	0.045
Yinnar & District Community Association sculpture	0.010
Municipal Garden Competition	0.010
<b>Sub-Total</b>	<b>0.307</b>

Following consideration of the above allocations from the accumulated cash surplus there remains an unallocated cash surplus of \$5.57M. It is proposed that this amount be held in reserve and be utilised for the future funding of Council resolutions and as part of the funding source for future capital projects.

**STAKEHOLDER CONSULTATION**

A number of the proposed works relate to decisions of Council in which consultation has been undertaken between Councillors and Council Officers.

**FINANCIAL AND RESOURCE IMPLICATIONS**

As the funding relating to this report is associated with the current accumulated cash surplus, there are no financial implications on the 2017/18 adopted budget.

**RISK IMPLICATIONS**

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

This report includes reference to funding that has been allocated as part of the CEO delegation which mitigates a number of items identified through audit actions and possible impacts on future financial sustainability.

**CONCLUSION**

At the conclusion of the 2016/17 annual accounts (audit in progress), there is an identified accumulated cash surplus of \$9.76M.

Council Officers recommend that \$4.19M of the accumulated cash surplus be allocated, with \$0.75M being placed in specific reserves for future commitments in the areas of e-services and defined benefits superannuation calls and \$3.44M be

allocated to unfunded Council resolutions and CEO identified operational projects unable to be considered as part of the 2017/18 adopted budget.

The balance of \$5.57M is recommended to be held in reserve for funding of future Council resolutions and as part of the funding source for future capital projects.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

Nil

**17.4 Assemblies of Councillors**

**General Manager**

**Corporate Services**

**For Information**

**EXECUTIVE SUMMARY**

Section 80(A)2 of the *Local Government Act 1989* requires:

*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.*

Since the Ordinary Council Meeting on 21 August 2017, the following Assembly of Councillor records have been submitted to be presented to Council:

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
02 August 2017	Tourism Advisory Committee	<b>Councillors</b> Cr White, Cr Clancey <b>Officers</b> Linda Brock, Jo DeJong	Not confidential	Cr Clancey – interest that is not a conflict of interest
07 August 2017	Latrobe Creative Precinct Project Reference Group	<b>Councillors</b> Cr McFarlane, Cr Clancey, Cr Law <b>Officers</b> Phil Stone, Michael Bloyce, Andrea Smith	Not confidential	Nil
07 August 2017	Briefing	<b>Councillors</b> Cr Middlemiss, Cr White, Cr O’Callaghan, Cr Howe, Cr Gibson <b>Officers</b> Gary Van Driel, Steven Piasente	Not confidential	Nil
07 August 2017	Councillor Briefing	<b>Councillors</b> Cr McFarlane, Cr Middlemiss, Cr White, Cr Harriman, Cr O’Callaghan, Cr Howe, Cr Clancey, Cr Law, Cr Gibson <b>Officers</b> Gary Van Driel, Steven Piasente, Sara Rhodes-	Confidential under section 89(2)(h) any other matter which the Council or special committee considers would prejudice the	Cr Harriman

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
		Ward, Phil Stone, Greg Drumm, Brett McCulley, Amy Phillips	Council or any person	
08 August 2017	Churchill & District Community Hub Advisory Committee meeting	<b>Councillors</b> Cr White <b>Officers</b> Edith Heiberg, Carole Ayres	Not confidential	Nil
09 August 2017	Morwell Town Common Development Plan Project Control Group	<b>Councillors</b> Cr McFarlane <b>Officers</b> Beckea Jones	Not confidential	Nil
11 August 2017	Morwell Centenary Rose Garden Advisory Committee	<b>Councillors</b> Cr McFarlane <b>Officers</b> Beckea Jones	Not confidential	Nil
14 August 2017	Councillor Briefing	<b>Councillors</b> Cr McFarlane, Cr Middlemiss, Cr White, Cr Harriman, Cr O'Callaghan, Cr Howe, Cr Clancey, Cr Law, Cr Gibson <b>Officers</b> Gary Van Driel, Steven Piasente, Phil Stone, Sara Rhodes-Ward, Greg Drumm, Brett McCulley, Kylie Stockdale, Larry Sengstock	Confidential under section 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person	Cr Harriman
16 August 2017	Victory Park Precinct Advisory Committee	<b>Councillors</b> Cr Harriman <b>Officers</b> Beckea Jones	Not confidential	Nil

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
17 August 2017	Australia Day Advisory Committee Meeting	<b>Councillors</b> Cr White, Cr Howe <b>Officers</b> Jo DeJong, Wendy Hrynyszyn	Not confidential	Nil
21 August 2017	Municipal Public Health and Wellbeing Plan Reference Group meeting	<b>Councillors</b> Cr O'Callaghan <b>Officers</b> Sara Rhodes-Ward, Steve Tong, Teresa Pugliese, Andrew Legge, Stuart Simmie	Not confidential	Nil

#### **MOTION**

**Moved:** Cr White  
**Seconded:** Cr Harriman

**That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 02 August 2017 – 21 August 2017.**

**CARRIED UNANIMOUSLY**

#### **DECLARATION OF INTERESTS**

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

#### **Attachments**

- 1↓ . Tourism Advisory Committee 02 August 2017
- 2↓ . Latrobe Creative Precinct Project Reference Group 07 August 2017
- 3↓ . Briefing 07 August 2017
- 4↓ . Councillor Briefing 07 August 2017
- 5↓ . Churchill & District Community Hub Advisory Committee Meeting 08 August 2017
- 6↓ . Morwell Town Common Development Plan Project Control Group 09 August 2017
- 7↓ . Morwell Centenary Rose Garden Advisory Committee 11 August 2017
- 8↓ . Councillor Briefing 14 August 2017
- 9↓ . Victory Park Precinct Advisory Committee 16 August 2017
- 10↓ . Australia Day Advisory Committee Meeting 17 August 2017
- 11↓ . Municipal Public Health and Wellbeing Plan Reference Group Meeting 21 August 2017





## **17.4**

### **Assemblies of Councillors**

<b>1</b>	<b>Tourism Advisory Committee 02 August 2017.....</b>	<b>283</b>
<b>2</b>	<b>Latrobe Creative Precinct Project Reference Group 07 August 2017 .....</b>	<b>285</b>
<b>3</b>	<b>Briefing 07 August 2017 .....</b>	<b>287</b>
<b>4</b>	<b>Councillor Briefing 07 August 2017 .....</b>	<b>289</b>
<b>5</b>	<b>Churchill &amp; District Community Hub Advisory Committee Meeting 08 August 2017 .....</b>	<b>291</b>
<b>6</b>	<b>Morwell Town Common Development Plan Project Control Group 09 August 2017 .....</b>	<b>293</b>
<b>7</b>	<b>Morwell Centenary Rose Garden Advisory Committee 11 August 2017 .....</b>	<b>295</b>
<b>8</b>	<b>Councillor Briefing 14 August 2017 .....</b>	<b>297</b>
<b>9</b>	<b>Victory Park Precinct Advisory Committee 16 August 2017.....</b>	<b>299</b>
<b>10</b>	<b>Australia Day Advisory Committee Meeting 17 August 2017.....</b>	<b>301</b>
<b>11</b>	<b>Municipal Public Health and Wellbeing Plan Reference Group Meeting 21 August 2017 .....</b>	<b>303</b>



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Tourism Advisory Committee
<b>Date:</b>	2 August 2017
<b>Time:</b>	5.45 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting room, HQ, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Linda Brock, Jo De Jong		
<b>Matters discussed:</b>	LVA funding and plans for Latrobe City Destination Gippsland attendance at the September TAC Traralgon Bypass LCBTA People's Choice Awards		
<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:

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Dan Clancey declared an interest when the LCBTA People's Choice Awards was discussed.	No

**Record Completed by:** Linda Brock, Tourism Coordinator



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe Creative Precinct Project Reference Group
<b>Date:</b>	Monday 7 August 2017
<b>Time:</b>	3.00 pm
<b>Assembly Location:</b>	Meeting Room 6, Latrobe City Council Headquarters

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Phil Stone, Michael Bloyce, Andrea Smith		
<b>Matters discussed:</b>	1. Role of the Project Reference Group. 2. Project Timelines. 3. Design Brief feedback, including opportunity to refine brief before it goes to tender. 4. Future meetings.		
<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
Nil	No

**Record Completed by:** Andrea Smith



## 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>	Briefing
<b>Date:</b>	7 August 2017
<b>Time:</b>	4.00 pm - 5.05 pm
<b>Assembly Location:</b>	Nambur Wariga - Large Meeting Room - Latrobe City Council Headquarters, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel & Steven Piasente		
<b>Matters discussed:</b>	Alternative Analysis of underlying drivers - Heyfield Mill: Environment East Gippsland		
<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
Nil	Nil

**Record Completed by:** Steven Piasente



## 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>	07 August 2017
<b>Time:</b>	5.00 pm - 8:53 pm
<b>Assembly Location:</b>	Nambur Wariga, Corporate Headquarters, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Steven Piasente, Sara Rhodes-Ward, Phil Stone, Greg Drumm, Brett McCulley, Amy Phillips		
<b>Matters discussed:</b>	<p>Future Presentations - confidential under section 89(2)(e) proposed developments and (h) any other matter which the Council or special committee considers would prejudice the Council or any person</p> <p>Transition Briefing - confidential under section 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person</p> <p>Annual snapshot report of the Natural Environment Sustainability Strategy 2014-2019</p> <p>Policy Review Program Update</p> <p>Traralgon Bypass update</p> <p>Churchill and District Community Hub Advisory Committee Terms of Reference Review</p> <p>Proposed Draft Meeting Procedure Local Law and Development of Associated Documents</p> <p>Morwell CCTV Feasibility Study</p> <p>Reducing Alcohol Related Harm Policy</p> <p>Provision of Resources and Support to Councillors Policy - Proposed Amendments</p>		



	<p>Outstanding Issues - confidential under section 89(2)(h) any other 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) any other matter which the Council or special committee considers would prejudice the Council or any person</p>
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>	

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Dale Harriman	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>	Churchill & District Community Hub Advisory Committee meeting (inc tour of Churchill Hub Library)
<b>Date:</b>	Tuesday 8 August, 2017
<b>Time:</b>	4.30 pm to 5.45 pm
<b>Assembly Location:</b>	Meeting Room, Churchill & District Community Hub

**In Attendance**

<b>Councillors:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Arrival / Departure Time:</b>			
<b>Officer/s:</b>	Edith Heiberg - Executive Officer Carole Ayres - Executive Assistant Community Services (secretariat)		
<b>Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Terms of Reference Review finalisation</li> <li>2. Funding opportunities for Churchill/Hub expansion</li> <li>3. Partition at Library counter/Airlock front door</li> </ol>		
<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:** Carole Ayres, Executive Assistant Community Services





## 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 Town Common Development Plan Project Control Group
<b>Date:</b>	9 August 2017
<b>Time:</b>	5:10 pm
<b>Assembly Location:</b>	Morwell Town Common Elgin St, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Beckea Jones		
<b>Matters discussed:</b>	We met on site at the Morwell Town Common to discuss security issues at the Park. The main discussion was around whether or not gates were required at certain entrances to the park. Beckea to look into what meets code in relation to this and different solutions were discussed. An update was also given about the hisotrical sign project which has been ongoing. The parking at the Town Common was also discussed and to be followed up on.		
<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:** Beckea Jones





### 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 Centenary Rose Garden Advisory Committee
<b>Date:</b>	11 August 2017
<b>Time:</b>	9:00am
<b>Assembly Location:</b>	Rose Garden Wing

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Beckea Jones		
<b>Matters discussed:</b>	<p>There was further discussion re their website functionality and the recent training they had, the anniversary celebrations and the need to send out invites, the new historical sign design project progressing and the need for a policy of the purchase of garden beds.</p> <p>There were also discussions around recent works completed and those that are planned.</p> <p>It was their Annual General Meeting so there was an election of office bearers.</p>		
<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:** Beckea Jones



## 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>	14 August 2017
<b>Time:</b>	5.00 pm - 10.28 pm
<b>Assembly Location:</b>	Nambur Wariga, Crporate Headquarters, Morwell

### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	from 6.50 pm		
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Steven Piasente, Phil Stone, Sara Rhodes-Ward, Greg Drumm, Brett McCulley, Kylie Stockdale, Larry Sengstock (6.00 pm - 6.50 pm)		
<b>Matters discussed:</b>	<p>Tonight's Presentations - confidential under section 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person</p> <p>Future Presentations - confidential under section 89(2)(e) proposed developments</p> <p>Upcoming Council Meeting</p> <p>Transition Briefing - confidential under section 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person</p> <p>Community Amenity Local Law No.2 2016 - Dilapidated Buildings update - confidential under section 89(2)(h) any other matter which the Council or special committee considers would prejudice the council or any person</p> <p>Latrobe Valley Sports and Community Package - Project Governance</p> <p>Multifaith Shrine Proposal</p> <p>Latrobe City Sports &amp; Entertainment Stadium - Update</p> <p>Municipal Public Health and Wellbeing Plan - Draft for Release to Community</p>		



	<p>Project Prioritisation Workshop</p> <p>Latrobe City Business and Cultural Delegation 2017</p> <p>Outstanding Issues - confidential under section 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person</p> <p>Strategic Issues for Future Briefing - confidential under section 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person</p>
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>	

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Dale Harriman	Yes

**Record Completed by:** Kylie Stockdale, Governance Officer





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Victory Park Precinct Advisory Committee
<b>Date:</b>	16 August 2017
<b>Time:</b>	5:31pm
<b>Assembly Location:</b>	Traralgon Service Centre - MacFarlane Burnett Room

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Beckea Jones		
<b>Matters discussed:</b>	<p>The design of the Centennial Garden bed was discussed with feedback given to go back to the Landscaper.</p> <p>A number of health and safety issues were discussed with Monomeith to look into the use of the Surveillance cameras.</p> <p>Some works that would be required to get the park looking its best for big up coming events was also outlined.</p> <p>The proposal of a path from the park to the Model Railway was also tabled for Beckea to take further.</p>		
<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</p>			



guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Beckea Jones





### 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>	Australia Day Advisory Committee Meeting
<b>Date:</b>	17 August 2017
<b>Time:</b>	5.00 pm - 6.00 pm
<b>Assembly Location:</b>	Nambur Room, Council Headquarters

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe 5.00 pm - 6.00 pm
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Jo De Jong - Acting Coordinator Events & International Relations, Wendy Hrynyszyn - Senior Events Officer		
<b>Matters discussed:</b>	Review of actions from previous meeting 4 April 2017 2018 Australia Day nomination media campaign/promotion Civic Function Program Ambassador Program Australia Day National Conference - Report Proposed Traralgon Health Walk		
<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:** Wendy Hrynyszyn





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Municipal Public Health and Wellbeing Plan Reference Group meeting
<b>Date:</b>	Monday 21 August 2017
<b>Time:</b>	11.15 am to 12.43 pm
<b>Assembly Location:</b>	Meeting Room, Latrobe Regional Gallery Morwell

**In Attendance**

<b>Councillors:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
<b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Sara Rhodes-Ward, Steve Tong, Teresa Pugliese, Andrew Legge, Stuart Simmie		
<b>Matters discussed:</b>	MPHWP Reference Group Membership Year 4 Action Plan (2016 - 2017) reporting Update on the development of the next MPHWP, 2017 - 2021 Planning for the successful implementation of the MPHWP, 2017 - 2021 Other business		
<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:** Teresa Pugliese

# **URGENT BUSINESS**



**18. URGENT BUSINESS**

*Business may be admitted to the meeting as urgent business in accordance with clause 26 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and:*

- 1. cannot safely or conveniently be deferred until the next Ordinary meeting; or*
- 2. involves a matter of urgent community concern.*

# **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 Clancey

**That Council closes this Ordinary Meeting of Council to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:**

- 19.1 LCC-413 PROVISION OF LITTER SERVICES**  
**Agenda item 19.1 *LCC-413 Provision of Litter Services* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.2 LCC-416 PROVISION OF STREET SWEEPING**  
**Agenda item 19.2 *LCC-416 Provision of Street Sweeping* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.3 LCC-418 PROVISION OF CORPORATE UNIFORMS, WORKWEAR AND PERSONAL PROTECTIVE EQUIPMENT**  
**Agenda item 19.3 *LCC-418 Provision of Corporate Uniforms, Workwear and Personal Protective Equipment* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.4 LCC-420 KERB AND CHANNEL REPLACEMENT PROGRAM**  
**Agenda item 19.4 *LCC-420 Kerb and Channel Replacement Program* is designated as confidential as it relates to contractual matters (s89 2d)**

**CARRIED UNANIMOUSLY**

**The Meeting closed to the public at 7:12 pm.**

**The meeting re-opened to the public at 7:35 pm.**

**There being no further business the meeting was declared closed at 7:35 pm.**

**I certify that these minutes have been confirmed.**

**Mayor:** \_\_\_\_\_

**Date:** \_\_\_\_\_