



LATROBE CITY COUNCIL

AGENDA FOR THE COUNCIL MEETING

**TO BE HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL
AT 6PM ON
01 MARCH 2021**

CM560

Please note:

Pursuant to s66(2)(b) and s66(2)(c), this Council Meeting will not be open to the public to attend in person. Instead participation may occur by video link and the Meeting may be viewed live on the internet from Council's website or Facebook page.

Opinions expressed or statements made by participants are the opinions or statements of those individuals and do not imply any form of endorsement by Council.

By attending a Council Meeting via audio-visual link those present will be recorded or their image captured. When participating in the meeting, consent is automatically given for those participating to be recorded and have images captured.

TABLE OF CONTENTS

1. OPENING PRAYER.....	4
2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND	4
3. APOLOGIES AND LEAVE OF ABSENCE.....	4
4. DECLARATION OF INTERESTS	4
5. ADOPTION OF MINUTES	4
6. ACKNOWLEDGEMENTS.....	5
7. PUBLIC PARTICIPATION TIME	5
8. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION/QUESTIONS ON NOTICE	6
9. NOTICES OF MOTION.....	17
9.1 2021/02 Community Based Emergency Plan	17
10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION	20
11. CORRESPONDENCE	22
12. PRESENTATION OF PETITIONS	24
13. CHIEF EXECUTIVE OFFICE.....	26
13.1 Councillors and Delegated Committee Members Expenses, Resources and Support Policy.....	26
13.2 Tabling of Audit and Risk Committee Bi-Annual Report and Annual Assessment	58
13.3 Community Engagement Policy.....	94
14. REGIONAL CITY GROWTH AND INVESTMENT	140
14.1 Options available for the development of a Social and Affordable Housing Strategy	140
15. ASSETS AND PRESENTATION	199
15.1 Community & Stakeholder Engagement - Moe Rail Project Stage 2 Project Reference Group	199
15.2 Traralgon Youth Activity Precinct.....	219

15.3 Councillor appointments to Gippsland Climate Change Network and Victorian Farmers Federation	245
15.4 McNairn Road Railway Pedestrian Crossing - Request for Ministerial Exemption.....	249
15.5 Local Sports Infrastructure Fund - Applications	256
16. COMMUNITY HEALTH AND WELLBEING	294
16.1 Municipal Emergency Management Planning Committee	294
17. ORGANISATIONAL PERFORMANCE	298
18. URGENT BUSINESS.....	300
19. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION.....	302
19.1 LCC-673 Provision of Service and Repairs to Plant and Equipment	302
19.2 Community Asset Committees - Present Business.....	302
19.3 Microsoft Enterprise Agreement	303

COUNCILLOR AND PUBLIC ATTENDANCE

PLEASE NOTE

THE VICTORIAN GOVERNMENT'S COVID-19 OMNIBUS (EMERGENCY MEASURES) ACT 2020 HAS INTRODUCED INTO THE LOCAL GOVERNMENT ACT 2020 NEW MECHANISMS THAT ALLOW FOR VIRTUAL COUNCIL MEETINGS TO ENSURE LOCAL GOVERNMENT DECISION-MAKING CAN CONTINUE DURING THE CORONAVIRUS PANDEMIC.

PURSUANT TO SECTION 394 OF THE COVID-19 OMNIBUS (EMERGENCY MEASURES) ACT 2020, A COUNCILLOR MAY ATTEND THIS COUNCIL MEETING REMOTELY BY ELECTRONIC MEANS OF COMMUNICATION; AND

PURSUANT TO SECTION 395 COVID-19 OMNIBUS (EMERGENCY MEASURES) ACT 2020 THIS COUNCIL MEETING MAY BE CLOSED TO THE ATTENDANCE BY MEMBERS OF THE PUBLIC BY MAKING AVAILABLE ACCESS TO A LIVE STREAM OF THE MEETING ON THE COUNCIL'S INTERNET SITE.

1. OPENING PRAYER

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

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

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

3. APOLOGIES AND LEAVE OF ABSENCE

4. DECLARATION OF INTERESTS

5. ADOPTION OF MINUTES

RECOMMENDATION

That Council confirm the minutes of the Council Meeting held on 8 February 2021 and Unscheduled Council Meeting held on 22 February 2021.

6. ACKNOWLEDGEMENTS

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

7. PUBLIC PARTICIPATION TIME

Attend as an observer

The Victorian Government's COVID-19 Omnibus (Emergency Measures) Act 2020 has introduced into the Local Government Act 2020 new mechanisms that allow for virtual Council Meetings and allow for Council Meetings to be closed to the public.

The safety of Councillors, Council staff and our community is at the forefront of our decisions therefore this Meeting will be closed to physical participation by members of the public. To meet our legislated obligations and in the spirit of open, accessible and transparent governance, this Council Meeting is livestreamed and can be viewed by using the link on Council's website or Facebook page.

Public Questions on Notice

In accordance with the Council Meeting Policy, members of the public can lodge a question on notice before 12noon on the day of the Council meeting in order for the question to be answered at the meeting.

Public Speakers

An opportunity for members of the public to speak to an item on the agenda will be made available by necessary means. To participate, members of the public must have registered before 12noon on the day of the Council meeting.

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

Date of Council Meeting	Item	Notes
Regional City Growth and Investment		
23 October 2017	<p>Development Proposal - Expression of Interest</p> <p><i>Previously declared confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i></p>	<p>Councillor Briefing reports presented 26 March 2018 and 24 July 2018.</p> <p>Report will be scheduled once an update is available.</p> <p>30 April 2020</p> <p>Council report to be presented at a future meeting that outlines a proposal wasn't forthcoming. We will continue to market the Airport in line with our investment prospectus in line with the investment roadmap.</p> <p>1 October 2020</p> <p>Have tried to contact proponent on two occasions, with no response. Will prepare report for Council to finalise this matter.</p>
5 February 2018	Signage on Overhead Bridges on Freeway	<p>8 March 2018</p> <p>A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p>Response from Vic Roads indicated their position is electronic signage on bridges is not permitted at this time.</p> <p>Further investigations being undertaken in 2018 and 2019.</p> <p>31 October 2019</p> <p>A future report to be presented to Council late 2020.</p> <p>22 April 2020</p>

Date of Council Meeting	Item	Notes
		<p>A briefing is to be provided in June 2020.</p> <p>16 June 2020</p> <p>Additional information is still being gathered for the report; it is now expected a report will be made to Council later in 2020.</p> <p>6 August 2020</p> <p>A letter is being sent from the CEO to the Regional Director Eastern Victoria Regional Roads Victoria regarding this matter; additional options are being determined for the report.</p> <p>23 September 2020</p> <p>Awaiting formal reply.</p> <p>15 February 2021</p> <p>A letter was sent by the CEO to RRV seeking a response to the request. A formal reply has not been received.</p>
3 April 2018	Future Use of the Visitor Information Centre Building	<p>4 April 2018</p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct).</p> <p>20 July 2018</p> <p>No further updates - Update to be provided as the opening of the LCP approaches.</p> <p>28 November 2019</p> <p>A decision on the future use of the VIC building pending relocation to the foyer of the Latrobe Creative Precinct. This is scheduled for March/April 2021.</p> <p>New target date set at September 2020 so the</p>

Date of Council Meeting	Item	Notes
		<p>process of identifying options and presenting them to Council can begin.</p> <p>11 June 2020</p> <p>A report is being prepared to present options to Councillors.</p> <p>24 August 2020</p> <p>The briefing previously scheduled for 24 August has been delayed to sometime in the next few months.</p> <p>23 September 2020</p> <p>The reports to Council have been rescheduled to early 2021 due to Council election caretaker period.</p> <p>15 February 2021</p> <p>A briefing report was presented to Councillors on 1 February 2021, which resulted in a direction to undertake an engagement process to see what the community would like done prior to returning to Council with the additional information.</p> <p>Community engagement process is being developed in consultation with the Communications Team for imminent roll out.</p>
<p>2 September 2019</p>	<p>SEA Electric: Request for Land at the Gippsland Logistics Precinct</p> <p><i>Previously declared confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i></p>	<p>30 April 2020</p> <p>A further report to be prepared for Council consideration following work undertaken over the coming months.</p> <p>12 June 2020</p> <p>Draft lease being prepared.</p> <p>7 July 2020</p> <p>Discussions continuing with State Government in relation to milestones for the lease agreement</p>

Date of Council Meeting	Item	Notes
		<p>1 October 2020</p> <p>Lease is currently being negotiated.</p>
<p>3 June 2019</p>	<p>Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct</p>	<p>11 February 2020</p> <p>The expression of interest (EOI) is being publicly released on 17/2/2020. Timelines have allowed for a briefing to Councillors on 20 April 2020, followed by a report on 4 May 2020.</p> <p>9 April 2020</p> <p>The deadline for submissions of EOI extended at the request of potential submitters due to the COVID-19 pandemic. The deadline extended to 30 April 2020; a Councillor briefing report will be scheduled after this.</p> <p>10 June 2020</p> <p>Submissions currently being assessed.</p> <p>4 August 2020</p> <p>The assessment panel decided to invite applicants to provide additional information to assess their submissions. This is currently occurring. Target date has been revised to 30 November 2020 to allow this activity.</p> <p>23 September 2020</p> <p>Report being presented to Council in October 2020 providing an update and seeking endorsement of change of direction to a creative hub environment.</p> <p>15 February 2021</p> <p>Two workshops have been held with parties interested in being included in the CITC, including Gippsland FM. A proposed area for their accommodations has been identified.</p> <p>Now awaiting completion of the Gippsland</p>

Date of Council Meeting	Item	Notes
		Performing Arts Centre to enable the existing LPAC to be vacant and the process to continue.
11 November 2019	Celebrating the 20th Anniversary of the Sister City Relationship with Taizhou - Taizhou Garden in Latrobe	<p>Present the final design for consideration at a future Council meeting.</p> <p>1 May 2020</p> <p>Survey work continues.</p> <p>11 June 2020</p> <p>The Infrastructure team provided a site survey map and photos to Taizhou on 23 March. Due to the lockdown in China, Taizhou Foreign Affairs Office returned to work in May.</p> <p>Taizhou indicated that the process may take longer than expected due to the COVID-19 pandemic. Once a draft design is received from Taizhou, a further meeting with interested parties will be arranged and an update will be provided.</p>
2 December 2019	<p>2019/17: NIEIR Report</p> <p><i>Previously declared confidential under Section 89(2) (h) of the Local Government Act 1989, as it deals with a matter which the Council or special committee considers would prejudice the Council or any person.</i></p>	<p>6 May 2020</p> <p>Data will be finalised following an analysis of the impact of the COVID-19 situation on information previously presented.</p>
7 December 2020	Social and Affordable Housing	<p>14 December 2020</p> <p>Report to be prepared for March 2021 Council Meeting.</p>

Date of Council Meeting	Item	Notes
		<p>12 February 2021</p> <p>Report has been submitted for inclusion in 1 March 2021 Council meeting agenda as per direction of Notice of Motion.</p>
<p>Community Health and Wellbeing</p>		
<p>01 June 2020</p>	<p>Managing Camping at the Lake Narracan Foreshore Reserve</p>	<p>A further report presenting data collected from security and maintenance patrols to inform options for future utilisation of the area to its full potential.</p> <p>5 August 2020</p> <p>Following the collection of data from the period from 10 October 2020 until 1 May 2021, a report will be presented to Councillors outlining the results of the data and potential options to manage the foreshore area</p> <p>21 October 2020</p> <p>Security patrols engaged from 01/10/2020 as per resolution to collect data to be included in upcoming report.</p> <p>14 December 2020</p> <p>Patrols via security detail continue at Lake Narracan providing data to inform reporting and bring back to Council in June 2021.</p>
<p>3 August 2020</p>	<p>2019/20 Outdoor Pool Season Review</p>	<p>9 November 2020</p> <p>A report will be presented to Council at the June 2021 meeting providing data from the 2020/2021 outdoor pool season.</p> <p>14 December 2020</p> <p>Data continues to be collected from the 20/21 Outdoor pool season to inform a report due back to Council in June 2021.</p>

Date of Council Meeting	Item	Notes
		<p>11 February 2021</p> <p>Outdoor Pool Season ends 8 March 2021, data will be collated and report presented in June 2021.</p>
Organisational Performance		
<p>11 September 2017</p>	<p>Proposed Road Renaming - Ashley Avenue, Morwell</p>	<p>20 September 2017</p> <p>Pending further discussions before a report is rescheduled for decision.</p> <p>9 August 2018</p> <p>A report for Council to consider the submissions received is being prepared for the September Meeting.</p> <p>17 September 2018</p> <p>A further report will be determined after Councillor speaks with property owner.</p> <p>17 January 2019</p> <p>Report expected to council in April 2019.</p> <p>8 August 2019</p> <p>Proposed road renaming to be referred to Road Naming Committee for consideration when convened.</p> <p>14 April 2020</p> <p>Report considered at Councillor Briefing held on 23 March 2020.</p> <p>7 May 2020</p> <p>Letters sent to all property owners in Ashley Avenue advising of potential name change and inviting preliminary feedback.</p> <p>23 June 2020</p>

Date of Council Meeting	Item	Notes
		<p>Feedback received from property owners to be considered at future meeting of the Road & Place Names Committee following which a Briefing Report will be presented to Council with recommendation as to how to proceed.</p> <p>13 July 2020</p> <p>Road & Place Names Committee meeting to be held on Monday, 13th July to considered the proposed renaming of Ashley Avenue. Report to be presented to a subsequent Councillor Briefing based upon recommendation from the committee as to which road should be renamed.</p> <p>19 November 2020</p> <p>Consideration of Briefing Report deferred until 2021.</p>
6 July 2020	Englobo Land Valuations	<p>Requests a report at the next available Council Meeting following receipt of this information from the Valuer-General Victoria.</p> <p>21 July 2020</p> <p>A letter has been sent to The Valuer General Victoria non 13 July 2020 requesting the value of each parcel of current englobo land previously zoned farm land as if it had remained zoned as farm land. To date, no substantive response has been received.</p>
7 September 2020	2020/11: Naming of Reserves in Latrobe City	<p>That Council receives a report in relation to options to identify how information about an individual after whom a reserve in Latrobe City has been named can be recognised and recorded.</p>

Date of Council Meeting	Item	Notes
Assets and Presentation		
3 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	<p>Matter was researched and considered during 2018/19.</p> <p>14 August 2019</p> <p>A briefing report will be presented to Council in September 2019.</p> <p>16 January 2020</p> <p>A further Briefing Report will be presented in 2020.</p> <p>7 May 2020</p> <p>A further report will be presented to Council in July for information.</p> <p>19 August 2020</p> <p>A report will be presented to Council for discussion at Briefing Session in August 2020.</p> <p>4 September 2020</p> <p>A further report will be provided in 2021 when GRAC is open and options can be explored.</p>
2 March 2020	2020/02 Review of Council Position 2010	<p>Presents a discussion paper to a council briefing session related to a future position on climate change and then presents a report to a future Council Meeting.</p> <p>18 August 2020</p> <p>The progression of a Discussion Paper to inform Council's future position on climate change is to be informed by research, benchmarking and engagement activities to be completed within the 2020/2021 financial year as part of the review and renewal of Latrobe City Council's Natural Environment Sustainability Strategy 2014 - 2019.</p>

Date of Council Meeting	Item	Notes
8 February 2021	Traralgon Recreation Reserve and Showgrounds Masterplan	<p>11 February 2021</p> <p>A further report will be presented to Council in July 2021</p>
8 February 2021	Main Street, Yinnar – Traffic Calming Options	<p>11 February 2021</p> <p>A further report will be presented to Council in June 2021.</p> <p>17 February 2021</p> <p>Engagement with the community and RRV will be undertaken as soon as practical.</p> <p>A line marking project on Main Street has been included in a submission to the Local Roads and Community Infrastructure grant program.</p>
8 February 2021	Latrobe Significant Tree Register 2021	<p>11 February 2021</p> <p>A further report will be presented to Council in March/April 2021.</p>
8 February 2021	Building Better Regions Fund Application Approval	<p>11 February 2021</p> <p>A further report will be presented to Council in June 2021.</p>

Any proposed timings of reports listed above advised up to 17 February 2021, have been included in the above table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

NOTICES OF MOTION

9. NOTICES OF MOTION

9.1 2021/02 COMMUNITY BASED EMERGENCY PLAN

Cr Graeme Middlemiss

I, Cr Graeme Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on 01 March 2021:

That Council:

1. notes the lack of progress by Emergency Management Victoria (EMV), and related entities, in addressing the proposals made by the Morwell and Districts Community Recovery Committee for a 'Community Based Emergency Plan' which would include a 'Community Safer Place' and 'Community Communication' system to be implemented for the town of Morwell; and
2. requests the Mayor write to the relevant State Ministers, with copies to local State parliamentarians, seeking advice as to:
 - a) Project plans with timeframes up to an expected completion date; or
 - b) An explanation detailing the rationale for any decisions not to complete the project including;
 - i. The reasons for the change of direction on these matters
 - ii. alternatives that have been put in place to address the Committee's concerns
 - c) Clarification of the EMV communication process with the Committee to resume effective dialogue which ceased without notification over a year ago;
3. request the Community Recovery Committee provide a written report to Council on the reasons for their proposals, together with a timeline of dealings with EMV and associated entities and relevant correspondence.
4. This report to be an attachment to the Mayor's correspondence to the relevant State ministers referred to in point 2 above.

Signed

Cr Graeme Middlemiss **Error! Bookmark not defined.**

24 February 2021

Attachments

Nil

Notices of Motion may be lodged by Councillors with the Chief Executive Officer up until 10am three business days prior to an Council Meeting.

All Notices of Motion accepted, will be published to the Council website on the same day.

**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

Agenda Item: 13.1

**Agenda Item: Councillors and Delegated Committee Members
Expenses, Resources and Support Policy**

Sponsor: Chief Executive Office

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Adopts the Councillors and Delegated Committee Members Expenses, Resources and Support Policy with an effective date of 02 March 2021;**
- 2. Notes that with the adoption of this Policy, that any previous versions are now revoked;**
- 3. Requests a copy of the final formatted Policy be provided to all Councillors; and**
- 4. Makes this Policy available on Council's website and available for inspection at all Council Service Centres.**

Executive Summary:

As part of the introduction of the *Local Government Act 2020* (the 2020 Act), Council adopted the Councillors and Delegated Committee Members Expenses, Resources and Support Policy (the Policy) in August 2020.

Since that time, it has become apparent that the Policy may benefit from some clarification in relation to personal coaching and mentoring under Councillor individual professional and personal development entitlements.

Personal coaching and mentoring often includes a requirement for interim payments as the activity progresses rather than a lump sum payment on completion. It can also be on an ongoing basis rather than a defined period or by completion of set activities. These factors can cause complications for Councillors wishing to seek a Council resolution for advance payment, which is required under

the Policy in its current form.

To clarify the application of the Policy for personal coaching or mentoring, officers have added a proposed paragraph to clause 6.3(1) confirming payment in advance by Council for personal coaching or mentoring does not require a Council resolution, but must be approved by the CEO.

Some administrative amendments have also been made to the Individual Professional and Personal Development part of the Policy.

The draft Policy is provided at Attachment 1 for consideration.

Background:

The existing Councillors and Delegated Committee Members Expenses, Resources and Support Policy (the Policy) was adopted in August 2020. A previous version of the Policy under the *Local Government Act 1989* was specifically amended to ensure personal coaching and mentoring was included in Councillor individual professional and personal development allowances, and this remains in the current version.

The Policy may benefit from clarification around advance payments for personal coaching and mentoring.

Under the current wording of the Policy, any advance payment by Council for an individual professional or personal development activity a Councillor wishes to undertake can only be made if a Council resolution for advance payment has been obtained.

Personal coaching and mentoring often involves invoicing at intervals rather than at completion. It is also often long term, and is more participatory in nature than being based around completion of units or similar. Furthermore, personal coaching or mentoring is usually conducted by sole traders, for whom payment at conclusion is generally unrealistic. Depending on the nature of the coaching or mentoring services and whether it is to be for a defined period or ongoing, the exact total cost may also not be known at the time of retaining the provider.

All of these factors cause difficulties for Councillors obtaining a Council resolution in support of an advance payment. Approval by the CEO of advance payments for personal coaching and mentoring instead would allow greater flexibility in this area.

The proposed change to the Policy to assist with the above issues is an additional paragraph confirming payment in advance by Council for personal coaching or mentoring does not require a Council resolution, but must be approved by the CEO. Some minor administrative amendments are also proposed.

Issues:

Strategy Implications

Adoption of the policy will achieve Objective 6 of the Council Plan - Ensure Council operates openly, transparently and responsibly.

Communication

Internal communications will occur with relevant Council officers to ensure awareness of the change to the Policy, if approved.

Financial Implications

There are no financial implications if the change to the Policy is approved – the proposed change to Council payment for personal coaching and mentoring does not alter the \$2,500 calendar year allowance for each Councillor to undertake individual professional and personal development activities.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Legal/Regulatory Risk</p> <p>Funding processes for personal coaching and mentoring will remain unclarified, leading to uncertainty on Councillors seeking payment in advance for personal coaching and mentoring.</p>	<p>3: Possible</p>	<p>By adopting the proposed amended Policy, Council will be taking appropriate action.</p>

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

Legal and Compliance

The Policy was adopted in August 2020 to meet requirements of the *Local Government Act 2020*. The current proposed amendment is not due to any legislative direction, but rather is intended to assist in better practical application of the Policy.

Community Implications

A consistent and comprehensive policy for reimbursement of Councillors and Delegated Committee members, and support and resources provided to Councillors, assists to provide guidance and accountability on that expenditure to the municipal community which in turn promotes trust with that community.

Environmental Implications

Nil.

Consultation

There are no consultation requirements for this Policy.

Other

Nil.


Declaration of Interests:

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

Supporting Documents:

Nil

Attachments

1 [↓](#).  Draft Councillors and Delegated Committee Members Expenses, Resources and Support Policy

13.1

Councillors and Delegated Committee Members Expenses, Resources and Support Policy

- 1 Draft Councillors and Delegated Committee Members
Expenses, Resources and Support Policy 31**



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

Approval Date: [Click here to enter text.](#)

Review Date: [Click here to enter text.](#)



Councillors and Delegated Committee Members
Expenses, Resources and Support Policy

DOCUMENT CONTROL

Responsible GM	Click here to enter text.	
Division	Click here to enter text.	
Last Updated (who & when)	Click here to enter text.	Click here to enter text.
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	3 August 2020	Adopted
		Click here to enter text.
Next Review Date	Click here to enter text.	
Published on website	Click here to enter text.	
Document Reference No	TBA	



1. Background

The *Local Government Act 2020* (the Act) requires that Councils adopt and maintain a policy in relation to reimbursement of expenses for Councillors and members of delegated committees. The Policy is in response to that requirement.

2. Objectives

The Policy is to support Councillors and members of delegated committees to enable them to effectively undertake their duties and functions in those roles by:

- providing for reimbursement of reasonable out of pocket expenses incurred by Councillors and members of delegated committees in undertaking the duties and functions of their roles;
- describing the resources and support that will be provided to Councillors and the conditions and limits on the use of the resources provided to them;
- providing training and resources for Councillors' professional development; and
- providing for mutual accountability and transparency as between Councillors, as between members of delegated committees and for appropriate accountability to the community.

3. Scope

The Policy applies to:

- the Mayor and Councillors of Latrobe City Council; and
- members of delegated committees established by Latrobe City Council.

4. Principles of Management

The Policy identifies the types of expenses that are considered to be reasonable out of pocket expenses that may be reimbursed.

The Policy also identifies the support and resources considered reasonable to enable Councillors to carry out their duties and functions as efficiently and effectively as possible.

4.1 Reimbursement of Expenses

- (1) The Mayor, Councillors and members of delegated committees are to be reimbursed for expenses they incur in carrying out the duties and functions of those roles provided the requirements of section 40(1) of the Act are satisfied and the procedure for applying for reimbursement set out in the



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

Policy is complied with.¹ Reimbursement of such expenses to the Mayor and Councillors is to be provided in addition to their receipt of an allowance² under section 39 of the Act.

- (2) The expenses that may be reimbursed are subject to any specific requirements and limitations in the Policy.
- (3) Allowances will be paid to Councillors each month (and no more than a month in advance), but if a Councillor ceases to hold office because he or she is suspended or because of an election, payment will be withheld until such time as the Councillor is elected or reinstated.
- (4) Council will ensure that an amount equivalent to the Superannuation Guarantee Contribution is paid to Councillors with the Councillor allowance and if requested by a Councillor, the amount may be paid directly to the Councillor's nominated superannuation fund.

4.2 Carer Expenses

- (1) Necessary expenses incurred by a Councillor or a member of a delegated committee for child care³ will be reimbursed if the expenses are incurred while the Councillor or member of a delegated committee is undertaking his or her duties or functions.
- (2) Necessary expenses incurred by a Councillor for care of:

¹ Section 40(1) of the Act states that a Council must reimburse a Councillor or a member of a delegated committee for out of pocket expenses which the Council is satisfied:

- are bona fide expenses; and
- have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
- are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

Councillors and members of delegated committees need to demonstrate what bona fide expenses reasonably incurred in and reasonably necessary for performing the duties of their role are. They are expected to exercise judgment in whether the claim would pass the "pub test".

² Allowances are paid in recognition of Councillors' contribution of to the community. They are different to expenses. While the ranges and limits of Councillor allowances in place as at the date the Policy was endorsed have been set by the Minister for Local Government, the Victorian Independent Remuneration Tribunal will determine the future such ranges and the limits. Following the first determination of the Tribunal, the Councillors may elect to receive the entire allowance to which they are entitled, a specified part or to receive no allowance.

³ Includes children up to 16 years of age.



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

- a person with whom the Councillor is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012;⁴ or
- any other elderly, disabled or sick immediate family member or dependent who resides with the Councillor;

will be reimbursed if the expenses are incurred while a Councillor is undertaking his or her duties or functions.

- (3) The hourly rate of reimbursement for child care expenses will be limited to a maximum equivalent to the current Council fees applicable in the Council budget (listed under Children's Services) on a per child basis.
- (4) The hourly rate of reimbursement for other carer expenses will be limited to a maximum equivalent to the current Council fees applicable in the Council budget (listed under Direct Care).
- (5) Reimbursement of carer expenses will be made:
 - (a) subject to the provision of tax invoices together with receipts submitted; and
 - (b) in the case of informal arrangements, a statement of hours, costs, dates, times and purposes for which the care was provided; and
 - (c) a statement by the Councillor or delegated committee member making the claim as to why the care was needed on each occasion. The statement may be made annually if the care is ongoing for the same immediate family member or dependent.
- (6) Carer expenses are not eligible for reimbursement if they are paid to a person who:
 - (a) is immediate family (e.g. partner, mother/father, sister/brother or sister in-law/brother in law, relatives and/or children); or
 - (b) who normally or regularly lives with the Councillor or delegated committee member, except where a live-in (professional) helper such as a

⁴ Section 4 of the Carers Recognition Act 2012 defines a person as being in a care relationship if he or she provides another person or receives from another person, care because one of the persons in the relationship has a disability, is older, has a mental illness or has an ongoing medical condition (including a terminal or chronic illness or dementia). The definition also includes relationships where custody and guardianship of a child has been granted to an individual under Part 4.10 of the Children, Youth and Families Act 2005, or where a child has been placed with an individual who provides care under a Part 3 child care agreement or a Part 4.9 protection order.



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

nanny is required to work extra time at extra expense because of the Councillor's duties or functions.

- (7) Reimbursement of expenses will be made if the Councillor or delegated committee member attaches to the claim:
- (a) the tax invoices and the receipt provided; or
 - (b) in the case of informal arrangements, a statement of hours, costs, dates, times and purposes for which the care was provided; and
 - (c) an explanation as to why the care was needed on each occasion or annually if the care is ongoing for the same immediate family member or dependent.

4.3 Travel expenses

- (1) Subject to clause 5, Councillors and members of delegated committees may be reimbursed for expenses incurred when they use their private vehicle for Council business including travel to and from the Councillor or delegated committee member's notified residential address to Council meetings, delegated committee meetings, briefings or other activities directly related to Council business.
- (2) The rate of reimbursement for private vehicle expenses will be based on the rate specified (as applicable to employees) in Council's Enterprise Agreement that is in operation at such time that the travel occurred.
- (3) A Councillor's travel expenses may include the cost of purchasing a local sim card used for accessing wi-fi while overseas.
- (4) Travel expenses will not be reimbursed to a Councillor or member of a delegated committee member for:
 - travel from work or other locations where the kilometres claimed are greater than what would be claimed from the notified residential address; and
 - meetings arranged outside the municipality that would not form part of a Councillor or delegated committee member's normal role.



4.4 Access to Pool Vehicles by Councillors⁵

(1) Where there is no other reasonable transport option available, a Councillor may have access to a car pool vehicle to undertake Council business, subject to availability and on the same conditions as pool vehicles are available for use to staff under the current *Motor Vehicle (Operational) Policy* which includes requirements about:

- currency of the user's licence
- the use of log books;
- overnight use approval;
- care and cleanliness of vehicles;
- service and maintenance;
- use of vehicles by other authorised drivers;
- accidents and vehicle damage; and
- compliance with traffic laws, fines and infringements.

(2) Notwithstanding the terms of the current *Motor Vehicle (Operational) Policy* where overnight or weekend usage is required a Councillor does not require permission to make such a booking but must notify the Chief Executive Officer. Only the Councillor, another Councillor or employee of Council may drive the vehicle in such circumstances.

4.5 Use of Public Transport by Councillors

- (1) Councillors may request a Myki card for Council business travel on public transport within and outside the municipality.
- (2) Councillors using personal Myki cards may submit a claim for specific trips undertaken for Council business. A valid receipt must be provided with the claim for reimbursement.

4.6 Use of Taxis by Councillors⁶

- (1) Councillors may request Cabcharge vouchers for use in Council business travel.

⁵ A pool vehicle may be reserved through Mayoral and Councillor Support.

⁶ Cabcharge vouchers may be requested through Mayoral and Councillor Support.



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

- (2) Cabcharge vouchers must only be used by the Councillor who obtained it and must not be provided to any other individual for use.
- (3) When a Cabcharge voucher is used, the receipt must be retained for reconciliation.
- (4) Councillors who incur taxi costs without the use of a Cabcharge voucher may make a claim for reimbursement. A valid receipt must be provided with the claim for reimbursement.
- (5) Councillors should retain receipts and submit any other information that will assist in verifying the nature of Council business, date, time and cost of transactions.

4.7 Interstate and Overseas Travel of Councillors for Council Business

- (1) A Councillor proposing to travel overseas for Council business requires a formal resolution of Council prior to departure.
- (2) A Councillor proposing to travel interstate for Council business requires the prior approval of the Mayor and the Chief Executive Officer.
- (3) A '*Request to travel interstate or overseas*'⁷ form must be completed and approved by the Mayor or Chief Executive Officer prior to departure.
- (4) All interstate travel proposed to be undertaken by the Mayor for Council business is to be approved by the Chief Executive Officer prior to departure.
- (5) When Councillors are required to travel interstate, travel will be by air or if the intended destination town does not have a co-located airport and it is more practicable to do so, by car or any other means of transport as may be approved by the Chief Executive Officer prior to departure. Air travel will be in economy class and any upgrades will be paid for personally by the Councillor or if there is no cost, the matter is disclosed as a gift in accordance with the current *Gifts Benefits and Hospitality Policy*. If a Councillor wants to use their own vehicle for interstate travel then the Chief Executive Officer must be notified prior to departure.
- (6) Councillors travelling overseas are responsible for ensuring that they have a current passport and obtain any required visas.⁸ The costs of the visa will be paid by Council or reimbursed to the Councillor.

⁷ This form is to be provided to Governance for inclusion in Council's public registers.

⁸ Visa requirements will be usually be identified by the Council's travel agent.



4.8 Councillors attending External Meetings, Conferences and Functions

- (1) Councillors attending or participating in conferences, functions, seminars and similar activities, including in their capacity as Council's appointed delegate, substitute delegate, designated committee member or representative are entitled to have the costs of attendance or participation met subject to the following provisions.

- (2) Appointed Council Delegate to External Organisations, Committees, Meetings and Conferences

Council will meet the costs of attendance or participation and any necessary reasonable costs incurred in attending regular or ad hoc meetings or special events held by an organisation or committee that the Councillor has been appointed to, (such as an annual conference of an organisation) if the Councillor is required to attend on behalf of Council.

- (3) Presenter at a conference

Council will meet the costs of attendance or participation of a Councillor invited to speak at a conference in their capacity as a Councillor. In some cases, conference organisers may waive or cover registration fees for participation, in which case, no claim for reimbursement of registration fees can be made from Council.

- (4) Community, Charity or Civic Functions and Events

- (a) Council will meet the cost of a Councillor attending community, charity or civic functions and events, if the cost does not exceed \$200. If the cost of a function or event exceeds \$200, the Councillor must obtain the prior consent of the Mayor and Chief Executive Officer or in the case of the Mayor, the prior consent of the Chief Executive Officer.
- (b) Where a Councillor and his/her partner have been invited to attend a community, charity or civic function and event at a cost to attend, in the circumstances where the Councillor will attend, Council will meet the cost of the partner's attendance with prior notification to the Mayor and Chief Executive Officer.
- (c) When Council is hosting a function where Councillors are invited to attend, the Mayor may extend an invitation to partners of Councillors.
- (d) In circumstances where the Mayor has been invited to a function or event and is unable to attend, the Mayor may delegate to another Councillor.



(5) Political functions

Where a Councillor attends a political party fundraising event for which payment is required, the cost will be paid for personally by the individual Councillor.

4.9 Councillor Accommodation & Meals when travelling

- (1) Councillors can stay in reasonable accommodation appropriate to the area travelled to, the nature of the visit and the reasonable requirements of the Councillor.⁹
- (2) Standard rooms will be used for accommodation but Councillors may accept room upgrades provided that the cost is borne personally by the Councillor, or if there is no cost, the matter is disclosed as a gift in accordance with the current *Gifts Benefits and Hospitality Policy*.
- (3) If a leader of a delegation comprising more than one other Councillor or Council employee is a Councillor, the Councillor will be entitled to a suite in the accommodation (if available) rather than a standard room.
- (4) Where a Councillor is attending Council business that requires them to be away from home during normal meal times or for an extended period, and the Councillor incurs expenses for meals and refreshments. Council will reimburse reasonable expenses provided that the tax invoice is submitted with the claim.

5. Responsibility and Accountability

5.1 Process for Reimbursement of Expenses

- (1) Claims for reimbursement of expenses must be received within sixty days of the expense being incurred.
- (2) All claims for reimbursement must:
 - be made on the relevant form¹⁰;
 - completed by the Councillor or delegated committee member making the claim which includes a signed confirmation of the expenses claimed; and

⁹ As a guide, four star accommodation is generally considered reasonable accommodation.

¹⁰ Payment voucher or travel form.



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

- accompanied by the original receipts and tax invoices (credit card receipts will not be accepted).
- (3) Only those expenses specifically covered in this Policy will be reimbursed.
 - (4) Reimbursements will be paid by electronic funds transfer within 30 days of a correctly completed claim form being received.
 - (5) All claims for reimbursement of expenses by Councillors must be finalised at least one month prior to a Council election. A two month grace will be given post-election for Councillors seeking re-election who are not successful. At the expiry of the two month grace period claims will no longer be accepted.

5.2 Advance Payment Requirements

Any advance payment made for the cost of a service associated with a civic duty must be reconciled within one month of receiving such payment and receipts supplied as verification.

5.3 Reimbursement of Non-Council related expenditure

Any reimbursement required to be paid to Council for non-Council related expenditure incurred or claimed in accordance with this Policy must be made within sixty days of the cost being incurred or account being received by the Councillor or delegated committee member.

5.4 Reporting Councillor Expenses to the Public

- (1) A summary of Councillor Expenses as at the end of each financial year will be published on the Council's website.
- (2) Council will also publish details of expenses and entitlements in its Annual Report in accordance with current requirements under *the Local Government (Planning and Reporting) Regulations 2014* or any such requirement in amended or replacement regulations made pursuant to the Act.
- (3) Councillors will be provided with an opportunity to review monthly reports on their expenses and professional development costs before they are published on Council's website. These reports must be confirmed in writing by each Councillor within 14 days of receiving them and by the Chief Executive Officer.



5.5 Audit

Expenses paid or reimbursed to a Councillor or member of a delegated committee member will be subject to:

- (1) regular review by Council's internal auditors; and
- (2) annual review by Council's Audit and Risk Committee.

5.6 Exclusions

The following expenses will not be reimbursed by Council:

- (1) expenses incurred which are not directly related to the duties of a Councillor or member of a delegated committee undertaking Council business;
- (2) costs to a Councillor or member of a delegated committee arising from a breach of road, traffic, parking or other laws;
- (3) an expense which a Councillor or member of a delegated committee seeks to offset against a claim for any additional amount of another expense; or
- (4) expenses for a Councillor or delegated committee member's partner or immediate family members or associates in relation to attendance at meetings, conferences, seminars, training, community events or planning sessions unless stated otherwise in this Policy.

5.7 Expenses not included in the Policy

Any expense not included in this Policy will require approval by the Chief Executive Officer. A Councillor or delegated committee member whose expense claim has been refused by the Chief Executive Officer may refer the expense claim to Council for approval.

6. Training and Professional Development

6.1 Councillor Development and Training

- (1) Latrobe City Council is committed to ensuring that all Councillors are provided with access to development and training opportunities necessary to enable them to perform their duties and functions as Councillors.
- (2) The participation in a range of one-off or short-term training courses, seminars and activities specific to Councillors will be made available. These may be provided internally, or by professional bodies such as the



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

MAV or VLGA (for example, Councillor induction training or conflict of interest training).

- (3) These training courses and seminars are excluded from the individual professional and personal development allocations provided to Councillors in this Policy (however, may still be reportable expenses under the Local Government Performance Reporting Framework).¹¹

6.2 Individual Professional and Personal Development

- (1) In addition to the corporate training and development needs of Councillors, individual Councillors may undertake additional professional and personal development (which may include personal coaching or mentoring) that benefits their participation as a member of Council and enhances their potential in serving the community as a member of the Council.
- (2) Each Councillor is allocated \$2,500 (inclusive of course material such as reference books, travel, meals and accommodation if required) each calendar year for individual professional and personal development where that is considered to be in the interests of the Latrobe City community, but must submit valid tax receipts in relation to any expenditure from that allocation when it is incurred.
- (3) Unused funds allocated for a Councillor's individual professional and personal development may only be rolled over from one year to the next during the Councillor's term of office. Funds rolled over will be up to the cumulative total due in the year but not exceeding the amount of \$10,000 in the fourth year. (That is, \$2,500 for year one, up to \$5,000 in year two, up to \$7,500 in year 3 and \$10,000 in year 4).
- (4) The allocation to a Councillor is not transferable to another Councillor.
- (5) The allocation to a Councillor ends when the Councillor's term of office ends and any balance does not roll over if the Councillor is re-elected.
- (6) If a Councillor wishes to spend more than one year's allocation (\$2,500) on one personal development activity, he or she must first submit a development plan to the Mayor for approval.

¹¹ The Local Government (Planning and Reporting) Regulations 2014 requires the individual expenses of Councillors for travel, training and conferences be included in the report of operations that goes into Council's annual report.



Councillors and Delegated Committee Members
Expenses, Resources and Support Policy

- (7) If a Councillor does not complete¹² a professional or personal development program or course in respect of which the Mayor has approved a development plan during his or her term, the Councillor, if re-elected, may seek approval from the Mayor to continue the development program.
- (8) In determining whether to approve a plan under subclauses (6) or (7), the Mayor will take into consideration the merits of the program or activity in accordance with the overall parameters set by this Policy and taking into account the following:
- (a) Development that qualifies for expenditure must relate to the areas of:
- local government activity;
 - leadership;
 - governance in the context of the role of Councillor; or
 - enhancing the personal or professional skills of the individual to undertake the role.
- (b) Programs may in the form of but not limited to:
- specific workshops, seminars and conferences (for example, the Company Director's Course run by the Australian Institute of Company Directors or MAV Councillors Development Weekend or knowledge centre courses);
 - coaching from a suitably qualified professional or personal coach or mentor;
 - TAFE level, undergraduate or post graduate studies (for example, Diploma of Local Government or the Graduate Diploma of Management under auspice by the MAV);
 - short courses and study tours that relate to the areas of local government activity, leadership, governance in the context of the role of Councillor, or enhance the personal skills of the individual to contribute to the good governance of Latrobe City.

¹² Includes where a Councillor defers study or where a subject needs to be repeated.



6.3 Additional requirements applying to individual professional and personal development

- (1) Subject to a resolution of Council, a Councillor's individual professional or personal development activity may be paid for in advance by Council.
 - (a) Notwithstanding the above, payment in advance by Council for personal coaching and mentoring services does not require a resolution of Council but rather is subject to approval by the Chief Executive Officer.
- (2) If Council pays the fees in advance and if the Councillor is not re-elected, then the fees for any uncompleted units of the course or program must be repaid by the Councillor to the Council.
- (3) If a Councillor has not requested that the fees be paid in advance and a Councillor is claiming reimbursement for professional or personal development, evidence of the successful completion must be submitted with the claim.
- (4) Regardless of the overall cost, Councillors must seek formal approval from Council for any program or course that involves overseas travel.
- (5) Arrangements associated with Councillors professional or personal development attendance (including registration, air or train travel and accommodation) must be organised through Mayoral and Council Support.

6.4 Professional and Personal Development for the Mayor and Deputy Mayor

- (1) The Mayor will be entitled to attend the following additional professional/personal development activities while in the role as Mayor:
 - The Municipal Association Victoria (MAV) Mayoral Program or the Victorian Local Governance Association Mayoral Weekend.
- (2) The Mayor and Deputy Mayor will be entitled to attend the following additional professional/personal development activities while in the role as Mayor and Deputy Mayor:
 - Media Training (organised through the Mayoral and Council Support team with an appropriate training provider)
 - Municipal Association Victoria MAV Mastering Public Speaking and Presentation training.



- (3) These training courses and seminars are excluded from the individual professional and personal development allocations provided for the Mayor and Deputy Mayor in this Policy (however, may still be reportable expenses under the Local Government Performance Reporting Framework).

7. Additional entitlements for the Mayor and Councillors

7.1 Purchasing Card for the Mayor

- (1) The Mayor may be provided with a purchasing card with a transaction and monthly limit set at no more than \$10,000 for use while discharging the functions of the office.
- (2) Use of a Purchasing Card will be in accordance with the terms of the Purchasing Card Agreement, as well as Council's Purchasing Card and Procurement Policies.
- (3) If the Mayor is provided with a purchasing card monthly reconciliation must be completed using the ProMaster system with the appropriate tax invoices/receipts and quotes/exemption forms attached and sent to the Chief Executive Officer for approval.
- (4) Subject to the approval of the Mayor and the Chief Executive Officer, a Councillor may be provided with a purchasing card with a transactional monthly limit of no more than \$500 for use while undertaking their duties and functions as a Councillor.
- (5) If a Councillor is provided with a purchasing card, monthly reconciliation must be completed using the ProMaster system with the appropriate tax invoices/receipts and quotes/exemption forms attached and sent to the Chief Executive Officer for approval.

7.2 Vehicle for Mayor

- (1) The Mayor will be provided with a vehicle that is equivalent to and on the same terms as the vehicle provided to the Chief Executive Officer including a fuel and car cleaning card. Use is subject to the *Motor Vehicle (Operational) Policy* which includes requirements about:
 - currency of the user's licence
 - care and cleanliness of vehicles;
 - service and maintenance;
 - use of vehicles by other authorised drivers;



- accidents and vehicle damage; and
- compliance with traffic laws, fines and infringements.

8. Additional Support for Councillors

8.1 Meals and refreshments

- (1) Council will provide Councillors with suitable meals and refreshments where Council meetings and briefings or other scheduled Council business extends through normal meal times or over an extended period.
- (2) Unless the CEO or the Mayor determine that the occasion is an authorised function of Council at which alcohol will be served, no alcohol will be provided with meals and refreshments to Councillors.
- (3) If alcohol is served as part of an authorised Council function Councillors, must observe the Alcohol, Drugs and Smoking in the Workplace Operational Framework.¹³

8.2 Administrative Support

- (1) Administrative support will be made available for Councillors to assist them with calendar management, responding to correspondence and responding to enquiries and requests for service as part of their official duties as a Councillor.
- (2) Council business papers, other Council information and personal mail will be provided to Councillors in the manner required by each Councillor, whether by courier to the Councillors' place of residence or other nominated location, placed in Councillors' communication boxes for pick up or forwarded by electronic mail weekly or as required.
- (3) Where a Councillor requires that Council business papers, other Council information and personal mail be delivered to the Councillors' residence or other address, the Councillor must advise Mayoral and Council Support of the person authorised by the Councillor to take delivery if the Councillor is not present to accept delivery.

¹³ The Framework provides that if alcohol is served in the workplace, the individual employee is responsible for ensuring that they limit their consumption so that they do not become ill or incapacitated and that they behave in a professional and appropriate manner at all times.



8.3 Office / Meeting Room

- (1) The Mayor will be provided with an office within the Latrobe City Council Corporate Headquarters.
- (2) Councillors are provided with an office/meeting room (known as the Councillor Lounge) that may be used at any time. The Councillors Lounge includes a computer connected to Latrobe City Council's computer system and a printer. Wi-fi is also available in the Councillor Lounge. Councillors meeting with external parties are to advise Mayoral and Council Support to ensure that the meeting room is not being used by other Councillors.
- (3) Other Council shared meeting space at Corporate Headquarters and at the Traralgon Service Centre, Moe Service Centre and Churchill Hub may be utilised by Councillors on an as needs and availability basis, by booking through the Mayoral and Council support team.

8.4 Building Access

- (1) Each Councillor will receive a swipe card allowing access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub during the following:
 - Monday – Friday: 7.00 a.m. – 11.00 p.m.
 - Saturday- Sunday: 8.00 a.m. – 8.00 p.m.
- (2) The Mayor and the Chief Executive Officer may grant a Councillor additional hours of access or access to other Council buildings for undertaking their duties and functions as a Councillor.
- (3) If a Councillor needs access to Corporate Headquarters and Council's service centres outside of normal business hours, the Councillor must advise Council's after hours emergency contact number on arrival and departure.¹⁴
- (4) If the Councillor's swipe card is lost or stolen the Councillor must report the loss or theft to the Mayoral and Council Support team to put in place appropriate security measures as soon as possible.

¹⁴ Councillors are deemed employees for the purposes of Occupational Health and Safety legislation and for related Council Policies. Where a Councillor is using Council buildings outside of normal business hours and is working alone, (even though they may be meeting with a resident), the Councillor as a deemed employee has a responsibility to take reasonable care for their own safety and to remove themselves from any situation where they reasonably believe that their safety is at risk.



- (5) The Mayor will be provided access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub 24 hours a day, 7 days a week.

8.5 Councillors with Disabilities or Illness and Councillors who are a Carer in a Care Relationship

Council will provide reasonable additional facilities and support to enable a Councillor:

- with a disability (as defined in the *Disability Discrimination Act 1992* (Cwth)) or illness; or
- who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012¹⁵

to perform their functions and duties as a Councillor.

9. Information Technology and Communications Equipment

9.1 Equipment to be provided

- (1) Any or all of the following equipment will be available and accessible to Councillors to assist them in undertaking their duties as Councillors:
- a portable computer and/or tablet with internet connectivity, appropriate software and accessories;
 - multi-function device(s) (combined printer, scanner and fax machine) for use at their place of residence or other arrangements as approved by the Chief Executive Officer; and
 - a 'smart' phone with email access and the capacity to manage calendar e.g. iPhone.
- (2) Councillors will be provided an email account managed through Latrobe City Council. Councillors email address will be part of the domain name: @latrobe.vic.gov.au;
- (3) On request, an electronic file containing emails to or from the Councillor and calendar entries of the Councillor (which must be held securely in accordance with an applicable Council policy).

¹⁵ See footnote 4 above for the definition of a care relationship.



9.2 IT and associated costs

- (1) Council will meet:
 - the cost of Council provided equipment and associated data usage provided the data usage is fair usage; and
 - the line rental and call costs of a dedicated telephone connection installed at the Councillor's principal place of residence and used for official Council duties; or
 - the fixed charge and call costs of the mobile phone provided to the Councillor.
- (2) Council will provide:
 - an allocation advised by the Councillor as representing a fair estimate of usage for Council purposes but not exceeding 50% of the total cost towards a shared phone line installed at the Councillor's principal place of residence (in absence of a Council provided mobile phone); and
 - an allocation advised by the Councillor as representing a fair estimate of usage for Council purposes but not exceeding 50% of the total cost towards data available from a shared wi-fi utility at the Councillor's principal place of residence and used by a Councillor for official Council duties; or
 - a mobile wi-fi device.
- (3) The direct costs of any private use of these facilities must be reimbursed to Council.
- (4) Improvements in technology will be monitored and taken into consideration to ensure that the equipment provided meets the needs of the Council and is in line with the intent of this Policy.

9.4 Information Technology Support and Training

- (1) Information Services will provide familiarisation training for Councillors in relation to the communication equipment provided to them and in the management of information stored on that equipment, either as part of induction for new Councillors or on a case by case basis (ad hoc requests) as required.



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

- (2) Information Services will update software on any laptops, tablets and mobile devices when required. Councillors will be required to bring the equipment into Headquarters for scheduled maintenance and password updates.
- (3) Information Services support provided to Councillors may only be initiated via the Information Services Department's IT Service Desk, or via Mayoral and Council Support. If any such request includes or involves attendance by any Officer (or relevant Information Service's service provider) to a Councillor's place of residence or any other building or site (excluding Latrobe City Council Service Centres and Headquarters) due to the relevant device not being or not being able to be brought to the Information Services Department at Headquarters, or because the technical issue or support request cannot be resolved via telephone, then approval for that attendance must be obtained from the Manager Information Services, in advance.

9.5 Information Management Security

- (1) Councillors are responsible for ensuring that full and accurate records of Council business activities undertaken by them are created, managed and disposed of in a way that is consistent with organisational practice so that Council can meet its legislative obligations.¹⁶
- (2) On request by any Councillor, every six months that Councillor will be provided with an electronic file containing emails to or from the Councillor and calendar entries of the Councillor for that period (which must be held securely in accordance with an applicable Council policy).
- (3) Support and assistance will be provided to Councillors by Information Services and Mayoral and Council Support to ensure that information relating to Council business that is stored on any equipment provided to Councillors is managed to assist compliance with subclause (1).

¹⁶ The Freedom of Information Act 1982, the Privacy and Data Protection Act 2014 and Public Records Act 1974 contain requirements that a Council must be able to comply with in terms of the production of documents, the protection of personal information and the management of corporate records. The Local Government Act 2020 contains requirements concerning the disclosure of confidential information. Additionally, Council needs to be mindful that in any legal proceedings documents may be discoverable and that Council does not need to be disadvantaged by incomplete information.



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

- (4) Councillors are responsible for the safety and security of the equipment provided to them and ensuring that there is no unauthorised access to any personal or confidential information that may be stored on that equipment.

9.6 Network connection control and security

Communications equipment issued by Latrobe City Council must not be connected to third party computers without the prior approval of the General Manager Organisational Performance.

9.7 Other equipment to be provided

- (1) Councillors may also be provided with standard stationery held or obtained generally for the organisation's requirements including paper, business cards, writing implements, diaries, ink cartridges, writing pad/books, memory sticks, envelopes and the like.
- (2) Council's letterhead stationery is only available for official Council business and may only be used by Councillors for official Council business.
- (3) Each Councillor will be supplied with an official Latrobe City Council name badge for use while on Council business.
- (4) All equipment remains the property of the Council and must be returned at the end of a Councillor's term of office or upon retirement, resignation or suspension of the Councillor.

10. Insurance

Council will provide Councillors with the following insurance cover when carrying out duties as a Councillor:

- (a) public liability and professional indemnity;
- (b) Councillors and officers insurance;
- (c) travel insurance for personal accident and illness; and
- (d) WorkCover insurance.

11. Legal costs

- (1) Where legal proceedings are brought against a Councillor in connection with an act or omission in his/her role as a Councillor, a Councillor is entitled to have his/her reasonable legal costs reimbursed (to the extent



Councillors and Delegated Committee Members
Expenses, Resources and Support Policy

- that these are additional to the costs incurred by Council in the same matter).
- (2) Where legal proceedings are brought by a Councillor to permit him/her to carry out his/her functions as a Councillor, a Councillor is entitled to have his/her reasonable legal costs reimbursed if successful
 - (3) Legal costs will not be reimbursed for any defamation action brought by a Councillor.
 - (4) A Councillor may seek to have his/her reasonable legal costs reimbursed for legal advice provided to the Councillor in the following circumstances:
 - a) The matter relates to an act or omission in his/her role as a Councillor or the functions or duties of the Councillor in his/her role as a Councillor;
 - b) The lawyer must be from a legal firm on the MAV panel or otherwise as approved by the Chief Executive Officer prior to any expense being incurred;
 - c) The Councillor provides a declaration that in relation to the matter for which reimbursement of legal costs is sought that he or she has acted in good faith and not unlawfully or improperly.
 - (5) In relation to paragraph 11(4) above, the application is made to the Chief Executive Officer. The Chief Executive Officer must refuse reimbursement of legal costs:
 - a) to the extent the costs are unreasonable;
 - b) if the lawyer is not on the MAV panel, for any cost that was incurred prior to approval of the lawyer by the Chief Executive Officer;
 - c) if the Chief Executive Officer considers that paragraph 11(4) does not apply in relation to the matter; or
 - d) if the CEO considers the Councillor has not acted in good faith or lawfully or properly.
 - (6) In relation to any costs reimbursed under paragraph 11(4) above, the Councillor will repay to Council any costs that had been reimbursed where there is a finding by a court, tribunal or regulatory authority in relation to the matter that the Councillor has not acted in good faith or has acted unlawfully or improperly.



12. Accountability and Responsibility

Accountability and responsibility for this Policy is outlined below.

- (1) Council:
 - Comply with the requirements of the Policy;
 - Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy;
 - Responsibility for the decision to approve this Policy by Council Resolution.
- (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.
- (3) General Manager:
 - Responsibility for compliance with this Policy;
 - Responsibility for enforcing accountability;
 - Responsibility for providing resources;
 - Responsibility for performance monitoring.
- (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) Employees, Contractors and Volunteers
 - Participate where required in the development of frameworks and procedures in compliance with this Policy;
 - Comply with frameworks and procedures developed to achieve compliance with this Policy.

13. Evaluation and Review

This Policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

matter of the policy or, in any other case, during each Council term (generally four years).

14. Definitions

Act	means the <i>Local Government Act 2020</i>
Council	means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Councillor(s)	means the individuals holding the office of a member of Latrobe City Council
Expenses	means reasonable costs incurred by Councillors and members of delegated committees in performing the duties of those roles
Duties of a Councillor	<p>means duties performed by a Councillor that are necessary or appropriate for purposes of achieving the objectives of Council having regard to any relevant Act, regulation, Ministerial guidelines or Council policies. These include:</p> <ul style="list-style-type: none"> • attendance at Council Meetings and Councillor Briefing sessions; • attendance at civic or ceremonial functions convened by the Council or Mayor; • attendance at meetings scheduled by Council, the Mayor, Chief Executive Officer or delegate; • attendance at meetings, or to participate in delegations or deputations to which the Councillor has been appointed as a representative by Council; • attendance at meetings, functions or other official roles attended as a representative of, and under delegation by, the Council or Mayor; • attendance at meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed as the Council delegate or is authorised by Council;



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

- attendance at inspections of a street, property or areas within Latrobe City (or to discuss with any persons) any matter affecting or affected by the Council, and/or to attend to carry out activities in the capacity of a Councillor;
- attendance at planning mediation meetings; and
- private meetings with residents, ratepayers, community groups, developers and others arranged through Mayoral and Council Support or where details of these meetings are documented in a Councillor's diary.

Duties of a Member of a Delegated Committee

means duties performed by a member of a delegated committee that are necessary or appropriate for purposes of achieving the objectives of the Council having regard to any relevant Act, regulation, Ministerial guidelines or Council policies. These include:

- attendance at meetings of the delegated committee of which the person is a member;
- attendance at any Council meeting or Councillor briefing session required of the person in their capacity as a member of the delegated committee;
- attendance at inspections of a property, Council asset project or other inspection in relation to any matter managed by the delegated committee of which the person is a member;
- private meetings with residents, ratepayers, community groups and others arranged pursuant to a direction by the delegated committee of which the person is a member in relation to any matter managed by that committee.

Reasonable

Means as much as is appropriate or fair having regard to the profile of the average ratepayer of Latrobe City Council.

15. Related Documents

Councillor Code of Conduct 2020

Motor Vehicle Operational Policy 2018

Procurement Policy 2016

Purchasing Card Policy 2017



Councillors and Delegated Committee Members
Expenses, Resources and Support Policy

Occupational Health and Safety Operational Policy 2018

Working Alone or in Isolation Procedure 2018

16. Reference Resources

Local Government Act 2020

Victorian Government Policy Statement on Local Government Mayoral and
Councillor Allowances and Resources 2008.

Agenda Item: 13.2

**Agenda Item: Tabling of Audit and Risk Committee Bi-Annual
Report and Annual Assessment**

Sponsor: Chief Executive Office

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

Status: For Decision

Proposed Resolution:

**That Council receive and note the following reports prepared by the Audit
and Risk Committee:**

- **Bi-Annual Report**
- **Annual Assessment**

Executive Summary:

- The *Local Government Act 2020* set outs that an Audit and Risk Committee must:
 - undertake an annual assessment of its performance against the Audit and Risk Committee Charter
 - prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations
 - provide a copy of these to the Chief Executive Officer for tabling at the next Council meeting.

The biannual report found it is the independent view of the Committee that the governance culture of the Council is strong and there is ongoing support for the development of a robust risk, control and compliance framework which continues to strengthen and adapt to changes in the Council.

The annual assessment results indicated a level of satisfaction with the activities of the Audit and Risk Committee.

A copy of each report is provided at Attachment 1 and 2.

Background:

- The Audit and Risk Committee is formally established under Section 53 of the *Local Government Act 2020*.
- The Audit and Risk Committee's purpose is to support Council in discharging its oversight responsibilities related to:
 - financial and performance reporting;
 - risk management;
 - fraud prevention systems and control;
 - maintenance of a sound internal control environment;
 - assurance activities including internal and external audit; and
 - Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters.

Issues:

Strategy Implications

Council is required by law to have an Audit and Risk Committee. Doing so supports Objective 6 in the Council Plan: *Ensure Council operates openly, transparently and responsibly*.

Communication

No particular communication is proposed.

Financial Implications

Nil.

Risk Analysis

There are no particular risks associated with this matter.

Legal and Compliance

These actions are a requirement of the *Local Government Act 2020*.

Community Implications

There are known expectations of the community with regard to transparency, risk management and oversight of local governments. These actions will support those.

Environmental Implications

Nil.

Consultation

Nil.

Other

Nil.





Declaration of Interests:

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

Supporting Documents:

Nil.

Attachments

1.   Biannual Report
2.   Annual Assessment

13.2

Tabling of Audit and Risk Committee Bi-Annual Report and Annual Assessment

1	Biannual Report	62
2	Annual Assessment	71

1



Audit and Risk Committee Annual Report

2020 Year



[AUDIT AND RISK COMMITTEE ANNUAL REPORT]

16 February 2021

Dear Councillors,

As part of the Audit and Risk Committee Charter, I am pleased to present to you the Annual Report of the Audit and Risk Committee for the period ending December 2020.

The report contains details of:

1. Purpose of the Audit and Risk Committee
2. Audit and Risk Committee Charter
3. Committee Membership
4. A Summary of Work Performed by the Audit and Risk Committee
5. Overall Conduct of the Audit and Risk Committee
6. A Review of the Audit and Risk Committee's Effectiveness

Ms. Beverley Excell

Chair, Audit and Risk Committee

16 February 2021

Purpose of the Audit and Risk Committee

The Audit and Risk Committee is formally established under Section 53 of the *Local Government Act 2020*.

The Audit and Risk Committee's purpose is to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance with regard to compliance with its policies and legislative and regulatory requirements. It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters.

Audit and Risk Committee Charter

The Audit and Risk Committee Charter was adopted by Council at the council meeting held in August 2020 in response to the introduction of the *Local Government Act 2020*. The Charter was based on earlier versions and builds on the legislated functions and responsibilities of an Audit and Risk Committee that must be included in its Charter. The Charter describes the authorities, composition, meeting procedures, duties, responsibilities and reporting requirements the Committee. The duties and responsibilities of the Committee include monitoring, reviewing, endorsing and advising on the following:

- financial reporting
- internal controls
- risk management
- fraud prevention systems and controls
- business continuity
- internal audit
- external audit
- compliance

The role of the Audit & Risk Committee was expanded in the new *Local Government Act 2020*. Responsibilities for monitoring of overarching governance principles and performance reporting together with development of an annual work program and biannual reporting to Council have been added. These matters have now been incorporated into the Committee's activities through the Charter.

Committee Membership

The Committee consists of two Councillors and three independent external members.

The Committee consists of:

- Independent Chair: Ms. Beverley Excell
Appointed by Council as an independent member: 11 August 2014
Appointed by Council as Chair: 24 May 2016
Current appointment expires on 01 August 2023
Formal qualifications:
 - *B.Sc. (Hons)*
 - *AICD Company Directors Course (FAICD).*
- Independent Member: Ms. Joanne Booth
Appointed by Council: 11 August 2014
Current appointment expires on 01 August 2022
Formal qualifications:
 - *Diploma, Company Directors Course (GAICD).*
 - *Governing for Non-Profit Excellence (Harvard USA).*
 - *Master of Public Health (Monash).*
 - *Graduate Diploma in Occupational Health (Monash).*
 - *Bachelor of Arts (Swinburne).*
 - *Practitioners Certificate in Mediation (IAMA).*
 - *Graduate Certificate in Internal Audit (IIAA).*
- Independent Member: Mr. Terry Richards
Appointed by Council from: 02 June 2016
Current appointment expires on 02 June 2022
Formal qualifications:
 - *Bachelor of Business (Accounting)*
 - *Postgraduate Diploma in Arts (Criminology)*
 - *Diploma of Government (Fraud Control)*
 - *Diploma of Government (Investigation)*
- Council Representative: Cr. Melissa Ferguson
Appointed in December 2020
- Council Representative: At the time of writing this report Council was finalising processes to appoint Cr Graeme Middlemiss from February 2021

[AUDIT AND RISK COMMITTEE ANNUAL REPORT] 16 February 2021

- Until the 2020 Victorian Local Government Elections in October 2020, former Councillors Darrell White OAM and Alan McFarlane represented Council. The Committee thanks them for their involvement and support
- This report covers the activities associated with the meetings between 29 November 2019 and 15 December 2020

A Summary of Work Performed by the Audit and Risk Committee**Risk Management**

Risk management has remained a key focus of the Committee and has been reviewed at all meetings particularly as the Council enacted its COVID-19 response. The Committee continued focus and prioritisation of risks associated with internal audit reviews and external audit reports.

The Committee was provided with regular updates on the response to COVID-19 including operation of the Executive Risk Management Committee along with matters such as financial impacts, supporting the workforce and security of IT Systems

The Committee was presented with the following matters in 2020:

- Test Exercise for Business Continuity Plan (held in February 2020)
- Review of the Public Interest Disclosures Procedure
- Gifts, Benefits and Hospitality Policy compliance
- Ongoing development of risk management strategic plan (yet to be finalised)
- Disaster Recovery Program (DRP) Testing
- Commencement of assurance plan development
- Insurance matters including claims history
- Development of a Risk Management Training Program for officers

The committee remains keen to see more progress in 2021 to further embed the risk management culture. This is a key area for ongoing focus.

Financial Reporting and External Audit

The committee reviewed the 2019-2020 Financial and Performance Statements.

Management letters issued by the external auditors as part of the annual audit were received and considered. Council received an unqualified audit opinion from the Victorian Auditor General.

It is worth noting that there were a few minor adjustments recommended by the external auditors, relating to the adoption of new accounting standards and only one new audit finding, rated low, this year, relating to the performance statement. The external auditor expressed their appreciation for the team's approach and flexibility given the significant challenges created by COVID-19.

Internal Audit

The contract for the Internal Auditors, HLB Mann Judd, has been extended for a further year leaving one 12 month extension available under the current contract. The Committee has conducted its fourth review of the Internal Auditors performance (as required by the Audit and Risk Committee Charter) undertaken by a discussion at the 15 December 2020 meeting. The results did not reveal any significant issues to be overcome with the auditor's performance and supported the value of the auditors' work. The Committee continues to encourage the Internal Auditor to undertake reviews directly with audit participants within Council to improve their service.

The three-year Internal Audit plan was reviewed and updated. The following reports have been tabled at Audit and Risk Committee meetings for endorsement:

- CCTV Surveillance
- Payroll (including data analytics)
- Asset Management
- HR Systems and Management
- Privacy and the Management of Personal Information
- Developer Contributions Framework and Processes
- Project Management/Governance (Capital Projects)
- Follow-up Review – (review actions taken from prior audit recommendations)

Other Audits and Information Presented

In addition, the Audit and Risk Committee have had information presented on the following audits, investigations or internal projects, including some that have been conducted by other agencies:

- VAGO Results of previous years Local Government audits and other relevant integrity agency reports
- Council's quarterly Performance Reports
- Monitoring compliance with legislation and regulations including the ongoing implementation of the *Local Government Act 2020*
- Local Government Performance Reporting Framework results
- Results of the VAGO Sexual Harassment Audit (where Latrobe City Council was selected as one of five Council's in Victoria to be audited)
- Policy Register project

[AUDIT AND RISK COMMITTEE ANNUAL REPORT]

16 February 2021

Overall Conduct of the Audit and Risk Committee

The Committee discharged its duties for the year during the following four meetings:

- 12 March 2020
- 04 June 2020
- 17 September 2020
- 15 December 2020

Attendance

All independent and Councillor members attended each required meeting in 2020, as per the following table.

Committee Member	12 March	04 June	17 September 2020	15 December 2020 ¹
Beverley Excell	✓	✓	✓	✓
Joanne Booth	✓	✓	✓	✓
Terry Richards	✓	✓	✓	✓
Cr Ferguson (appointed in December 2020)	NA	NA	NA	✓
Cr White	✓	X	✓	NA
Cr McFarlane	✓	✓	✓	NA

1. The Mayor, Cr Sharon Gibson, attended for part of this meeting.

An evaluation of the administration and conduct of these meetings is as follows:

- Transition to virtual meetings: In line with the COVID-19 response the committee held three virtual meetings in 2020 and will further consider the arrangements into 2021. There is a preference to return to in person when it is appropriate and safe to do so.
- Agenda: Committee members were able to request items to be included in meetings. Each quarter the draft agenda was discussed with the independent Chair prior to finalising and distribution. Sufficient time was allowed to address complex and critical issues.
- Meeting papers: Comprehensive meeting papers are circulated a week prior. Members were able to make enquiries of senior management prior to the meetings, to enable researched answers at the meeting if necessary. The quality of the papers submitted to the committee continues to improve.
- Conduct of meetings: Meetings usually commenced at 10.00 am and in camera sessions utilised to check with auditors that they were being afforded all cooperation. In camera session also provide an opportunity for the CEO to raise any confidential issues that emerge during the year.

[AUDIT AND RISK COMMITTEE ANNUAL REPORT]

16 February 2021

- Minutes: Audit and Risk Committee minutes were completed and circulated for comment within fourteen days of each meeting.
Minutes of meetings were approved at the following meeting and maintained by the Secretariat.
They were also provided to Council for endorsement.
- Communication with management of Latrobe City Council: The management team members have been made available for consultation with members of the Committee at any time during the year. Management have been very supportive of the activities of the committee.

Improvements Made

- Despite what was a challenging year, management continued to support the work of the Committee and re-prioritised duties appropriately.
- The Committee undertakes an annual self-assessment and reports on this for discussion with the Committee as a standalone paper. Going forward, the CEO will table a copy of the assessment at a council meeting.
- Management has progressed enhancements to the reporting on audit actions including identification of overdue items and the associated risk. A practice of seeking extension for due dates has begun to be implemented. The reporting also now includes self-identified actions resulting from integrity agency audit reviews.
- Management has maintained attention to actions arising from the meeting and ensures that these are considered and reported back to the Committee appropriately.
- Management has in liaison with the Committee implemented an improved reporting template for review and learnings associated with integrity body audit reports.

Recommendations for Improvement

The following are recommended actions for further improvement:

- Continue to support the maturing of the risk management practices including embedding within the organisation a stronger risk management culture. This work may include transitioning risk registers into a risk management system to facilitate review and monitoring across the organisation.
- Ongoing learnings understood and applied from the COVID-19 pandemic to ensure robust ongoing practices at Council.
- Complete implementation of the *Local Government Act 2020* including new audit and risk committee functions and responsibilities. The Committee is interested in seeing how a software solution can support this work.

[AUDIT AND RISK COMMITTEE ANNUAL REPORT]

16 February 2021

- Ongoing attention to audit actions including retaining requests for extensions where due dates are not met. The Committee also recommends introduction of reporting on mitigating strategies for medium and high risk actions that are nearing or become overdue.
- Consideration of including in the Charter the ability to stagger and rotate council representatives on an annual basis.

A Review of the Audit and Risk Committee's Effectiveness

The Audit and Risk Committee undertook a self-assessment process in December 2020, utilising Survey Monkey. This was presented to the Committee at the 15 December 2020 Committee meeting. Overall, the survey did not reveal any significant shortcomings with no scores below "adequate" recorded. The survey results indicated a level of satisfaction with the activities of the Audit and Risk Committee. Generally, the results were largely in line with the previous years. Risk was identified as an area for attention into 2021.

Conclusion

It is the independent view of the Committee that the governance culture of the Council is strong and there is ongoing support for the development of a robust risk, control and compliance framework which continues to strengthen and adapt to changes in the Council.

I believe the committee continues to add significant value to the governance of Latrobe City Council. The committee works well together and there is a very cooperative relationship with management. All members continue to have a real focus on continued improvement.

I would like to thank the management team for their support in running the Committee and thank my colleagues, both the independent members and the Councillors, for their contribution to a strong Committee.

*Bev Excell, FAICD
External Chair
Audit & Risk Committee, Latrobe City Council
16 February 2021*

1



**Audit and Risk
Committee
Annual
Assessment
2020 Year**



[AUDIT AND RISK COMMITTEE ANNUAL ASSESSMENT]

16 February 2021

Dear Councillors,

As part of the Audit and Risk Committee Charter, and as a requirement of the *Local Government Act 2020*, I am pleased to present to you the Annual Assessment of the Audit and Risk Committee for the period ending December 2020.

Ms. Beverley Excell

Chair, Audit and Risk Committee

16 February 2021

Purpose of the Assessment

In accordance with the *Local Government Act 2020* and as a requirement of the Audit and Risk Committee Charter (Charter), the Audit and Risk Committee (Committee), is required to undertake an annual review of its own performance.

Results

The results of the survey are attached. Five participants completed the survey, four committee members and one executive.

Overall, the survey did not reveal any significant shortcomings with no scores below adequate recorded.

One matter surveyed was given a majority (or equal majority) rating of adequate. This related to: The Audit and Risk Committee has gained a level of assurance that material business risks are appropriately reflected in the risk profile. Officers will note this for the upcoming years' work.

Strong positive feedback was given that the Audit and Risk Committee has reviewed the effectiveness of management information including financial controls and reporting.

In relation to Question 11, where there was free text, the comment (missing from the attached) is: *A note of appreciation is registered to acknowledge the dedication and commitment of the External Audit Committee members who have through their knowledge and experience contributed positively to Latrobe City Council meeting its Local Government Audit & Risk compliance obligations.*

Conclusion

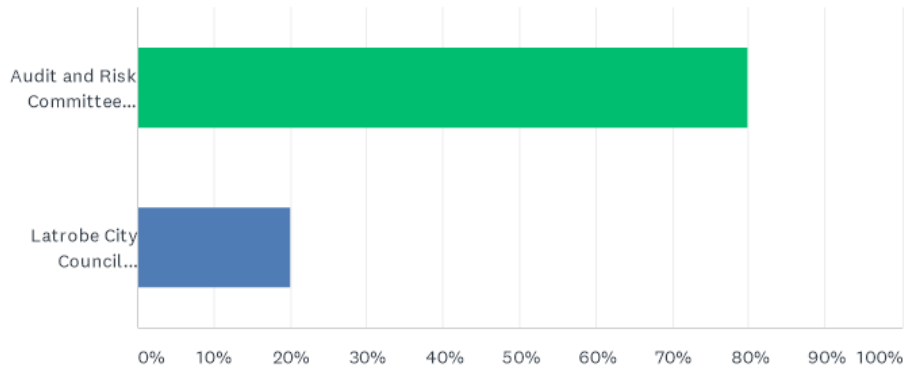
The survey indicates a level of satisfaction with the activities of the Audit and Risk Committee amongst its members. Risk remains an area for attention into 2021.

*Bev Excell, FAICD
External Chair
Audit & Risk Committee, Latrobe City Council
16 February 2021*

Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q1 Are you:

Answered: 5 Skipped: 0

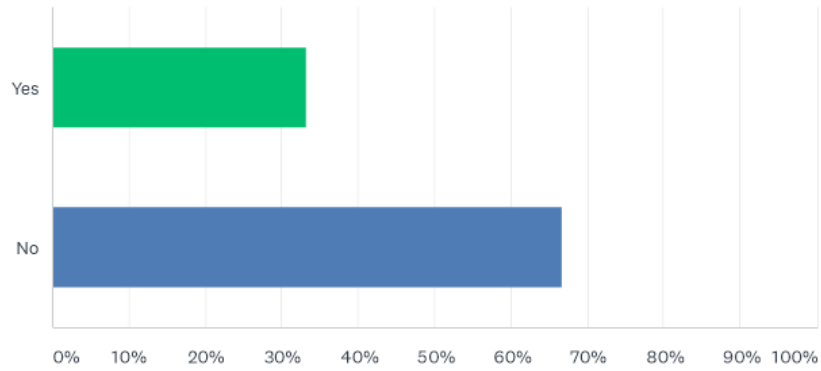


ANSWER CHOICES	RESPONSES	
Audit and Risk Committee Member	80.00%	4
Latrobe City Council Executive management representative (CEO/General Manager)	20.00%	1
TOTAL		5

Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q2 If you are a management representative, have you attended more than three meetings in this meeting year?

Answered: 3 Skipped: 2

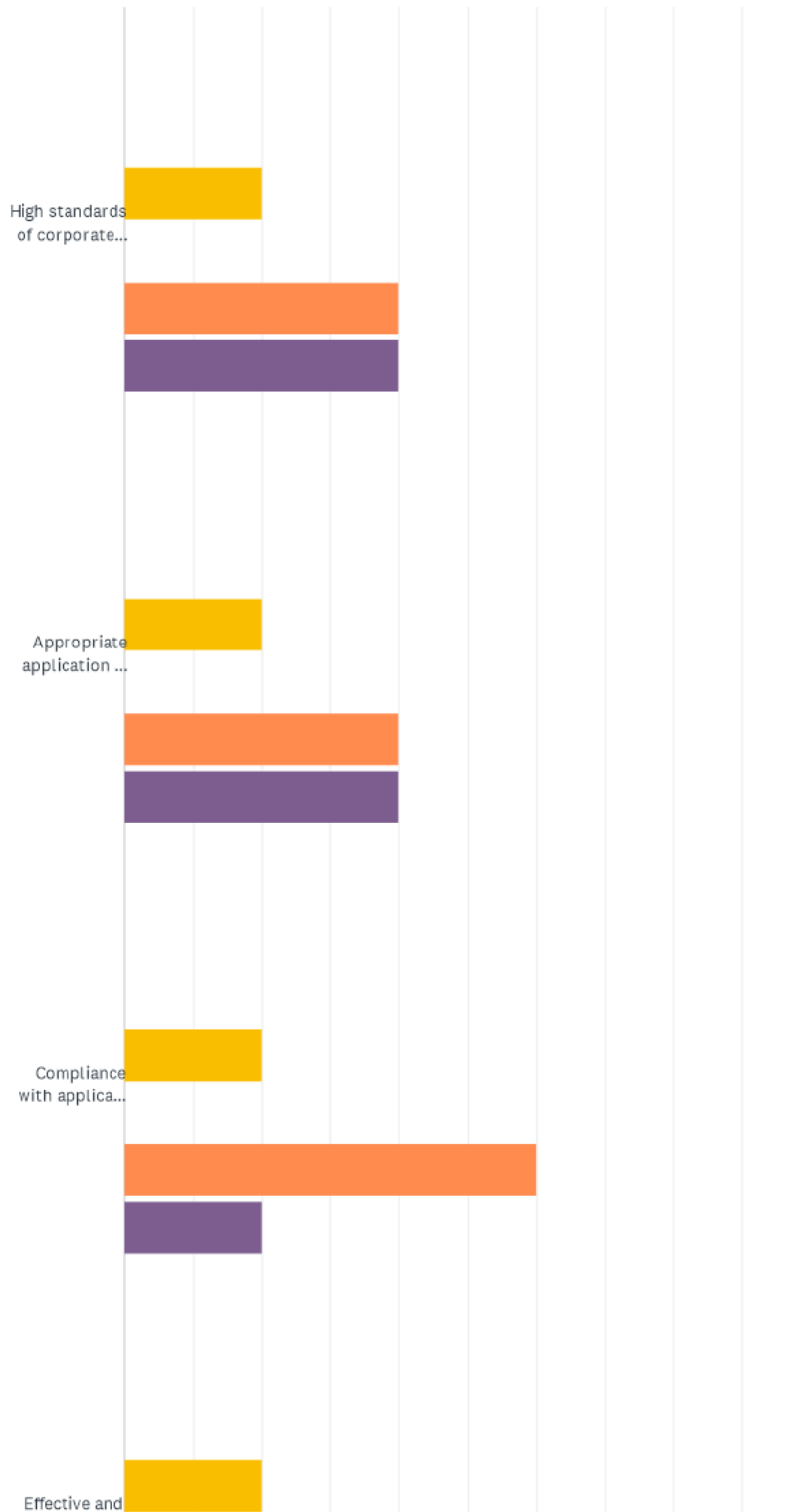


ANSWER CHOICES	RESPONSES	
Yes	33.33%	1
No	66.67%	2
TOTAL		3

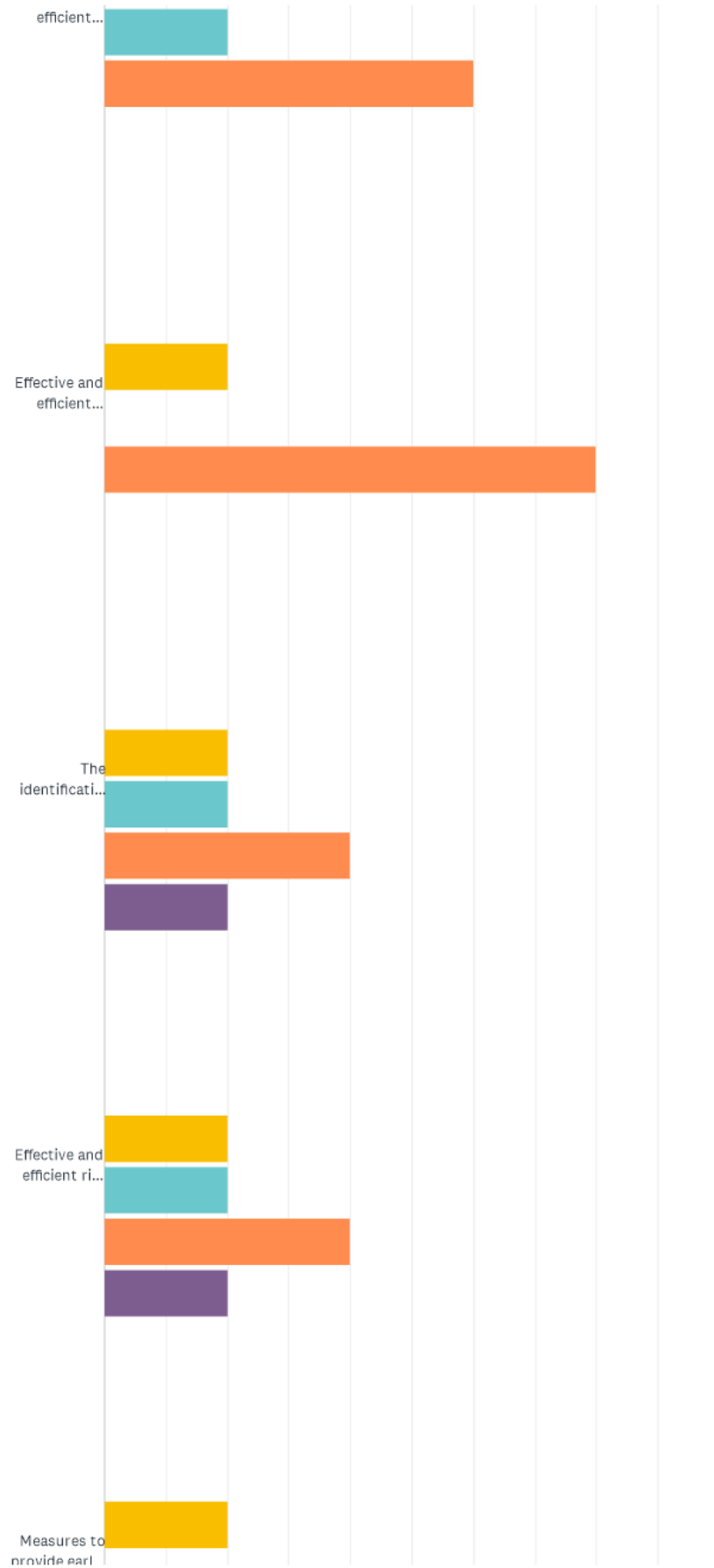
Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q3 The Audit and Risk Committee has monitored the systems and activities of Council in ensuring reliable financial reporting and management information

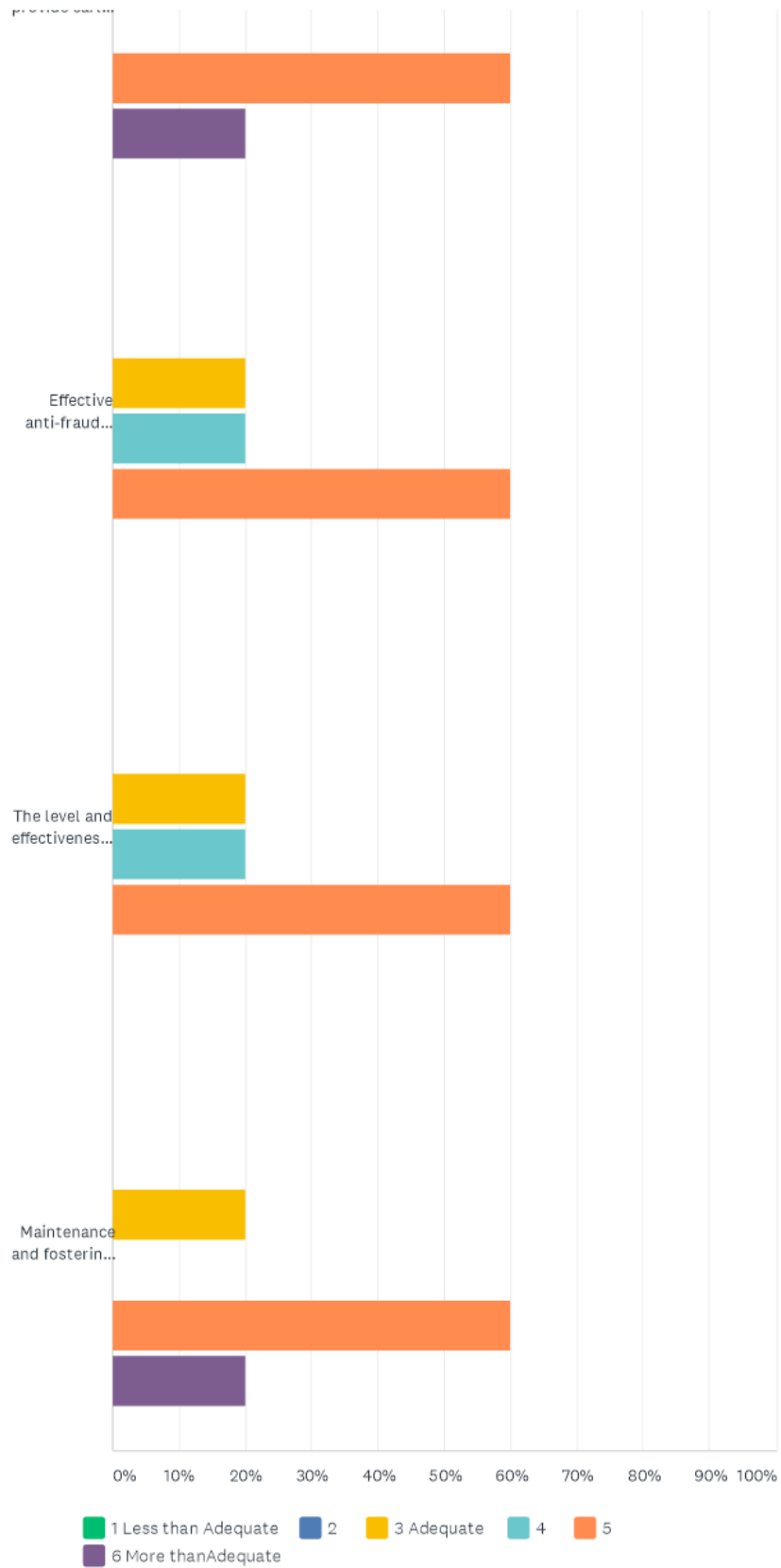
Answered: 5 Skipped: 0



Latrobe City Council Audit and Risk Committee Annual Assessment 2020



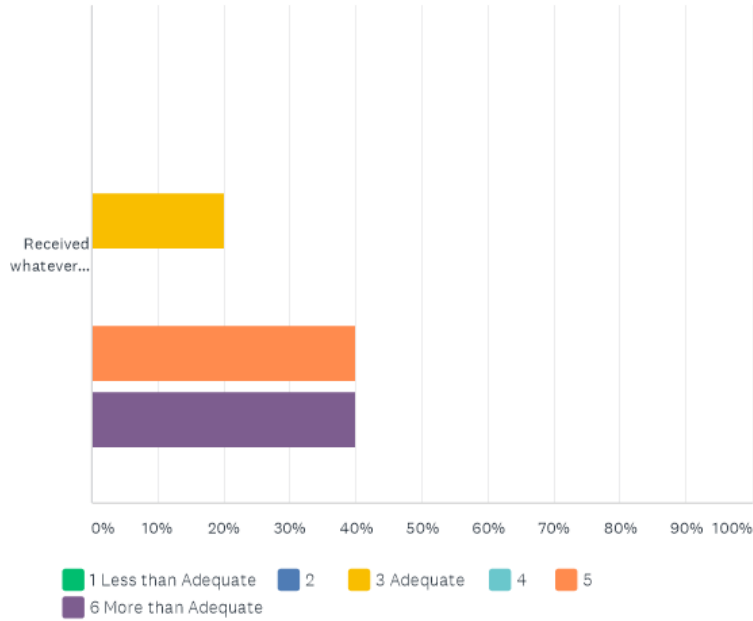
Latrobe City Council Audit and Risk Committee Annual Assessment 2020



Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q4 The Audit and Risk Committee has:

Answered: 5 Skipped: 0



	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5	6 MORE THAN ADEQUATE	TOTAL	WE AV
Received whatever information, presentations, or explanations it considers necessary to fulfil its responsibilities	0.00% 0	0.00% 0	20.00% 1	0.00% 0	40.00% 2	40.00% 2	5	

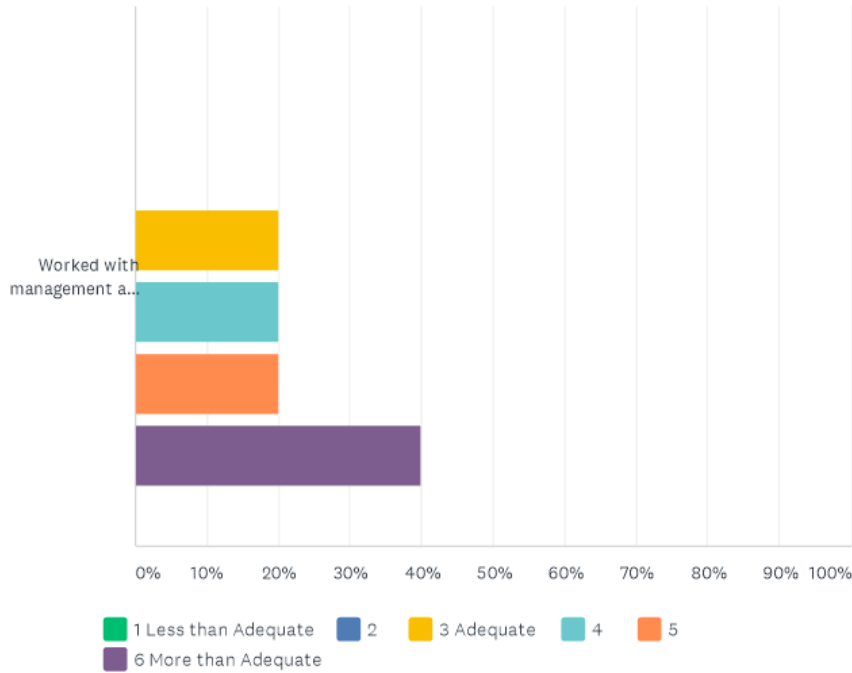
Latrobe City Council Audit and Risk Committee Annual Assessment 2020

	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5	6 MORE THAN ADEQUATE	TOTAL	WEIGHT AVERAGE
High standards of corporate governance	0.00% 0	0.00% 0	20.00% 1	0.00% 0	40.00% 2	40.00% 2	5	
Appropriate application of accounting policies	0.00% 0	0.00% 0	20.00% 1	0.00% 0	40.00% 2	40.00% 2	5	
Compliance with applicable laws and regulations	0.00% 0	0.00% 0	20.00% 1	0.00% 0	60.00% 3	20.00% 1	5	
Effective and efficient internal audit functions	0.00% 0	0.00% 0	20.00% 1	20.00% 1	60.00% 3	0.00% 0	5	
Effective and efficient external audit functions	0.00% 0	0.00% 0	20.00% 1	0.00% 0	80.00% 4	0.00% 0	5	
The identification, assessment and response to risk that is in accordance with Council's risk appetite	0.00% 0	0.00% 0	20.00% 1	20.00% 1	40.00% 2	20.00% 1	5	
Effective and efficient risk management processes	0.00% 0	0.00% 0	20.00% 1	20.00% 1	40.00% 2	20.00% 1	5	
Measures to provide early warning of any issues affecting the organisation's financial well-being	0.00% 0	0.00% 0	20.00% 1	0.00% 0	60.00% 3	20.00% 1	5	
Effective anti-fraud strategies and programs	0.00% 0	0.00% 0	20.00% 1	20.00% 1	60.00% 3	0.00% 0	5	
The level and effectiveness of appropriate Business Continuity and Disaster Recovery Planning	0.00% 0	0.00% 0	20.00% 1	20.00% 1	60.00% 3	0.00% 0	5	
Maintenance and fostering an ethical environment	0.00% 0	0.00% 0	20.00% 1	0.00% 0	60.00% 3	20.00% 1	5	

Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q5 The Audit and Risk Committee has:

Answered: 5 Skipped: 0

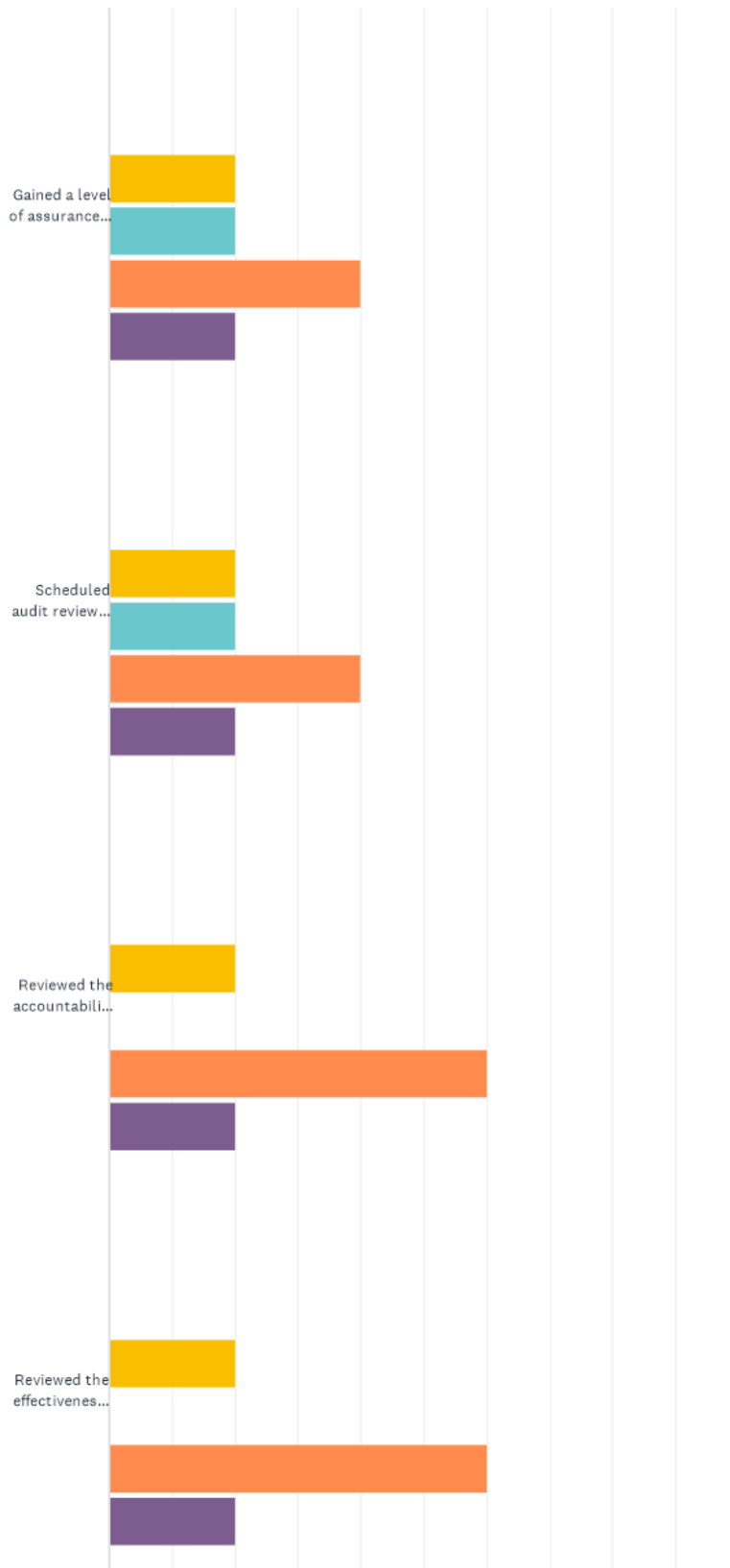


	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5	6 MORE THAN ADEQUATE	TOTAL	WEIGHT AVERAG
Worked with management and internal audit to develop a framework for monitoring the multi dimensional elements of corporategovernance	0.00% 0	0.00% 0	20.00% 1	20.00% 1	20.00% 1	40.00% 2	5	4

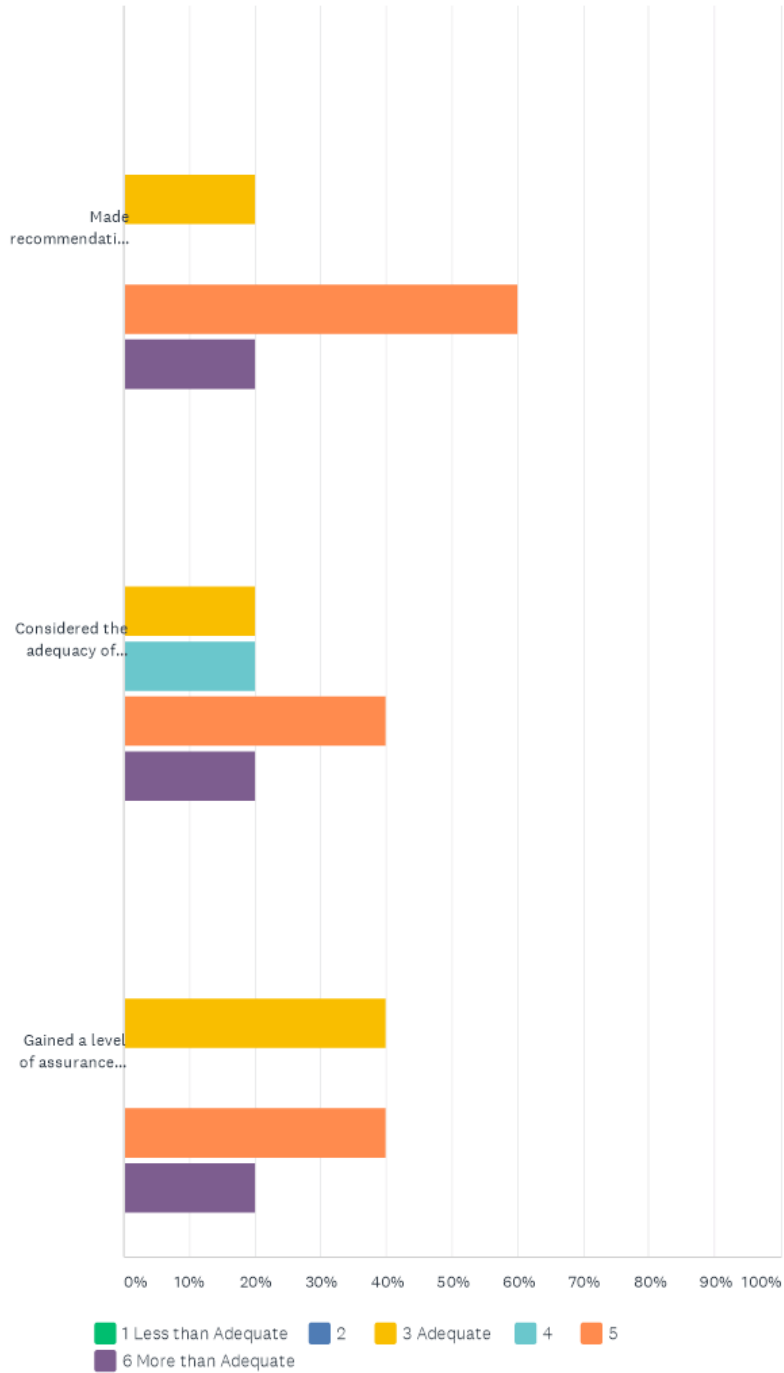
Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q6 The Audit and Risk Committee has:

Answered: 5 Skipped: 0



Latrobe City Council Audit and Risk Committee Annual Assessment 2020



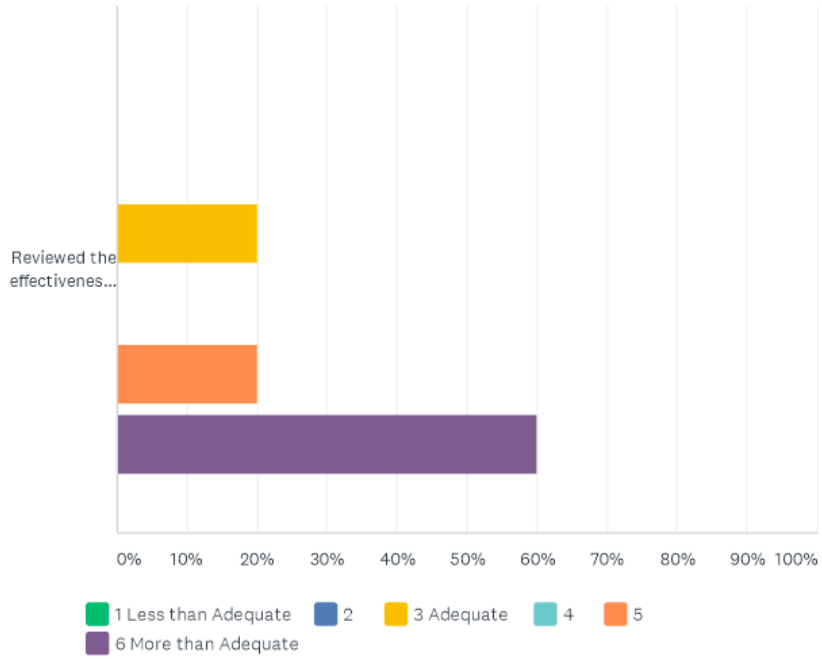
Latrobe City Council Audit and Risk Committee Annual Assessment 2020

	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5	6 MORE THAN ADEQUATE	TOTAL	WE AV
Gained a level of assurance that systems are in place within Council to identify material business risks	0.00% 0	0.00% 0	20.00% 1	20.00% 1	40.00% 2	20.00% 1	5	
Scheduled audit reviews in accordance with risk assessments	0.00% 0	0.00% 0	20.00% 1	20.00% 1	40.00% 2	20.00% 1	5	
Reviewed the accountability of Council's corporate governance arrangements	0.00% 0	0.00% 0	20.00% 1	0.00% 0	60.00% 3	20.00% 1	5	
Reviewed the effectiveness of internal control systems in place	0.00% 0	0.00% 0	20.00% 1	0.00% 0	60.00% 3	20.00% 1	5	
Made recommendations to address control deficiencies	0.00% 0	0.00% 0	20.00% 1	0.00% 0	60.00% 3	20.00% 1	5	
Considered the adequacy of actions taken to ensure that material risks are dealt with in a timely manner to mitigate exposures	0.00% 0	0.00% 0	20.00% 1	20.00% 1	40.00% 2	20.00% 1	5	
Gained a level of assurance that material business risks are appropriately reflected in the risk profile	0.00% 0	0.00% 0	40.00% 2	0.00% 0	40.00% 2	20.00% 1	5	

Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q7 The Audit and Risk Committee has:

Answered: 5 Skipped: 0

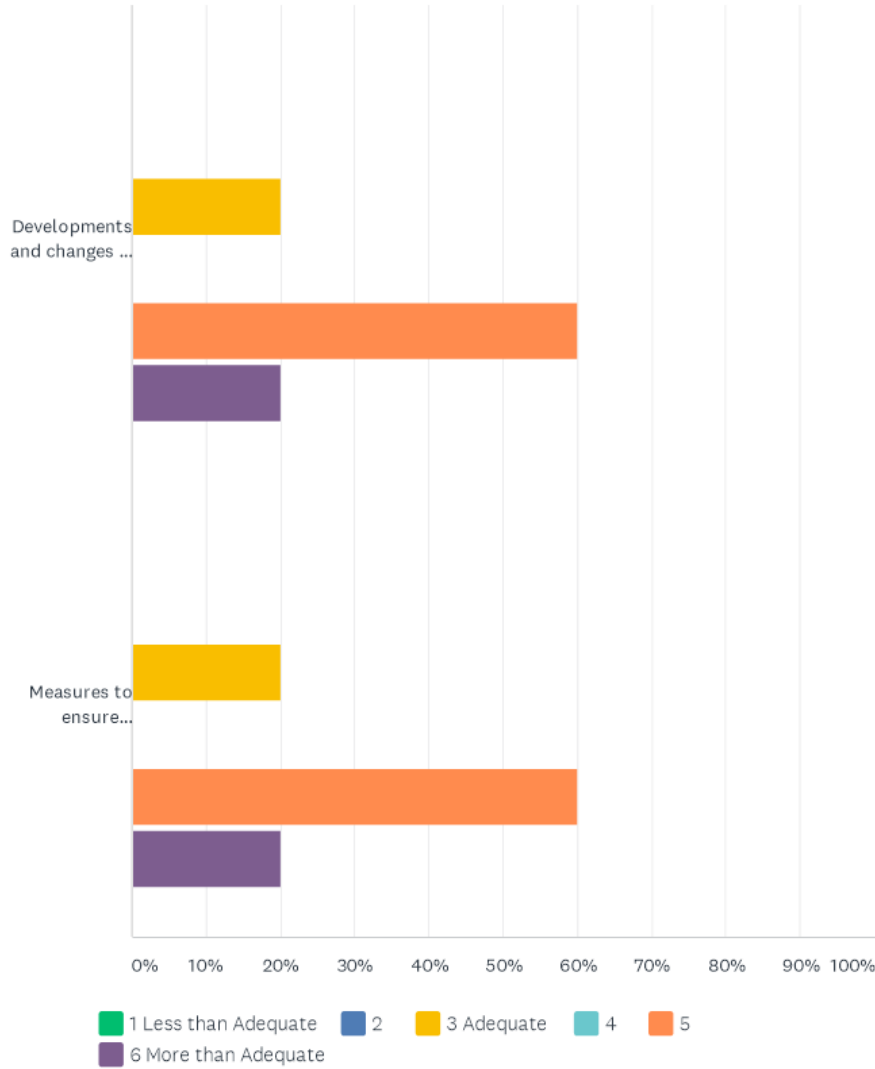


	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5	6 MORE THAN ADEQUATE	TOTAL	WEIGH AVERA
Reviewed the effectiveness of management information including financial controls and reporting	0.00% 0	0.00% 0	20.00% 1	0.00% 0	20.00% 1	60.00% 3	5	

Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q8 The Audit and Risk Committee has:

Answered: 5 Skipped: 0

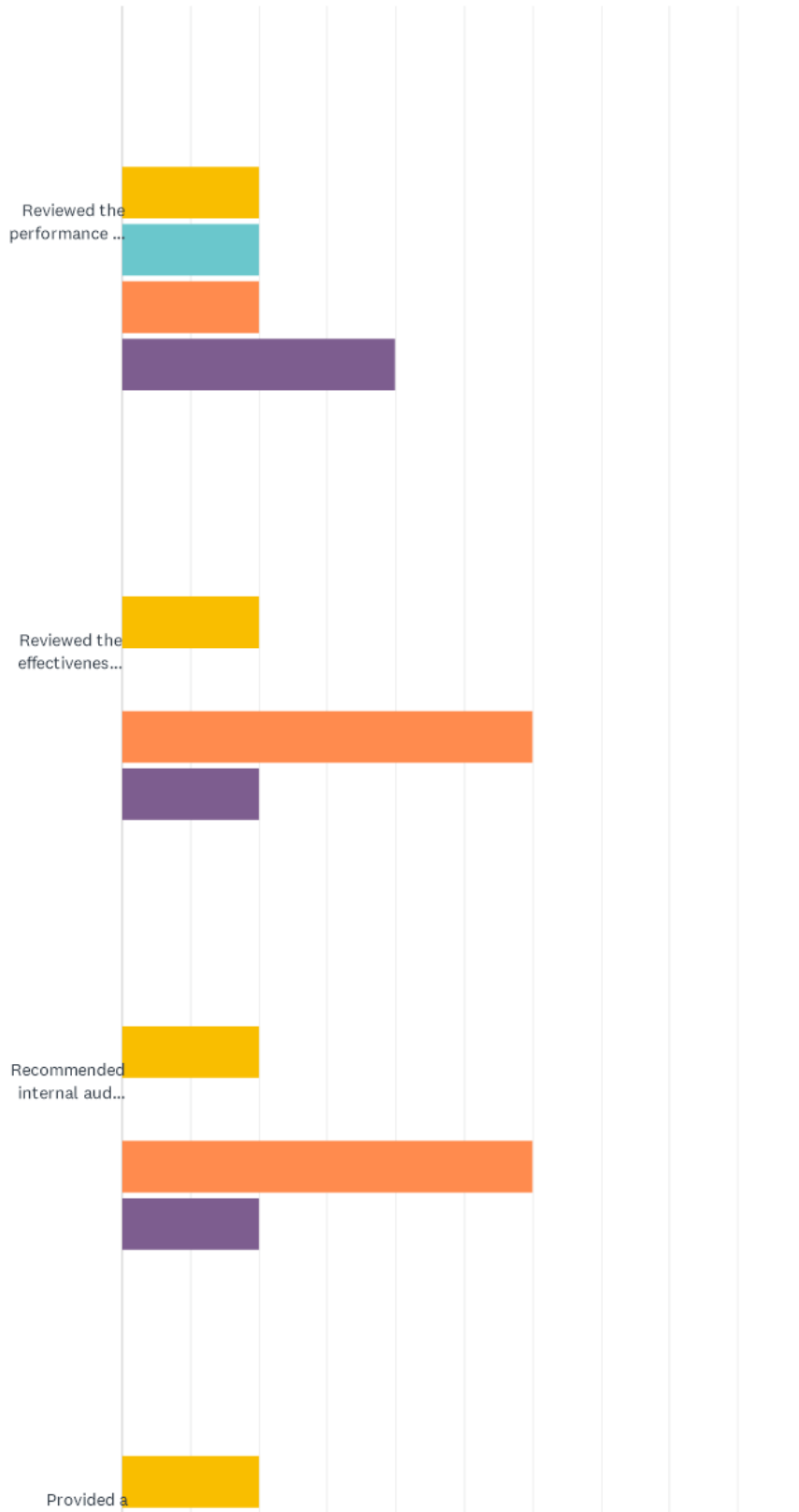


	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5	6 MORE THAN ADEQUATE	TOTAL	WEIGHTED AVERAGE
Developments and changes in the various rules, regulations and laws which relate generally to Council's business operations	0.00% 0	0.00% 0	20.00% 1	0.00% 0	60.00% 3	20.00% 1	5	4.80
Measures to ensure Council's compliance with legislation.	0.00% 0	0.00% 0	20.00% 1	0.00% 0	60.00% 3	20.00% 1	5	4.80

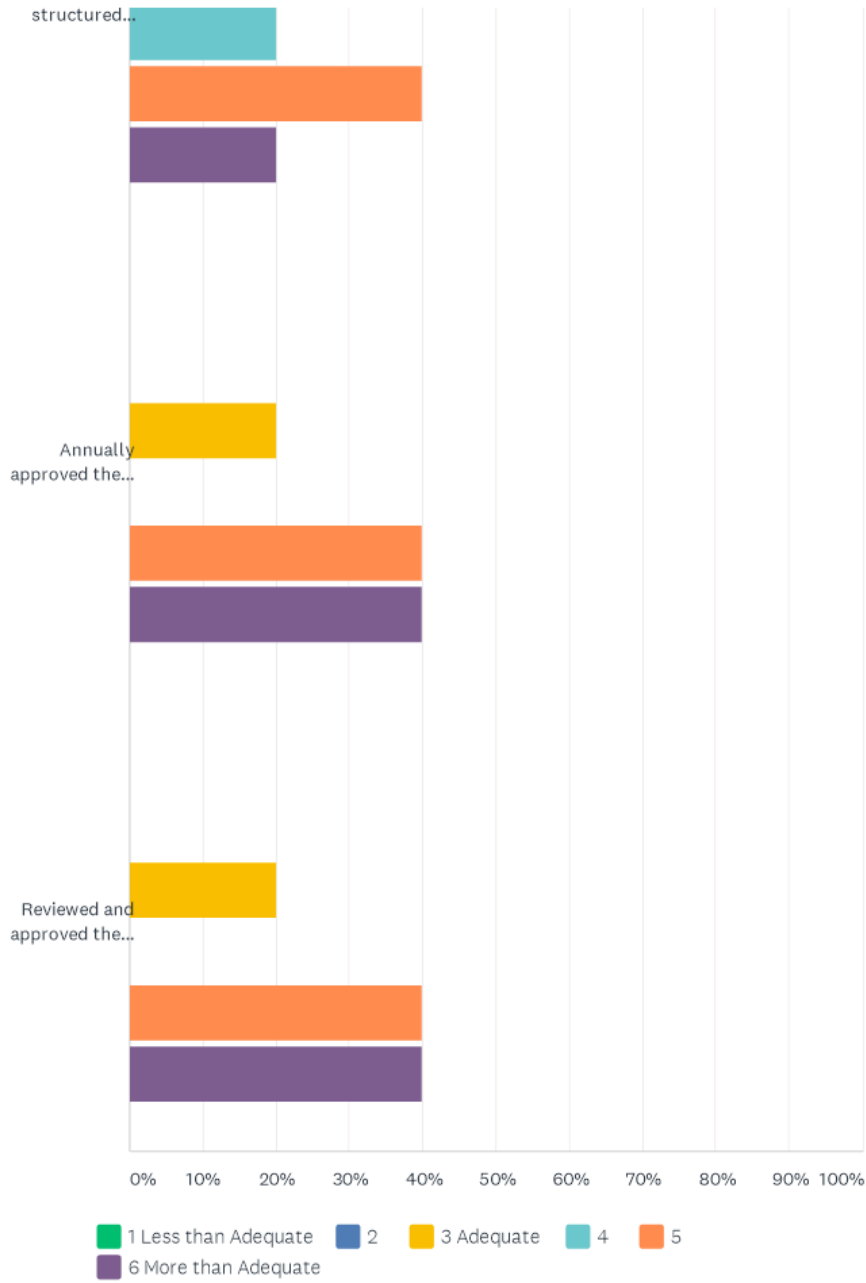
Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q9 The Audit and Risk Committee has:

Answered: 5 Skipped: 0



Latrobe City Council Audit and Risk Committee Annual Assessment 2020



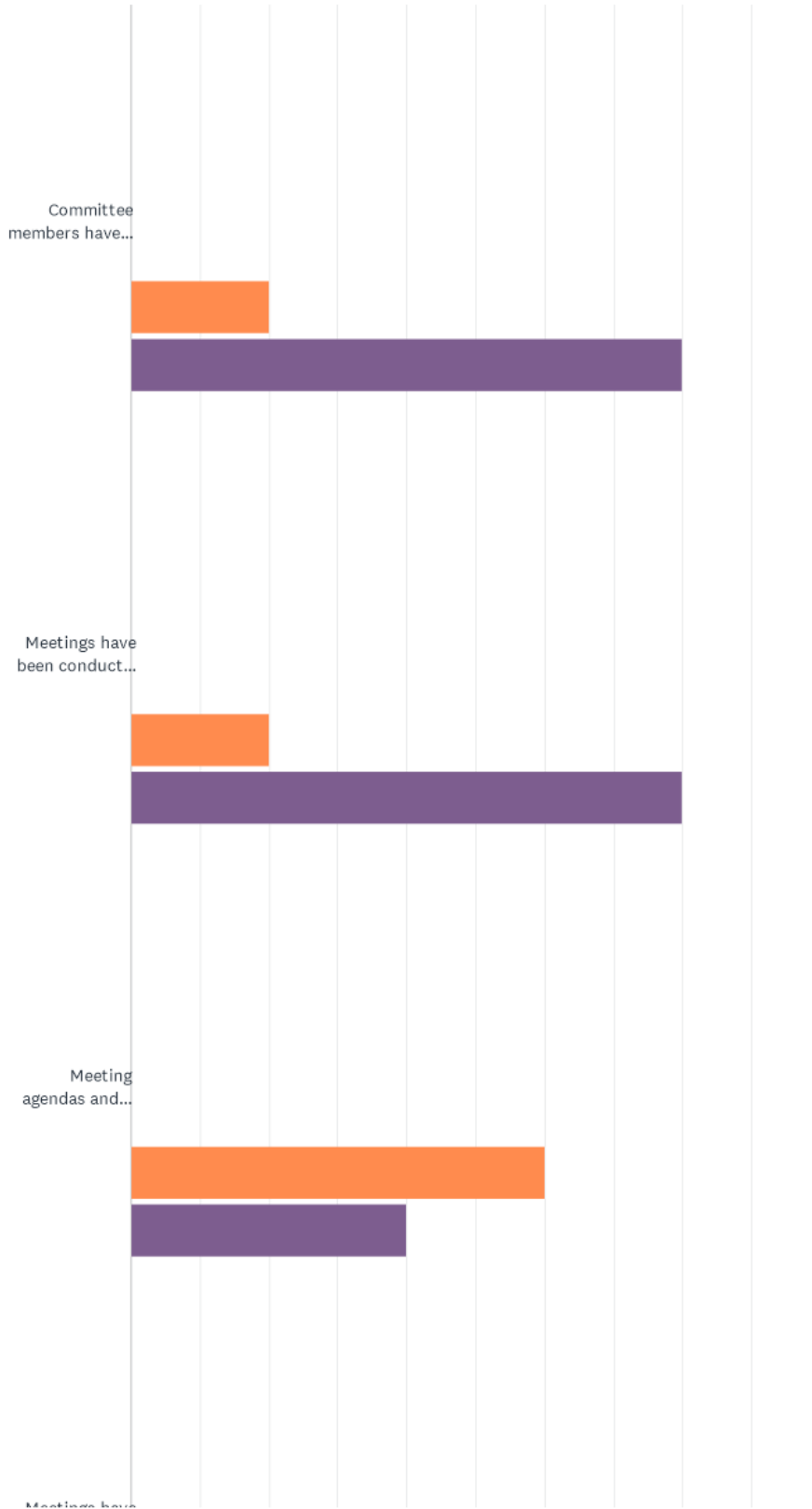
Latrobe City Council Audit and Risk Committee Annual Assessment 2020

	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5	6 MORE THAN ADEQUATE	TOTAL	WEIGHTED AVERAGE
Reviewed the performance of internal audit	0.00% 0	0.00% 0	20.00% 1	20.00% 1	20.00% 1	40.00% 2	5	4.8
Reviewed the effectiveness of the annual external audit	0.00% 0	0.00% 0	20.00% 1	0.00% 0	60.00% 3	20.00% 1	5	4.8
Recommended internal audit appointments to Council	0.00% 0	0.00% 0	20.00% 1	0.00% 0	60.00% 3	20.00% 1	5	4.8
Provided a structured reporting line for internal and external audit	0.00% 0	0.00% 0	20.00% 1	20.00% 1	40.00% 2	20.00% 1	5	4.6
Annually approved the Internal Audit Program and rolling three year plan	0.00% 0	0.00% 0	20.00% 1	0.00% 0	40.00% 2	40.00% 2	5	5.0
Reviewed and approved the Audit and Risk Committee Annual Plan	0.00% 0	0.00% 0	20.00% 1	0.00% 0	40.00% 2	40.00% 2	5	5.0

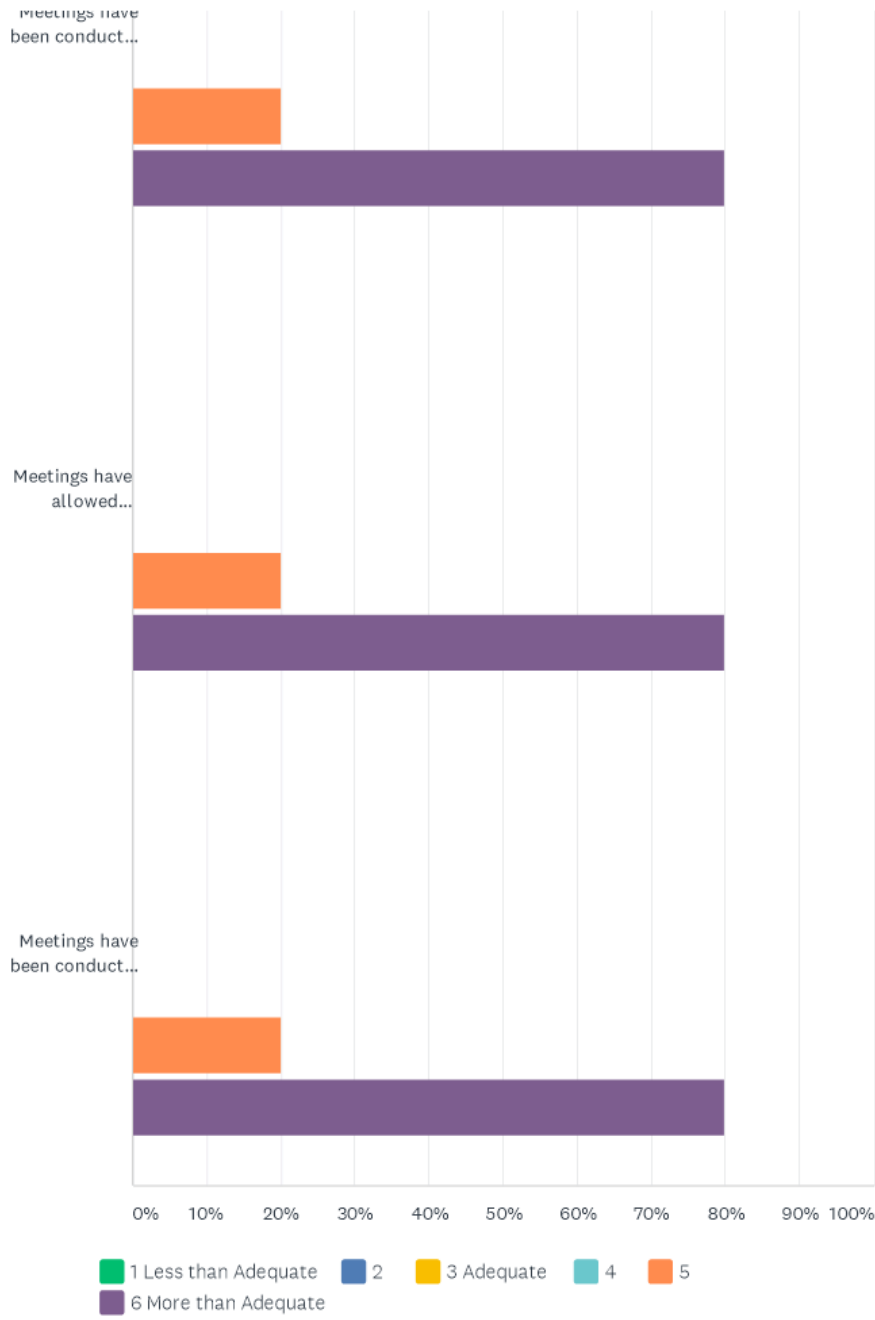
Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q10 The Audit and Risk Committee has:

Answered: 5 Skipped: 0



Latrobe City Council Audit and Risk Committee Annual Assessment 2020



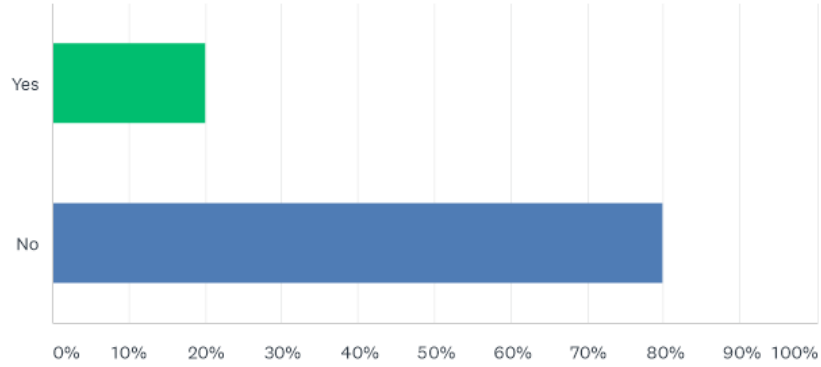
Latrobe City Council Audit and Risk Committee Annual Assessment 2020

	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5	6 MORE THAN ADEQUATE	TOTAL	WEIGHTED AVERAGE
Committee members have attended meetings on a regular basis	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	5	5.80
Meetings have been conducted in accordance with the agenda issued	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	5	5.80
Meeting agendas and supporting papers have been well structured and well written	0.00% 0	0.00% 0	0.00% 0	0.00% 0	60.00% 3	40.00% 2	5	5.40
Meetings have been conducted to allow for full participation by all members	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	5	5.80
Meetings have allowed Committee members to raise any issue they believe relevant	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	5	5.80
Meetings have been conducted to allow for open, frank and robust discussion of all matters raised.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	5	5.80

Latrobe City Council Audit and Risk Committee Annual Assessment 2020

Q11 Are there any other matters you believe should be raised as part of this assessment of the performance of the Audit & Risk Committee for this year?

Answered: 5 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	20.00%	1
No	80.00%	4
TOTAL		5

Agenda Item: 13.3

Agenda Item: Community Engagement Policy

Sponsor: Chief Executive Office

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

Status: For Decision

Proposed Resolution:

That Council:

1. Notes the survey results received as part of the 'Have your Say' engagement activities for the Community Engagement Policy;
2. Adopts the Community Engagement Policy with an effective date of 01 March 2021;
3. Notes that with the adoption of this Policy, that any previous versions are now revoked; and
4. Makes this Policy available on Council's website and advises all persons who participated in the engagement activities of Council's endorsement of the Policy.

Executive Summary:

The Local Government Act 2020 (the Act) was passed in March 2020, with the various parts of the Act commencing over a timeline of several years.

Section 55 of the Act requires councils to adopt and maintain a Community Engagement Policy (the Policy). The act requires that the Policy is adopted by 1 March 2021 and:

- be developed in consultation with the municipal community;
- give effect to the Community Engagement Principles (set out in Supporting Information below);
- be able to be applied to local laws, budget and policy development;
- describe the type and form of community engagement proposed having regard to the significance and complexity of the matter and the level of resourcing required;
- specify a process for informing the municipal community of the outcome of

the community engagement;

- include deliberative engagement practices, that can be applied development of the Community Vision, Council Plan, Financial Plan and Asset Plan; and
- include any other matters prescribed by the regulations (there are currently no regulations).

The Policy is one of a number of governing documents the Act has introduced that are intended to reflect an overarching set of governance principles contained at section 9 of the Act.

Although it was not previously a legislative requirement, Council has an existing Community Engagement Policy which was adopted in 2015 and underpinned by a Community Engagement Strategy. However due to the increased requirements of the 2020 Act, it has been necessary for officers to draft a new Policy rather than amend the existing one. Components of the existing Policy have been incorporated where possible.

In addition to the Community Engagement Principles from the Act, the Policy is based around the Core Values and Public Participation Spectrum created by the International Association for Public Participation (IAP2), which is recognised as an international leader in the field of public participation and community engagement, together with standards outlined in Council's 2015 Strategy document.

Benchmarking has also been conducted against the policies of several councils which were put forward as best practice models by Local Government Victoria.

Public consultation was undertaken over a six-week period from 4 January to 15 February 2021, with 158 surveys completed and one written submission received from the Latrobe Valley Health Advocate. Collation of the results and feedback from the consultation has been undertaken, with amendments made to the draft policy.

The draft Policy is provided at Attachment 1.

Council Officers have begun the preparation of a Community Engagement Plan for 'Your Latrobe' activities to assist in implementation of the Policy. The Engagement Plan is to be presented to Councillors after the endorsement of the policy.

In order for Council to endorse a new Community Vision, Council Plan, Financial Plan and Municipal Public Health and Wellbeing Plan by 31 October 2021, it is proposed, following Council endorsing the Community Engagement Policy, that the first stage of a three-part community engagement process would commence mid-March.

The first stage of the engagement will assist in informing the Community Vision, with additional consultation to inform and aid in the development of the second

stage of the engagement process.

The second stage of activities are proposed in order to explore the community's feedback and priorities relating to a series of themes, with the engagement to take place at the 'Consult' and 'Collaborate' levels of the IAP2 spectrum.

The final stage is proposed as a 'People's Panel', enabling and strengthening civic participation in the community. These activities will form part of Council's deliberative engagement approach, in line with the Local Government Act, to enable public participation in the development of the above plans.

Background:

As part of the requirements of the *Local Government Act 2020* (the Act) Council is required by 1 March 2021 to have adopted a Community Engagement Policy that gives effect to the following Community Engagement Principles (section 55 and 56):

- a) a community engagement process must have a clearly defined objective and scope;
- b) participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- c) participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- d) participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- e) participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

The Policy must be capable of being applied to the development of local laws, budgets, policies, the Community Vision, Council Plan, Financial Plan and Asset Plan. In relation to the Vision and Plans, the Act requires the Policy to include deliberative engagement practices that can be utilised.

Deliberative engagement is not defined in the Act. Broadly, it involves public participation in decision making towards the higher end of the IAP2 Spectrum referred to above. The Spectrum begins at Inform, and moves through Consult, Inform, Collaborate and Empower. Local Government Victoria has identified the key characteristics of deliberative engagement as:

- authentic engagement with the community;
- good representation of the community in engagement activities;
- clear demonstration of how all views have been considered;

- accessible and relevant information available to the community to ensure the decision-making process and the community's level of influence is clear in each instance and that participants are fully informed.

The Policy must also provide some detail of the type and form of community engagement that Council will facilitate, depending on the circumstances, and guidance on how Council will ensure the community is advised of the results of a completed community engagement process.

The Act notes that the Policy must comply with any matters prescribed by regulations, however there are currently none in place and LGV has indicated there is no plan to do so for the time being.

Council is required by the Act to develop the Policy in consultation with the municipal community. As part of public consultation activities, for the development of the Policy, the draft was made publicly available for comment with an online survey developed to further understand and inform community understanding and sentiment toward the Act's prescribed principles and Council's commitment to deliver these principles. The objectives of the engagement included:

- consult with community to understand their support for the draft Policy and how it defines when, why and how Council will engage with stakeholders to inform decisions.
- identify community values, preferences and current level of satisfaction with community engagement.
- understand community members' current connection to Council decision-making.
- consult to understand the accessibility of language within the draft Policy.

The engagement process was open to all members of Latrobe City. The community survey was conducted online and via telephone, with Council community engagement practitioners reaching out to stakeholders to raise their awareness of the survey.

158 surveys were completed, with one written submission received from the Latrobe Health Advocate.

Feedback has aided in informing the full Policy draft, and Council's understanding of the community's priorities for best practice engagement.

In addition to the series of identified themes, data was grouped into four categories:

- policy edit: Suggestions for specific inclusions in the Policy
- process improvement: Suggestions for how Council's engagement practice could be improved in the future

- past experience: Comments that reference previous projects or personal experiences with Council and/or Councillors
- other: Comments that relate to general feedback regarding engagement or Council that cannot be categorised within the above categories, or are not within the scope of this engagement.

The response to this categorised feedback was to ensure these expectations were included in the intentional wording in the principles and commitment statements. It is recommended that the commitment statements are expanded to create greater clarity.

Consideration should be made to adopting a sixth principle - A community engagement process must be designed to promote fairness and equality which aligns strongly with participants, request to see Council demonstrate its intention to include diverse groups; by building capacity in the community to engage with Council; and providing enough information, including the level of influence to expect, time and choice of methods to encourage participation.

Participants also have strongly expressed their want to see Council accounting for the way the results of their participation influence Council decisions, by being transparent with the decision process and closing the loop with participants by reporting back to them, and evaluating and improving their outcomes.

The inclusion of a glossary of terms and adjustments to improve the readability of tables, including IAP2 spectrum, will assist in accessibility.

As evidenced by the feedback, many participants didn't have a clear understanding of the intention of the policy document as opposed to an engagement strategy or plan. To address this feedback, it is recommended that two separate documents are created; a policy that provides guidance needed for staff and a framework which will provide the community with a clear understanding of how Council intends to conduct community engagement which is reflective of community expectations.

Issues:

Strategy Implications

Adoption of the Policy will best ensure compliance with the Act, and achieve the following Objectives of the Council Plan:

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

Objective 6 - Ensure Council operates openly, transparently and responsibly.

Communication

The Act requires the Policy to be developed in consultation with the municipal community. As evidenced by the strong response, 158 surveys completed and one written submission received from the Latrobe Valley Health Advocate, the online

survey was a successful means to inform the community of Council’s draft Policy, that reflects the requirements of the Local Government Act 2020. A range of earned media activity was complimented by targeted stakeholder engagement to ensure a whole of community approach was achieved.

Financial Implications

Nil

Risk Analysis

To ensure compliance with the Local Government Act 2020 Council’s Community Engagement Policy must be adopted by 1 March 2021. In the event that Council doesn’t adopt the Policy by this deadline, consideration could be made for a Special Council Meeting to be held later in March.

Identified risk	Risk likelihood*	Controls to manage risk
<p>Service Delivery Risk</p> <p>The policy is not adopted by 1 March 2021, which will impact the commencement of deliberative engagement relating to Council Plan and other associated plans</p>	3 (Possible)	In the event the policy isn’t adopted by the 1 March deadline, ongoing planning will continue to enable engagement activities to commence immediately from the time of adoption.
<p>Reputational Risk</p> <p>Managing community expectations relating to the feedback they provided.</p>	2 (Unlikely)	An engagement snap shot, one-page report, has been developed and will be distributed to those who were engaged as part of consultation activities, along with being made publicly available on the website.
<p>Reputational Risk</p> <p>Negative reaction from Local Government Victoria due to the delay in adopting policy.</p> <p>Negative community reaction due to the delay</p>	3 (Possible)	In the event that Council doesn’t adopt the Policy by this deadline, consideration could be made for a Special Council Meeting to be held later in March with outcome communicated to key

in adopting policy.		stakeholders.
Legal/Regulatory Risk The Policy is not ready for adoption by 1 March 2021.	2 (Unlikely)	Community consultation has been undertaken with consideration of feedback. Amendments have been made to the draft Policy for Council consideration.

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

Legal and Compliance

Section 55 of the Act requires Council to adopt and maintain a Community Engagement Policy and subsection 55(2)(a) requires development of the Policy to involve public consultation.

Community Implications

The Policy will facilitate understanding of how Council will involve the community and stakeholders in decision making and development of the municipality, which fosters greater fairness, inclusivity, ownership and transparency in decision making, and increases community trust and confidence in the activities of Council.

Environmental Implications

Nil

Consultation

Public consultation was undertaken, over a six-week period from 4 January to 15 February 2021, via online survey. Council community engagement practitioners reached out via direct contact, email and telephone, to key stakeholders to raise their awareness of the survey.

The purpose of the consultation was to introduce the Engagement Principles and test Council's commitment statements with the community. Feedback was sought to further understand participants expectations of community engagement, along with inform Council's understanding of individuals current connection to Council's decision-making.

Promotion of the survey was conducted through online, print and broadcast communication channels. In total, 158 surveys were completed and one written submission received from the Latrobe Valley Health Advocate. Over half of those who participated expressed interest in helping to assist shape Latrobe City's strategic direction, with 97 participants (61.3%) submitting contact details.

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 2020*.









Supporting Documents:

Local Government Act 2020

Community Engagement Policy 2015-2019

Community Engagement Strategy 2015-2019

Attachments

1.   Community Engagement Policy 2020
2.   Your Latrobe - Engagement Policy survey Report
3.   Community Engagement One Pager 2021
4.   Community Engagement Consultation Web Stats

13.3

Community Engagement Policy

1	Community Engagement Policy 2020	103
2	Your Latrobe - Engagement Policy survey Report	126
3	Community Engagement One Pager 2021	137
4	Community Engagement Consultation Web Stats.....	138



Community Engagement Policy

Version 1

Approval Date: (insert date)

Review Date: (insert date)



Community Engagement Policy

DOCUMENT CONTROL

Responsible GM	Steve Piasente	
Division	Office of Chief Executive Officer	
Last Updated (who & when)	(Manager Title & Name)	2020
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	(day, month & year)	Adopted
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	Yes	
Document Reference	No	

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Page 2 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Community Engagement Policy

1. Background

This Policy fulfils the requirement for Council to have a Community Engagement Policy under section 55 of the *Local Government Act 2020* (the Act) and gives effect to the Community Engagement Principles contained in section 56 of the Act.

2. Objectives

The objectives of this Policy are to:

- 2.1 Give effect to the Community Engagement Principles;
- 2.2 Outline the framework for Council's community engagement processes;
- 2.3 Facilitate understanding of how Council will involve the community and stakeholders in decision-making and development of the municipality.

The Policy is an integral part of how Council will meet the Overarching Governance Principles in section 9 of the Act.

3. Scope

- 3.1 This Policy applies to all Councillors and employees of Latrobe City Council, as well as all contractors acting in place of an employee of Latrobe City Council.
- 3.2 This Policy applies to all community engagement processes to be undertaken by Council excluding matters where Victorian legislation mandates a different procedure.

4. Glossary – Definitions and Abbreviations

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Page 3 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Community Engagement Policy

Term	Meaning
Communication	Communication is about providing information to build a shared understanding between Council and the community. It refers to the many ways Council keeps the community up to date with news, projects and opportunities.
Community/ municipal community	<p>'Community' is used to describe people of a municipality, or Council area/City, including individuals or groups who live, work, play, study, visit, invest in or pass through the municipality.</p> <p>The Local Government Act 2020 defines the term "municipal community" as:</p> <p>(a) people who live in the municipal district of the Council; and (b) people and bodies who are ratepayers of the Council; and (c) traditional owners of land in the municipal district of the Council; and (d) people and bodies who conduct activities in the municipal district of the Council.</p>
Community consultation	This is a form of community engagement that relates to the tools and practices used by Council to enable public involvement in decisions and actions that shape the community.
Community strengthening	Community strengthening refers to a sustained effort of building cohesive and inclusive communities. This process aims to increase the connectedness, active engagement and partnership among members of the community, community groups and organisations in order to enhance social, economic and environmental wellbeing.
Deliberative practices	<p>A fair and transparent process by which we provide the relevant representative people/group with the practical information, forums and resources they need to reach a considered conclusion and provide recommendations on a defined issue.</p> <p>This may occur in combination with other formats of research or engagement.</p>

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Page 4 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Community Engagement Policy

Term	Meaning
Engagement	<p>Getting community and/or stakeholder input or feedback to inform a Council decision.</p> <p>Can also be referred to as 'consultation', however engagement is the preferred term to avoid confusion with the Consult level of the IAP2 Spectrum.</p> <p>When a project or matter will not extend beyond the 'Inform' level on the IAP2 spectrum, it will be considered 'communication' and not referred to as 'engagement'. This is done to prevent confusion and manage expectations.</p>
Ethical	Adherence to moral principles and conduct in undertaking a process or activity.

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Page 5 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Community Engagement Policy

Term	Meaning
<p>Hard to reach / marginalised stakeholders</p>	<p>There are groups or sections of our community who may find it more difficult to participate in community engagement activities. These groups can be considered 'hard to reach' due to the barriers they may experience. These groups include, but are not limited to:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander people • Children, young and older people • Culturally and Linguistically Diverse (CALD) • Lesbian, gay, bi, trans, intersex and queer (LGBTIQA+) people • New and established migrant communities • New residents to the municipality • People experiencing homelessness • People with health issues • People with limited literacy • People with limited access to and/or skill in digital technologies • People with lived experience of disability • People with lower discretionary income • People with non-standard work patterns/schedules • Residents in public housing <p>We will adapt engagement tools and processes to ensure fair, inclusive and accessible representation for these sections of the community and support their participation.</p> <p>We also recognise the requirement to consider gender identity and its impact on participation and tool selection.</p>

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Page 6 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Community Engagement Policy

Term	Meaning
IAP2 and Public Participation Spectrum	<p>The International Association of Public Participation (IAP2) provides sector leadership, resources and development. Many of its tools are central to Council's Policy and process.</p> <p>"The IAP2 Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program. The Spectrum shows that differing levels of participation are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made. Most importantly, the Spectrum sets out the promise being made to the public at each participation level."¹</p>
Plan	A plan outlines a detailed future course of action for Council aimed at achieving specific goals or objectives within a specific timeframe. A plan should identify roles and responsibilities along with resources that are required.
Policy	A policy sets out Council's views with respect to a particular matter. It includes a set of principles or rules that provide a definite direction for the organisation.
Public engagement	Refers specifically to engagement that will be open to participation for all members of Latrobe City Council's community.
Publication	For projects involving public engagement, information will be published on Council's website and available in print or other formats.
Representative participation	<p>For some matters, especially those with deliberative characteristics, participation may be designed or selected to align with the demographic features of the impacted community using data published by the Australian Bureau of Statistics.</p> <p>The measure, relevance and emphasis on representative participation may vary between projects.</p>
Research	The systematic collection, collation, analysis and interpretation of data relevant to policy or practice, or to understand future trends, local needs and good practice. ²

¹ International Association for Public Participation (IAP2) Australasia, <https://www.iap2.org.au/resources/iap2-published-resources/>

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Page 7 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Community Engagement Policy

Term	Meaning
Stakeholder	<p>An organisation or defined group of people who are interested, affected by or contribute to an outcome. Often these individuals or groups have a defined intent or 'stake' in the project or matter.</p> <p>A stakeholder group may have a single or shared perspective on an issue or may have different views. A delegate may represent a shared view on behalf of a group.</p> <p>Some examples are government departments and public services, traders/business operators, and community organisations such as sports clubs, environmental groups and service clubs.</p> <p>Stakeholders can also be Council-facilitated groups or Committees that represent hard to reach sections of the community.</p>
Subscription	<p>During engagement individuals can subscribe to receive updates by providing email or postal addresses.</p>

A glossary has been added to assist the reader in further understanding the definition of terms within the policy.

Feedback indicated the inclusion of a glossary would enable a consistent understanding by all who review the policy document regardless of their understanding of engagement practices. This was strongly reflected in the comments under Principle 4.

5. Principles of Management

5.1 Introduction

Latrobe City Council is committed to embracing an ongoing dialogue with our community through providing genuine, consistent, inclusive and effective community engagement processes.

Successful community engagement allows Council to benefit from the knowledge and experience of the Latrobe City community, and enables community members to influence, and see their influence on the decisions and actions that impact their daily lives and our collective future.

² Adapted from Local Authorities Research Intelligence Association, Creating effective research in local government, United Kingdom, 2005.

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Page 8 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Community Engagement Policy

To reflect Latrobe City Council's community engagement values, Council is committed to contemporary and evolving approaches, including providing access to professional development opportunities for the organisation to benefit from. Council's community engagement values are:

- **Respect:** consideration is shown to all members of the community. The views, concerns and experiences of community members are listened to and each person's point of view is valued;
- **Inclusiveness and accessibility:** every effort is made to provide opportunities for all members of the community to participate in both planned and unplanned community engagement activities. All members of the community are supported to actively contribute, regardless of age, gender, sexuality, income, education, cultural background, language skills or disability;
- **Integrity and honesty:** a trustworthy and honest manner is used in all levels of community engagement practices and decision-making, with processes being open and transparent. Members of the community are given a clear understanding of how their input has been considered as part of the final decision-making process.
- **Accountability and ownership:** responsibility is taken for Council's input, decisions and actions relating to community engagement activities;
- **Communication:** effective communication methods are used throughout the community engagement process when receiving and providing input, making decisions and taking action. This includes closing the loop with participants by clearly demonstrating how their input was considered in the final decision;
- **Innovation:** new and innovative ways to listen to and engage with members of the community are looked into regularly, including seeking out solutions to improve discussion, decision-making and action in order to enhance the community engagement experience.

5.2 Latrobe City Council's Framework

There are three key documents and a toolkit that guide Community Engagement at Latrobe City Council.

The diagram below demonstrates how these documents relate to each other and deliver on Council's commitment to its community engagement practice.

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Page 9 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Community Engagement Policy



5.3 Principles and IAP2 Values

Latrobe City Council’s Community Engagement Policy is required to give effect to five Community Engagement Principles set out at section 56 of the Act. **The statements below define our commitment deliver each principle.**

Principle	Council’s Commitment
1. The community engagement process has a clearly defined objective and scope.	<p>When engagement is launched, we will publish, for identified projects, an Engagement Plan Overview including a description of the project or matter that is the subject of engagement. This will explain:</p> <ul style="list-style-type: none"> • Why the project is needed; • What the community can influence and what they can’t; • What information we need from the community; and • Methods in which we will gather feedback / contribution from the community • The timeline in which the community can provide feedback and when the matter is expected to be decided. • Community feedback on a matter will not be considered after closing date to enable reporting to be completed within this timeline. <p>If the project or matter will have multiple stages of engagement, we will define the objective and scope for each stage. We will allocate resourcing for engagement that is relative to the scope and complexity of the project or matter.</p>

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Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Community Engagement Policy

Principle	Council's Commitment
<p>2. Participants in community engagement will have access to objective, relevant and timely information to inform their participation.</p>	<p>We will provide timely access to factual and transparent information on the project or matter, including:</p> <ul style="list-style-type: none"> • A summary of known impacts, risks and benefits including social, natural and built environment, and financial; and • Relevant background information, technical and research reports, related policies, budget estimate and funding source. <p>This information will be provided through a combination of printed, verbal, digital, audio-visual formats.</p> <p>We will provide information in accessible formats, plain language summaries and provide opportunities to ask questions and receive a response, either individually or via shared communications.</p>
<p>3. Participants in community engagement will be representative of the persons and groups affected by the matter.</p>	<p>We will identify members of the community that have a connection to the project or matter, and publish an assessment of the level of:</p> <ul style="list-style-type: none"> • Impact: what level of change will the community member experience as a result of the project/matter; • Interest: what level of interest has been expressed or is anticipated; and • Influence: we use the International Association of Public Participation (IAP2) Spectrum to identify the level of influence they can expect over the end outcome or decision. <p>This information is used to understand the types of tools and techniques that will be most effective for engagement and communication. Community members who are identified as likely to experience a significant impact from a change or decision, may be offered a higher level of engagement and influence on the decision than others.</p>
<p>4. Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.</p>	<p>We will design engagement including the methods, activities and schedule to meet the needs and requirements of identified community members. This will consider:</p> <ul style="list-style-type: none"> • Multiple methods to participate, including written, visual, online and verbal; • The time participants will require to provide an informed response; and • The resourcing available for engagement relative to the scope and scale of the project.

WARNING - uncontrolled when printed.

Page 11 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	----------------------------	---------------	--------------------	-------------	----------------



Community Engagement Policy

Principle	Council's Commitment
	<p>Methods and tools selected will relate to the type of project and level of influence relative to the IAP2 Spectrum and relative to the project budget.</p> <p>For community members who may experience barriers to participation, additional resources may be considered such as:</p> <ul style="list-style-type: none"> Information and feedback processes in alternative formats; and Support to participate, including personal care and/or support, transport.
<p>5. Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision-making.</p>	<p>We will explain how and when the decision will be made, including:</p> <ul style="list-style-type: none"> The influence community feedback will have, referencing the IAP2 Spectrum of Participation; and Other information that will inform decision making, including technical information, research, policies, legislation, Council priorities, commitments and available budget. <p>Where there are multiple phases of engagement, we will describe the above for each phase.</p> <p>Providing feedback to participants is crucial in respecting our relationship and partnership with our community. We will:</p> <ul style="list-style-type: none"> Provide updates to subscribers at key progress points, including when the item will be discussed at a meeting of Council; and Publish a summary of the engagement process and results within two months of the close of engagement. This will include summary of participants and process.
<p>6. A community engagement process must be designed to promote fairness and equality</p>	<p>Traditional engagement activities can be biased towards the participation of those who are easy to communicate with, have a pre-existing relationship with Council, and are vocal and reasonably comfortable in a public setting.</p> <p>We will design engagement programs to encourage fairness, equality and the participation of marginalised or hard to reach groups through:</p> <ul style="list-style-type: none"> Selection of methods and tools, including one to one and small group discussion; The ability to participate in a private or closed forum and/or anonymously; Monitor the participation of hard to reach groups and adapt activities to promote increased participation if required; and

WARNING - uncontrolled when printed.

Page 12 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	----------------------------	---------------	--------------------	-------------	----------------



Community Engagement Policy

Principle	Council's Commitment
	<ul style="list-style-type: none"> Moderation and management of public forums to enable respectful and equitable sharing of ideas.

Consider displaying principles in a better format

The initial draft noted high level commitment statements. While these statements remain, edits have been made to include more detailed understanding as expressed in the comments throughout the survey.

PRINCIPLE 1 - Edits

Community feedback on Principle 1 primarily focussed on access to information. This Principle was identified as the community's highest priority.

The types of information requested, such as clarifying engagement methods and timelines for feedback and decision making, will be published in an Engagement Plan Overview on the Have Your Say section of the website, for identified projects, public engagement. This page ensures greater transparency about how community engagement is being conducted for each project.

Feedback also focused on 'closing the loop' reporting back which is included in more detail in Principle 5.

PRINCIPLE 2 - Edits

Community feedback on Principle 2 also focussed on providing more information to help people have a better understanding of a project, it's impacts and benefits.

We've expanded the types of project information that will be provided to include a wider range of possible impacts, including environmental, related Council Policies, and the project's budget estimate and funding source, whenever possible.

To improve the accessibility of the information we provide, a commitment to provide information in multiple formats has also been included in the Policy statement, as well as plain language summaries and opportunities to ask questions.

'Timely' has been referenced in the commitment statement to reinforce the intent of the Principle.

PRINCIPLE 3 – Edits

The Principle 3 commitment statements had the most significant changes in response to community feedback.

The majority of comments concerned the process, criteria and methods for identifying stakeholders.

WARNING - uncontrolled when printed.

Page 13 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	----------------------------	---------------	--------------------	-------------	----------------



Community Engagement Policy

Major changes to the commitment statement include further explanation of what we mean by ‘impact’, ‘interest’ and ‘influence. The community will be able to see Council’s assessment of project stakeholders, for identified projects, in an Engagement Plan Overview, which will be published on the Have Your Say website as part of public engagement.

PRINCIPLE 4 – Edits
 Policy changes include more specific methods of support, a focus on providing information in appropriate formats to meet individual needs, and the use of incentives to encourage participation.

Changes to the Principle 4 commitment statements were primarily driven by feedback that sought to ensure that engagement activities were inclusive of all, with a particular focus on hard-to-reach sections of our community, for example, elderly residents, public housing residents and youth.

PRINCIPLE 5 – Edits
 In response to community feedback, changes to Principle 5 commitment statements are designed to better acknowledge people who’ve participated in community engagement and improve transparency in Council’s decision making.

New commitments include the timely publication of the results of engagement. Additionally, the community also told us that they wanted to understand what policies and legislation will inform decision making.

PRINCIPLE 6 – Addition
 A key theme of the survey comments related to ensuring engagement was inclusive of all of the community. This was also rated 2.77 by 141 survey respondents (99.2%) at question 11 of the survey, ‘Rank the principles in order of importance to you’.

It is proposed that a sixth principle be added, with a focus on fairness and equality. The use of positive wording focuses on promoting fairness and equality for all rather than reducing inequality.

Participate privately, along with Monitoring participation during the engagement program will also enable us to adapt any engagement activities, if required, to ensure those who will be affected by a project are able to participate.

In developing this Policy, Council has also been guided by a set of core values established by the International Association for Public Participation (IAP2), which is recognised as an international leader in the field of public participation and community engagement. The IAP2 framework is underpinned by seven core values that are aimed at ensuring organisations make better decisions which reflect the interests and concerns of potentially affected people and entities. These values are:

WARNING - uncontrolled when printed. Page 14 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	----------------------------	---------------	--------------------	-------------	----------------



Community Engagement Policy

1. public participation includes the promise that the public's contribution will influence the decision;
2. public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision-makers;
3. public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision;
4. public participation seeks input from participants in designing how they participate;
5. public participation provides participants with the information they need to participate in a meaningful way;
6. public participation communicates to participants how their input affected the decision.

Feedback noted concerns over language in relation to the IAP2 core values which has resulted in a small adjustment to the introduction.

5.4 What is Community Engagement and Why is it Important

Community engagement is about empowering, amplifying and capturing the voice of the community. It allows community members to actively contribute to Council decisions and actions by creating an inclusive environment in which community feedback is embraced, considered and acted upon.

Community engagement can be both proactive and responsive. It occurs in planned moments - such as the range of ways Council seeks and uses community input when making a decision - and also occurs in the way Council undertakes day to day services and activities, and consistently builds and maintains relationships with community members and stakeholders.

The ability for people to be involved and heard on issues that are important to them and decisions that impact them fosters greater fairness, inclusivity, ownership and transparency in decision-making, and increases community trust and confidence in the activities of Council.

Community engagement is a vital part of Council's operations, as it provides the opportunity for Council to learn about the variety of views, insights and issues in our region. It enables and ensures the responsiveness of the Council, as well as facilitating and enhancing the quality and effectiveness of major projects, infrastructure works, policy development, service planning, community led developments and other initiatives.

WARNING - uncontrolled when printed.

Page 15 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	-------------------------------	------------------	-----------------------	----------------	----------------



Community Engagement Policy

5.5 Who We Engage With

Latrobe City is a diverse community with a broad range of views and interests.

While decision-making activities are of interest to all community members and stakeholders, it would not be efficient or sustainable for Latrobe City Council to engage with the entire community on every issue. Some decisions also affect certain community members or stakeholders more than others.

In implementing community engagement processes, Council considers community to include anyone affected by or with an interest in a decision, but will endeavour to ensure participation of those most affected or with the most interest. People affected could include individuals, members of community groups and town associations, and neighbours. Council will also consider views raised by the community.

As noted in survey feedback, it is important for the community to be informed as to how Council will identify who is affected by the decision/issue at hand.

5.6 When We Will Engage

Embedding strong community engagement into Latrobe City Council's practices is a key Council priority.

The Act sets out a number of matters where community engagement is compulsory. These are:

- Community Vision;
- Council Plan;
- Financial Plan;
- Asset Plan;
- Budget (or any revised Budget);
- Adopting Local Laws;
- Governance Rules;
- Acquiring or disposing of land;
- Leasing of Council land (in some circumstances).

In addition to the matters listed above, where appropriate Latrobe City Council will engage the community under a range of other scenarios, such as:

- Other Policy, Strategy and Plan development;
- Service planning, including development, amendment or improvement of a service provided by Council;
- Area improvement, for example major projects and infrastructure, and upgrades to recreational areas, community assets and Council buildings and facilities;

WARNING - uncontrolled when printed.

Page 16 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	----------------------------	---------------	--------------------	-------------	----------------



Community Engagement Policy

- Site specific, being any changes to an area, and including matters affecting an individual property;
- Additional legislative requirements under this Act including related regulations, or as required by any other Act, for example:
 - *Road Management Act 2004*;
 - *Planning and Environment Act 2007*;
 - *Public Health and Wellbeing Act 2008*;
- Issues affecting the:
 - Cultural and social liveability of the community;
 - Local economy and labour market; or
 - Natural environment.

Community engagement will **aim** occur in the earlier stages of a project/initiative, providing an opportunity for the public to influence the development process. Depending on the circumstances, community engagement may be undertaken in more than one stage.

Council will conduct community engagement within timeframes that allow a **practical** opportunity for community members and stakeholders to participate. There are some instances where the timeframe for consultation is predetermined by legislation.

Not all decisions of Latrobe City Council will provide an opportunity for broad community consultation or active participation. In some instances, a prior decision of Council or a legislative imperative may limit or preclude further discussion or consideration of an issue. A decision may be part of Latrobe City Council's broad strategic agenda which has already been endorsed and adopted. In other instances, where there are highly complex issues, Council may legitimately seek to only gather the input of stakeholders or experts in a specific field.

Some areas where community engagement activities may not occur include:

- where a situation poses an immediate threat or risk to the health, safety or wellbeing of the community to which Council is required to respond quickly, including emergency events;
- a consultation process involving Council that is being conducted by another level of government;
- if the matter involves confidential information;
- where set out in legislation.

Edited to reflect more positive language. Change of language from reasonable to practical allows the opportunity for longer engagement if aimed at members of the community that require more accessible methods.

Feedback in the 'Further Comments themes' reinforces these edits.

WARNING - uncontrolled when printed.

Page 17 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	-------------------------------	------------------	-----------------------	----------------	----------------



Community Engagement Policy

5.7 How We Will Engage

Community engagement processes undertaken by Latrobe City Council are guided by the standard developed by the IAP2. The IAP2 Public Participation Spectrum is a standard used internationally and is designed to assist in defining the public's role in any public participation process.

The spectrum shows that the level of participation can differ depending on the goals, timeframes, resources and level of community concern.

Spectrum of Engagement

IAP2 Spectrum of Public Participation

Level	Public participation goal	Promise to the public
Inform	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	We will keep you informed.
Consult	To obtain public feedback for analysis, alternatives, or decisions.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.
Involve	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.
Collaborate*	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.
Empower	To place final decision making in the hands of the public.	We will implement what you decide.
	<i>Participatory Engagement</i>	<i>Deliberative Engagement</i>
Examples of tools and techniques	<ul style="list-style-type: none"> • Website • Social media 	<ul style="list-style-type: none"> • Submissions • Public comments • Workshops • Stakeholder networks • Advisory committees • Working group • Delegated committees and community

WARNING - uncontrolled when printed.

Page 18 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	----------------------------	---------------	--------------------	-------------	----------------



Community Engagement Policy

<ul style="list-style-type: none"> Newsletters and other mail outs Media releases Letter Flyer, poster Signage 	<ul style="list-style-type: none"> Surveys Public meetings Poll Drop in/ pop up Listening posts 	<ul style="list-style-type: none"> Focus/working groups Interviews Site visit Focus groups 	<ul style="list-style-type: none"> Participant led workshops Co-design Deliberative poll 	<ul style="list-style-type: none"> asset committees Citizen juries Democratic voting Practical skills workshops Training events
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The IAP2 Spectrum has been displayed in an improved format, allowing the reader to review from left to right of the page, providing a clearer understanding of the level of engagement and the associated engagement goal and promise to the community. Additional tools and techniques have been added to assist in greater understanding of engagement methods.

5.8 Deliberative Engagement

The Act requires that the development of Council's Community Vision, Council Plan, Financial Plan and Asset Plan involve deliberative engagement practices. Deliberative engagement is an important approach that will also be used in other non-legislated situations as it is required.

Deliberative engagement is not defined in the Act. Broadly, it involves public participation in decision-making towards the higher end of the IAP2 Spectrum, through activities that Involve, Collaborate and Empower.

Local Government Victoria has identified the key characteristics of deliberative engagement as:

- authentic engagement with the community;
- good representation of the community in engagement activities;
- clear demonstration of how all views have been considered;
- accessible and relevant information available to the community to ensure the decision-making process and the community's level of influence is clear in each instance and that participants are fully informed.

5.9 Latrobe City Council's Approach

For every community engagement activity, a community engagement plan will be developed, which will be underpinned by the IAP2 Spectrum. Council officers will develop plans in a timely, effective and innovative manner, ensuring that they assess their target audience and develop the most suitable tools and methods of communication to encourage a high level and quality of participation that is appropriate to the matter. Relevant approvals will be obtained, including where applicable, Council resolutions, prior to commencing activities.

WARNING - uncontrolled when printed.

Page 19 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	----------------------------	---------------	--------------------	-------------	----------------



Community Engagement Policy

To ensure effective community engagement, Council implements the following eight steps to design, deliver and complete community engagement.

1. **Clearly define the purpose and scope of the community engagement**
2. **Understand stakeholder and community interests**
3. **Design an appropriate community engagement process**
4. **Deliver genuine and respectful engagement**
5. **Review and interpret the engagement data**
6. **Apply the outcomes of the engagement to inform the decision-making process**
7. **Evaluate the community engagement process for improvement**
8. **Close the loop on the community engagement - advise the community of the final outcome and how their feedback was considered in the final decision'**

Feedback noted frustration when the community doesn't understand their involvement and in engagement activities is used or indeed influenced a decision. The importance of closing the loop was highlighted in relation to transparency.

5.10 Feedback and Engagement Evaluation

The provision of feedback will be delivered to industry best practice standard. It will recognise and respect the contributions of community members and stakeholders, and the time that they take to participate.

Reporting of outcomes and updates will always be available online through Council's Have Your Say platform, and other mediums that are requested by the community. It will also be provided directly to those who asked to be kept informed and have provided contact details.

5.11 Privacy

Transparency and openness are core components of community engagement. When a person participates at workshops or events or in forums, contributions and identity

WARNING - uncontrolled when printed.

Page 20 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	----------------------------	---------------	--------------------	-------------	----------------



Community Engagement Policy

are considered public. The same applies for submissions unless anonymity is requested. Responses to surveys, questionnaires, and feedback forms may be published but identities, if known, will remain anonymous.

Contact information will be kept secure and separate from any other data provided. Council will only collect what personal information it requires in order to carry out its statutory and legal responsibilities and to deliver its services. Council complies with the requirements of the *Privacy and Data Protection Act 2014* in carrying out these responsibilities.

6. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

6.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council policies;
- Responsibility for the decision to approve this Policy by Council Resolution.

6.2. 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.

6.3. General Manager

- Responsibility for compliance with this Policy;
- Responsibility for enforcing accountability;
- Responsibility for providing resources;
- Responsibility for performance monitoring.

6.4. 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.

WARNING - uncontrolled when printed.

Page 21 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	-------------------------------	------------------	-----------------------	----------------	----------------



Community Engagement Policy

6.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this Policy;
- Comply with frameworks and procedures developed to achieve compliance with this Policy.

7. 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).

8. Definitions

Act:	<i>Local Government Act 2020</i>
Council:	Latrobe City Council
Community:	Includes people who live, work, learn, visit or otherwise use the services and facilities in Latrobe City, as well as community organisations and interest groups.
Stakeholder:	An individual or group of people with a particular interest in or who will be affected by the outcome of a decision or action under consideration.
Community Engagement:	Interactions between Council, the Latrobe City community and other stakeholders with the purpose of facilitating community/stakeholder involvement and guidance in Council decision-making and actions.

9. Related Documents/Legislation

Citizen Confidentiality and Privacy Policy
 Public Relations and Communications Policy
 Public Transparency Policy
 Social Media Policy
 Latrobe City Cultural Diversity Action Plan
 Latrobe City Disability Action Plan
 Latrobe City Municipal Emergency Action Plan
 Latrobe City Reconciliation Action Plan
Charter of Human Rights and Responsibilities Act 2006
Equal Opportunity Act 2010

WARNING - uncontrolled when printed.

Page 22 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	----------------------------	---------------	--------------------	-------------	----------------



Community Engagement Policy

- Local Government Act 2020*
- Planning and Environment Act 2007*
- Privacy and Data Protection Act 2014*
- Public Health and Wellbeing Act 2008*
- Road Management Act 2004*

10. Reference Resources

- Local Government Act 2020*
- IAP2 Quality Assurance Standards - Core Values, Practitioners code of ethics and the IAP2 Spectrum of engagement (International Association for Public Participation)
- Local Government Act 2020 – Principles: Community Engagement (Local Government Victoria)

11. Appendices

Nil

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WARNING - uncontrolled when printed.

Page 23 of 23

Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Community Engagement Report

Community Engagement Policy

Background

The overall purpose of the community engagement was to consult with community representatives on a draft *Community Engagement Policy* that reflects the requirements of the Local Government Act 2020. The scope of community engagement was limited to the principles and types and levels of engagement applicable to the matters named in the Act.

Changes to the Local Government Act 2020 require each council to adopt and maintain a Community Engagement Policy by 1 March 2021. Councils must, at a minimum, apply this policy in the development of the following:

- Community Vision
- Council Plan
- Financial Plan
- Asset Plan
- Revenue and rating planning
- Planning and financial management

The intent of the draft policy is to improve practice, accountability and demonstration of compliance, and ensure community viewpoints are included when making significant decisions. New requirements under the Act, which must be included, relate to principle statements and deliberative engagement for the development of the Community Vision, Council Plan, Financial Plan and Asset Plan.

Stages and level of influence

Stage 1 Community survey Draft policy available for review January – February 2021	Stage 2 Consultation with members of advisory committees to review updated draft policy February 2021
IAP2 Public Participation Spectrum Engagement level - Consult	IAP2 Public Participation Spectrum Engagement level - Involve

Engagement methods needed to take into consideration COVID-19 Normal restrictions with online tools (websites, digital surveys), telephone surveys and the availability of a printed survey the most appropriate options.

Objectives

- Consult with community to understand their support for the draft Policy and how it defines when, why and how Council will engage with stakeholders to inform decisions.
- Identify community values, preferences and current level of satisfaction with community engagement.
- Understand community members' current connection to Council decision-making.
- Consult to understand the accessibility of language within the draft Policy.

Scope

To ensure that the community and stakeholders understood the extent in which they could influence the Policy, and how feedback and ideas received would be considered, the scope was published as part of community consultation:

What can I influence?

- Commitment statements that clarify how Local Government Act 2020 engagement principles will be interpreted and delivered.
- Identification of barriers to participation and how to address these.
- Priorities for improvement in engagement practice and capability.

What can't I influence?

- The legislative requirement to have a Community Engagement Policy 2021-24 that contains principles and deliberative engagement features.
- Previous community engagement consultations, processes, plans and outcomes. These can be referenced as examples, but consultation will not be reopened.
- The International Association of Public Participation (IAP2) spectrum.
- The engagement and influence levels that are assigned to past, current or future projects and engagement plans.
- Latrobe City Council's standard Policy template.

Who we consulted

Community engagement practitioners across Council consulted with representative members of the community as identified through an extensive stakeholder engagement list. Groups represented included, however were not limited to:

- Council's advisory committees
- Government agencies
- Business associations
- Small town committees
- Youth
- Members of Council services, such as Libraries, Leisure, Performing Arts and Latrobe Regional Gallery
- Committees of management
- Community clubs and associations
- Sporting clubs and associations

The engagement process was open to all members of Latrobe City.

Community Engagement Report | Page 3

Engagement

The community survey was conducted online and via telephone, with Council community engagement practitioners reaching out to stakeholders to raise their awareness of the survey and encourage them to complete it.

The purpose of the consultation was to introduce the Engagement Principles and test Council's commitment statements with the community. Feedback was sought to further understand participants expectations of community engagement, along with inform Council's understanding of individuals current connection to Council's decision-making.

Feedback will inform the full Policy draft, and Council's understanding of the community's priorities for best practice engagement.

What we heard

The Community Engagement Draft Policy survey questions were completed by 158 people. In addition, one written submission was provided by the Latrobe Health Advocate, Jane Anderson.

We heard the community wants...

- Engagement to be inclusive of all of the community
- Meaningful consultation
- Early engagement with the community to create inclusion
- An understanding of what can be influenced through engagement
- An alternative to online engagement – face-to-face and visual information at community venues and at times that suit the community
- A commitment to show compliance and performance, and how this will be measured and reported.

A series of themes were identified via the principle and commitment comments, along with the overarching additional feedback question. These themes were consistent across all five principles and included:

- Barriers
- Decision-making
- General policy
- Information
- Influence
- Participants
- Project budget
- Stakeholders
- Timeline
- Tools
- Trust

At a high level, the community provided an average rating of 3.9 for all principles combined, a neutral towards positive score.

1 The community engagement process has a clearly defined objective and scope.

Your feedback 3.87/5 ★★★★★☆

2 Participants in community engagement will have access to objective, relevant and timely information to inform their participation.

Your feedback 4/5 ★★★★★☆

3 Participants in community engagement will be representative of the persons and groups affected by the matter.

Your feedback 3.76/5 ★★★★★☆

4 Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.

Your feedback 3.94/5 ★★★★★☆

5 Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision-making.

Your feedback 3.94/5 ★★★★★☆

1

The community engagement process has a clearly defined objective and scope.

For Principle 1, 156 survey respondents (98.7%) provided a star rating and 110 (70.5%) also provided a comment.

Themes:

- **Information** – Council was urged to use various communication mediums, such as electronic and print, to allow the community to contribute to engagement opportunities. It was important for individuals to understand where and how the project or engagement opportunity would be publicised. Many commented that simply updating Council's website with information was less than ideal, with many noting they don't check there.
Council was asked to explain how feedback will be used. It was noted public trust would be gained by making feedback public.
- **Decision-making** – How does the proposed project/activity align with the Council vision and plan? Council should detail how the community will benefit from the proposed matter or project, noting who initiated the project and how it may affect stakeholders.
- **Influence** – People wish to understand the level of government involvement - local, state and federal - and receive a clear outline of what can and can't be influenced and why. Is there a legislative reason?
- **Trust** - Value and respect community voice and input. Honesty between all parties. Engagement will seek to form a community partnership on the project to ensure authenticity and ownership. A vision to be transparent.
- **Stakeholders** – Ensure that key stakeholders in the project are made aware of the project directly.
- **Participants** – More inclusive engagement with assistance for CALD communities to access interpreters.
- **Barriers** - Allocate Council officers to provide personal support to those who want to participate but encounter barriers i.e. language, technical understanding, technology.
- **Tools** - Increased meaningful community consultation, onsite with community groups and at local venues. Address inequities for those who don't have access to technology and become disenfranchised in the process.



Participants in community engagement will have access to objective, relevant and timely information to inform their participation.

For Principle 2, 158 survey respondents (100%) provided a star rating and 97 (61.3%) also provided a comment.

Themes:

- **Timelines** – Council is urged to advertise widely in a timely manner. Council needs to provide timely information and appropriate timeframes for community input. It was felt there was often not enough time which resulted in engagement being seen as token.
- **Accessibility** – Consider community diversity and multiculturalism. Provide aids to assist those from CALD backgrounds in addition to supporting those with learning, language and cognitive barriers. Supporting those who don't have the skills or understanding of how to present matters to Council. Ensure information is provided in accessible formats.
- **Information** – Development of 'Frequently Asked Questions' to assist in building community knowledge and addressing community concerns. Explore increased opportunity for online engagement in the age of COVID. Present technical data and research report findings in a manner that the lay person can understand. Ensure information is simplified. Council's use of social media is often very informative with links directing the public to projects. Providing information to communities through existing community networks.
- **Stakeholders** – Understanding of how engagement activities and feedback have been considered, and timely and clear lines of feedback to community questions. Direct engagement with stakeholders who may be impacted by a proposed project/activity.
- **Trust** – It is hypocritical for Council to promote objectivity when it clearly has not taken such an approach itself previously. It is important that the public is presented with unbiased and evidence-based research data and findings. How does the community know if all the relevant information is made available and not just that which is advantageous to the argument? More transparency is needed.
- **Participants** – Minority and very vocal community groups or individuals should not be allowed to hijack the democratic consultation process. Where appropriate, consult with multicultural communities through appropriate languages.
- **Barriers** - Ensure engagement of minority and socially isolated communities and groups.

3 Participants in community engagement will be representative of the persons and groups affected by the matter.

For Principle 3, 156 survey respondents (98.7%) provided a star rating and 107 (68.5%) also provided a comment.

Themes:

- **Stakeholders** - How will Council consider who is affected by the decision/issue at hand? Council needs to ensure many people from many groups are consulted, not just town associations. Ensure the people directly affected by a decision are consulted.
- **Information** - Council should consider more avenues of contact with the community other than Facebook and the Latrobe Valley Express.
- **Influence** - Ensure the community feels as though their opinions have been considered by Council.
- **Trust** – Give anyone wishing to engage the opportunity to do so, not just those immediately affected.
- **Participants** – Consider that groups are not always representative of everyone in the community who may be affected by the matter at hand. Eg, one LGBT+ person's views maybe different to another LGBT+ person's opinions. Ensuring people who may not usually have their voices heard are consulted.
- **Barriers** – People may not feel comfortable taking part in engagement out of concern for backlash or for raising a controversial opinion.

4 Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.

For Principle 4, 156 survey respondents (98.7%) provided a star rating and 84 (53.8%) also provided a comment.

Themes:

- **Information** - Council needs to be clear on the definition of language and terms used.
- **Timeline** - Council needs to ensure that communication is accessible for the entire community, including the time of meetings and who is invited to attend.
- **Participants** - Council should consider co-design engagement, taking in to account appropriate timelines and the skill levels of participants. It is important to consider how technology may be used throughout the engagement process. In order to participate in engagement activities that involve technology, participants need to first have access to hardware and data. Identifying and addressing these barriers to participation will be an important aspect of achieving this engagement principle.

5

Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision-making.

For Principle 5, 158 survey respondents (100%) provided a star rating and 89 (56.3%) also provided a comment.

Themes:

- **Trust** - Support given for Council's Commitment Statement.
- **Influence** - Ensure that respondents know what they can and cannot influence. Don't over-engage to the detriment of projects not eventuating or being overly delayed, which damages Council's reputation in the community. Involve the community in the evaluation stage of the engagement process.
- **Decision making** - Council should show the community how their feedback has influenced the final decision made. How will Council do this? Council should take a community vote/make a compendium of community views on an issue. Remember that Council officers have the expertise and experience to make decisions in the community's best interests, regardless of how much engagement is done. Council will be unable to please everyone so should consider the extent of engagement necessary – or whether it is indeed necessary – before starting to engage.
- **Information** – Inform the community about why a decision has been made and how their views were considered in making that decision. Close the loop.
- **Barriers** – Some people do not have access to technology or knowledge of using it, so Council should create opportunities for face-to-face meetings or other ways of disseminating information.

We acknowledge that our community shares different priorities: what may be important to one person may not be to another. It is for this reason that we asked participants to rank in order of importance the principles.

Rank the principles in order of importance to you *(most important is first)*



Community Engagement Report | Page 8

Following the questions on the Engagement Principles, print and online survey participants were asked if they would like to make any further comments on the principles or the Policy, with 86 responses received (43%) from participants.

Less than (29.2%) of participants provided further detail as to whether the policy language was easy to understand.

By asking participants to describe their connection to Council’s decision-making, we were able to establish further context as to their involvement in community engagement activities that either impact them directly or their broader interest in community matters.

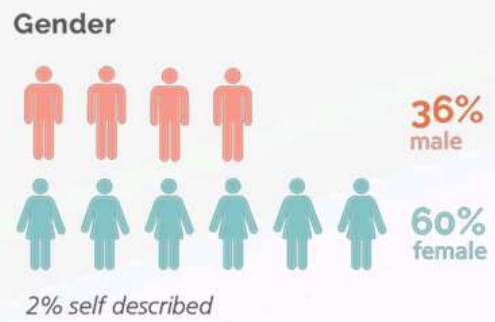
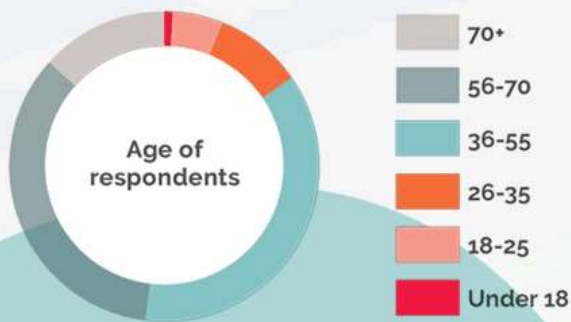
Which statement best describes your connection to Council decision-making?



Over half of those who participated expressed interest in helping to assist shape Latrobe City’s strategic direction, with 97 participants (61.3%) submitting contact details.

As part of our engagement activity, a competition was run with participants able to enter to win one of five \$200 Latrobe City Gift Cards, by agreeing to leave their contact details at the end of the survey. In total 110 participants (69.6%) entered. A random draw has taken place with the five winners contacted.

Who we heard from



Our response

A series of themes were identified in the collation of the data. These themes were consistent across all five principles and commitment statements. In addition to these themes, data was grouped into four categories:

- **Policy edit:** Suggestions for specific inclusions in the Policy
- **Process improvement:** Suggestions for how Council's engagement practice could be improved in the future
- **Past experience:** Comments that reference previous projects or personal experiences with Council and/or Councillors
- **Other:** Comments that relate to general feedback regarding engagement or Council that cannot be categorised within the above categories, or are not within the scope of this engagement.

The response to this categorised feedback was to ensure these expectations were included in the intentional wording in the principles and commitment statements. It is recommended that the commitment statements are expanded to create greater clarity.

Consideration should be made to adopting a sixth principle - *A community engagement process must be designed to promote fairness and equality* which aligns strongly with participants, request to see Council demonstrate its intention to include diverse groups; by building capacity in the community to engage with Council; and providing enough information, including the level of influence to expect, time and choice of methods to encourage participation.

Participants also have strongly expressed their want to see Council accounting for the way the results of their participation influence Council decisions, by being transparent with the decision process and closing the loop with participants by reporting back to them, and evaluating and improving their outcomes.

The inclusion of a glossary of terms and adjustments to improve the readability of tables, including IAP2 spectrum, will assist in accessibility.

As evidenced by the feedback, many participants didn't have a clear understanding of the intention of the policy document as opposed to an engagement strategy or plan. To address this feedback, it is recommended that two separate documents are created; a policy that provides guidance needed for staff and a framework which will provide the community with a clear understanding of how Council intends to conduct community engagement which is reflective of community expectations.

Evaluation

Appropriateness

How appropriate was the engagement process for the community?

As evidenced by the strong response, the online survey was a successful means to inform the community of Council's draft Policy, that reflects the requirements of the Local Government Act 2020.

How closely did we meet the objectives?

The objective 'Consult' to understand community sentiment to Council's commitment to the principles, as outlined in the Local Government Act, was achieved. The draft Policy and additional free text questions allowed participants to provide further commentary and highlighted process improvement opportunities and reflection on past engagement experiences with Council.

Implementation

Was the engagement project delivered on time and within budget?

Stage 1 of the project was completed within proposed timeframes. Participants were afforded a six-week period to complete the survey.

No budget was allocated to this activity. Promotion was successfully undertaken through current communication channels.

Reach

How many people participated in the community engagement?

The stage 1 survey resulted in 158 participants, with one written submission received.

What communication tools did you use to reach stakeholders?

Engagement was promoted via the following communication channels:

Communication channel	Distribution	
Website ¹	Page views	736
<i>Have Your Say Be Part of the Conversations that Influence Decisions page</i>	Unique page views	597
<i>Banner appeared on front page of corporate page</i>	Average time on page	00:06:12
Newspaper	Latrobe Valley Express, Council Noticeboard 14 and 21 January, and 11 February	
Social media (organic)	Posts	7
<i>Engagement banner featured on corporate page along with pinned post</i>	Reach ²	122,000
	Post clicks ³	221
	Reactions ⁴	64
Radio adverts	Commercial AM and FM frequency 21 January – 15 February 2021 Potential audience of 79,400 aged 10+ on a weekly basis	
Direct mail	Bulk emails were sent to Leisure members, LPA members, childcare and community groups	
Telephone	50 phone calls were made to key stakeholders	

¹ Refer to Appendix 1 – Website analytics

² Reach is the total number of people who see your content

³ Clicks are a form of engagement measured by the number of instances followers click on your post

⁴ Social media reaction is when an audience responds to an action, brand message or observation

Effectiveness

Which communities were represented and how did this engagement help to build relationships with these communities?

The development of a stakeholder list assisted in targeted engagement to ensure a whole of community approach was achieved.

Council community engagement practitioners reached out to stakeholders, including members of Council's advisory and ambassador groups, to raise awareness of the draft policy and survey.

How do these participants know their views have been listened to?

An *engagement snap shot*⁵, one-page report, has been developed and will be distributed to those who wish to remain engaged in this process. A copy will be made available on the 'Have your Say' section of the website, social media and a feature in Council's Noticeboard will be used to direct interested parties to the results. The *engagement snap shot* will be shared internally, and be with distributed to Council's advisory and ambassador groups.

Did we obtain all the data we needed to inform this report?

There was sufficient quantitative data from the survey to indicate willingness to participate and preferred methods. There was a large amount of qualitative data recorded within the comments of the survey that informed the policy and framework.

What are the learnings for future engagement?

Online engagement worked well on the most part, with Council community engagement practitioners telephoning those from outlying smaller towns, with limited internet connection, affording them the opportunity to participate. Hard copies were distributed to these communities via the Small-Town Committees.

Face-to-face engagement was limited, with a small sample of surveys completed at Council Library facilities and then entered online by a Council officer.

While many participants expressed a strong desire to participate in more face-to-face engagement, consideration needs to be made as to how engagement can be successfully and safely conducted in a 'COVID Normal'. Engagement plans will need to balance community wishes along with health advice, with a range of hybrid face-to-face and online engagement seen as optimal.

Due to recent contentious issues, many in the community took the opportunity to express their thoughts that didn't specifically relate to the draft Policy, the principles or commitment statements. This data remains valuable and will be used to assist in shaping future engagement plans and activities.

⁵ Appendix 2 - Engagement snap shot, one pager



Community Engagement Feedback

Over a six-week period in January and February 2021, we asked you for input on Council's draft **Community Engagement Policy 2021-24**.

The survey, which focused on five community engagement principles set by the **Local Government Act 2020**, provided the opportunity to contribute feedback on Council's commitment statements which clarify how we could deliver these engagement principles.

158 community members took the opportunity to be part of the conversation. Here is what you told us....

Your thoughts and ideas

1 The community engagement process has a **clearly defined objective and scope**.

Your feedback **3.87/5** ★★★★★☆

THEMES:
Information – Council was urged to use various communication mediums, such as electronic and print, to allow the community to contribute to engagement opportunities. Council was asked to explain how feedback will be used. It was noted public trust would be gained by making feedback public.
Decision-making – How does the proposed project/activity align with the Council vision and plan? Council should detail how the community will benefit from the proposed matter or project, noting who initiated the project and how it may affect stakeholders.
Influence – People wish to understand the level of government involvement - local, state and federal - and receive a clear outline of what can and can't be influenced and why. Is there a legislative reason?

2 Participants in community engagement will have **access to objective, relevant and timely information to inform their participation**.

Your feedback **4/5** ★★★★★☆

THEMES:
Timelines – Council is urged to advertise widely in a timely manner. Council needs to provide timely information and appropriate timeframes for community input. It was felt there was often not enough time which resulted in engagement seen as token.
Accessibility – Consider community diversity, engagement being seen and multiculturalism. Aids to assist those from culturally and linguistically diverse backgrounds in addition to supporting those with learning, language and cognitive barriers.
Information – Development of 'Frequently asked questions' to assist in building community knowledge and addressing community concerns. Explore increased opportunity for online engagement in the age of COVID.
Stakeholders – Understanding of how engagement activities and feedback have been considered, and timely and clear lines of feedback to community questions.

3 Participants in community engagement will be **representative of the persons and groups affected by the matter**.

Your feedback **3.76/5** ★★★★★☆

THEMES:
Information – Council should consider more avenues of contact with the community other than Facebook and the Latrobe Valley Express.
Stakeholders – How will Council consider who is affected by the decision/issue at hand? Council needs to ensure many people from many groups are consulted, not just town associations. Ensure the people directly affected by a decision are consulted.
Influence – Ensure the community feels as though their opinions have been considered by Council.

4 Participants in community engagement are entitled to **reasonable support to enable meaningful and informed engagement**.

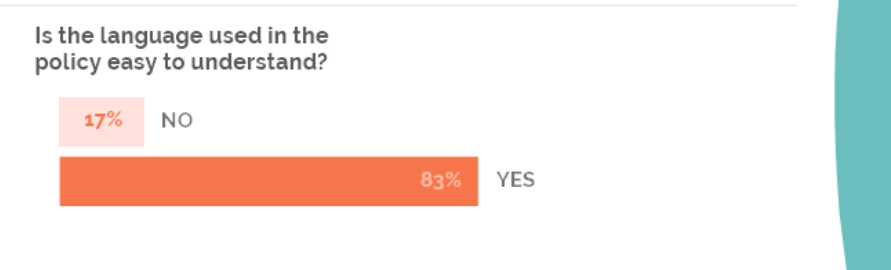
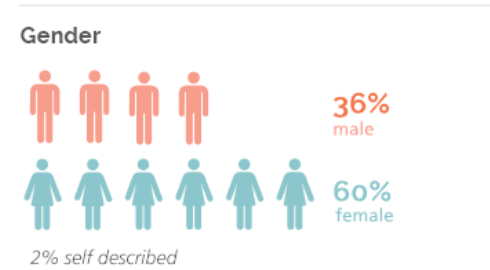
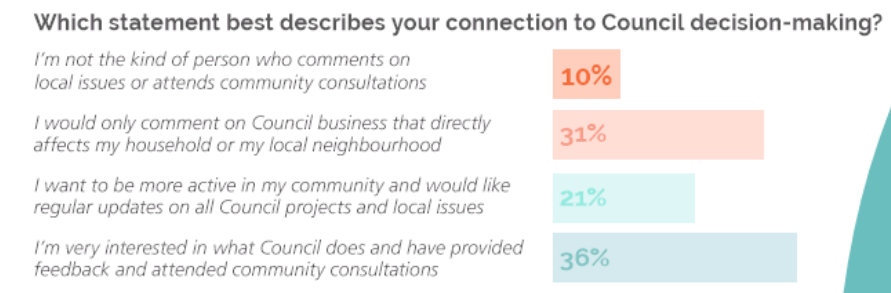
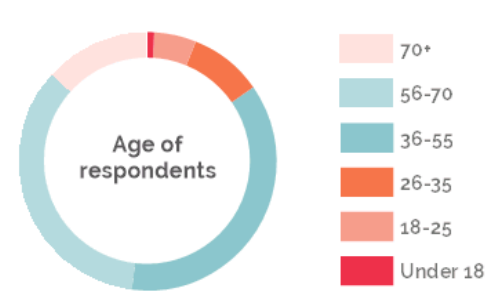
Your feedback **3.94/5** ★★★★★☆

THEMES:
Information – Council needs to be clear on the definition of language and terms used.
Timeline – Council needs to ensure that communication is accessible for the entire community, including the time of meetings and who is invited to attend.
Participants – Council should consider co-design engagement, taking in to account appropriate timelines and skill levels of participants.

5 Participants in community engagement are informed of the ways in which the community engagement process will **influence Council decision-making**.

Your feedback **3.94/5** ★★★★★☆

THEMES:
Trust – Support given for Council's Commitment Statement.
Influence – Ensure that respondents know what they can and cannot influence.
Decision-making – Council should show the community how their feedback has influenced the final decision made. How will Council do this? Council should take a community vote/make a compendium of community views on an issue to consider in decision-making.



You want.....

- Engagement to be inclusive of all of the community
- Meaningful consultation
- Early engagement with the community to create inclusion
- An understanding of what can be influenced through engagement
- An alternative to online engagement – face-to-face and visual information at community venues and at times that suit the community
- A commitment to show compliance and performance, and how this will be measured and reported.

What's next?

Feedback has been considered and collated, with updates made to the draft policy.

Targeted engagement on the final draft policy will be undertaken ahead of Council's endorsement of the policy in March 2021.



Content Drilldown

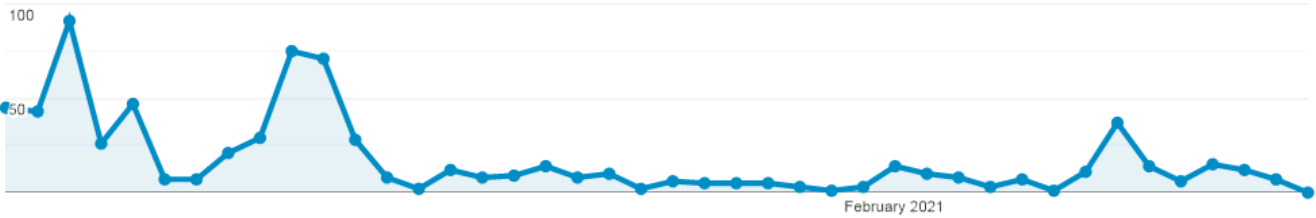
ALL » PAGE PATH LEVEL 1: /HaveYourSay/ » PAGE: /HaveYourSay/Be_Part_of_the_Conversations_that_Influence_Decisions

4 Jan 2021 - 14 Feb 2021

All Users
0.36% Page Views

Explorer

● Page Views



Page	Page Views	Unique Page Views	Avg. Time on Page	Bounce Rate	% Exit
	736 % of Total: 0.36% (201,680)	597 % of Total: 0.38% (155,564)	00:06:12 Avg for View: 00:01:31 (307.97%)	32.26% Avg for View: 45.39% (-28.93%)	75.95% Avg for View: 40.44% (87.80%)
1. /HaveYourSay/Be_Part_of_the_Conversations_that_Influence_Decisions	736 (100.00%)	597 (100.00%)	00:06:12	32.26%	75.95%

Rows 1 - 1 of 1

REGIONAL CITY GROWTH AND INVESTMENT

14. REGIONAL CITY GROWTH AND INVESTMENT

Agenda Item: 14.1

Agenda Item: Options available for the development of a Social and Affordable Housing Strategy

Sponsor: General Manager, Regional City Growth and Investment

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Requests officers prepare a further report for the May 2021 Ordinary Council Meeting to allow additional time to investigate the options available for the creation of a Social and Affordable Housing Policy, including the current work being produced by the State government;**
- 2. Investigate options to fund the preparation of a Social and Affordable Housing Strategy for Latrobe City; and**
- 3. Requests officers prepare a submission to the State government's discussion paper for the 10-Year Social and Affordable Housing Strategy for Victoria.**

Executive Summary:

- At the 7 December 2020 Ordinary Council Meeting, a resolution was passed requesting a report to Council at the 1 March 2021 Ordinary Council Meeting advising on the options available for the creation of a Social and Affordable Housing Strategy.
- As part of this resolution, it was requested that the report provide an overview of information related to the topic, including:
 - Current policy context and planning guidance, inclusive of current policy relevant to rooming houses;

- Examples of similar strategies that other Victorian Councils have undertaken;
- Summary of available key statistics, issues and challenges; and
- Options to provide increased direction in the Latrobe Planning Scheme to guide interested parties.
- A high-level review of similar strategies undertaken by 18 other Victorian Councils has been undertaken, identifying policy relevant to social and affordable housing in their respective Planning Schemes.
- Consistent strategy and action themes around advocacy, partnership, planning and provision in social and affordable housing strategies have been found.
- Key statistics found to date include:
 - There were 35 transitional housing facilities and 187 long-term (community housing) facilities at the completion of the 2017-2018 financial year, with a shortage of single bedroom options available.
 - Latrobe City is presently ranked the seventh most disadvantaged municipality in the state and the most disadvantaged regional city by the Socio-Economic Indexes for Areas (SEIFA).
 - The percentage of households spending more than 30% of household income on rent or mortgage payments sits at 9.5% and 4.8% respectively. These figures are lower than the state and national averages.
 - At the 2016 census, 11.9% of private dwellings were unoccupied in Latrobe, compared to 11.7% in Victoria and 11.2% nationally. A total of 34% of Latrobe households have a mortgage (compared to 67.6% in Victoria and 65.5% nationally) and 26.4% rent (compared to 28.7% in Victoria and 30.9% nationally).
- A discussion paper and associated research has been prepared to support any recommendations around the options available for the creation of a Social and Affordable Housing Strategy. This can be found at attachment 1.
- The development of a Social and Affordable Housing Strategy will assist in giving increased direction on this matter in the Latrobe Planning Scheme.
- There may be a need for Council to allocate additional resources to facilitate the development and implementation of any approved Social and Affordable Housing Strategy. Based on expenditures by the 18 other Victorian Councils investigated it is anticipated that the development of a strategy will cost between \$50,000 and \$200,000. Further investigation of funding options for the development of a Latrobe City Social and Affordable Housing Strategy is

required.

- It is noted that changes to the Victorian Planning system as a result of Victoria's Big Build program see the Minister for Energy, Environment and Climate Change tasked as being the responsible authority for the majority of social housing applications, including all that are funded by the Director of Housing. Under the Planning Scheme changes, the Minister is able to give limited consideration to local policies and strategies in their assessments.
- Housing Victoria and the Minister for Planning are creating a 10 year Social and Affordable Housing Strategy for the state. They have released a discussion paper and are asking for submissions, in particular seeking feedback on what actions are needed for all Victorians to have access to safe, affordable and appropriate housing.
- The public consultation period for this discussion paper is occurring between 9 February and 9 April 2021. It would be of benefit for Council to make a submission to the discussion paper.
- More comprehensive work is required in relation to information gathering on the intentions of the State government and funding options. It is recommended that a report be put to the May 2021 Ordinary Council Meeting to further inform Council's decision-making in relation to the development of a Latrobe City Social and Affordable Housing Strategy.

Background:

At the 7 December 2020 Ordinary Council Meeting, the following Notice of Motion was passed:

That Council requests:

1. *Officers to prepare a report for the March 2021 Ordinary Council Meeting that will inform Council about the options available to develop a 'Social and Affordable Housing Strategy'.*
2. *The report to provide an overview of information related to the topic including;*
 - a) *Current policy context and planning guidance, inclusive of current policy relevant to rooming houses;*
 - b) *Examples of similar strategies that other Victorian Councils have undertaken;*
 - c) *Summary of available key statistics, issues and challenges; and*
 - d) *Options to provide increased direction in the Latrobe Planning Scheme to guide interested parties.*

Social and affordable housing is a key component of housing stock required by residents that have very low, low and moderate incomes. The need for such housing is on the rise. This is largely attributable to wage increases falling short of housing price increases over recent decades.

Details in relation to the following matters can be found in attachment 1:

- The difference between social and affordable housing;
- Information Council has on social housing dwellings in Latrobe City;
- Socio-economic disadvantage in Latrobe City;
- Historical issues with social and affordable housing facilities in Latrobe City;
- Current policy contained within the Latrobe Planning Scheme that is relevant to social and affordable housing;
- Information and direction contained within the Live Work Latrobe Housing Strategy May 2019;
- Information on Victoria's Big Housing Build program;
- Examples of approaches to social and affordable housing direction from 18 other Victorian councils;
- Local Policy included in other Victorian Planning Schemes as a result of social and affordable housing strategies;
- The options available to Latrobe City in moving forward with the development of a municipality specific social and affordable housing strategy

Further to the detail in attachment 1, additional information has come to light in relation to social and affordable housing and the Victoria's Big Housing Build program.

As discussed in attachment 1, the changes to the Planning Scheme by Amendments VC187 and VC190 do not require the Minister to consider local planning schemes, policies and strategies in considering applications for social and affordable housing that are funded (even partially so) by the Victoria's Big Build program. Therefore, it is also important to encourage a strong working relationship with the newly formed Housing Victoria to advocate for the appropriate location and density of social and affordable housing projects that are funded by the Victoria's Big Build program.

Council officers were notified on 2 February 2021 that the State government are preparing a 10 year Social and Affordable Housing Strategy for the state. It is anticipated that this document will largely guide Ministerial decision-making on social and affordable housing applications. The State Government have released a discussion paper to get input from community and key stakeholders before preparing the strategy.

The public consultation period for this discussion paper commenced on 9 February 2021 and concludes on 9 April 2021. It would be beneficial for Council to make a submission to the State's proposed strategy. It is proposed officers will prepare a submission and brief Councillors prior to the submission close date and present the final submission for retrospective endorsement on Monday 12 April 2021 Council Meeting.

It is acknowledged that Latrobe City has its own unique characteristics, community and built environment. It is important that a policy is in place that takes these unique factors into consideration and ensures that social and affordable housing developments are directed towards the best locations. These locations should be well serviced, with ease of access to activity centres and public transport.

The background research on the strategies prepared by other Victorian councils suggests that Council will require between \$50,000 and \$200,000 to undertake a social and affordable housing policy that is sound, reflective of the current social landscape and housing market and considered appropriate by the Minister for Planning for use as a background document informing changes to the Latrobe Planning Scheme.

More comprehensive work needs to be undertaken to investigate funding options for this strategy. One option may include approaching the State government to enquire as to whether funding could be allocated from the Victoria's Big Housing Build program budget. It is important that Council advocate and work collaboratively with Housing Victoria to get the best possible outcomes out of the program. Furthermore, more information is required from the State government as to what this proposed strategy will look like and how it will assist land use planning at Latrobe City. Council may wish to wait until the finalisation of the State Government Strategy before preparing its own.

Issues:

Strategy Implications

Strategy 9 – Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City

Consideration of options for the development of Social and Affordable Housing Strategy will ensure that all members of the Latrobe City community are given consideration when it comes to the provision of appropriate housing and access to services.

Communication

Any future Social and Affordable Housing Strategy will be developed in consultation with the community, key stakeholders, agencies and authorities including Registered Housing Agencies (RHAs), the Department of Health and Human Services (DHHS), the Department of Environment, Land, Water and Planning (DELWP), Housing Victoria and other Victorian Municipal Councils.

Financial Implications

To date, there have been no financial implications as a result of researching options for the development of a Social and Affordable Housing Strategy.

Future financial implications will depend on the direction of Council in relation to strategy options and data gathering to be proceeded with. It is anticipated that the development of a strategy will cost between \$50,000 and \$200,000, depending on the depth of work and the level of consultancy engagement.

It is noted that Council may need to allocate additional resources beyond the current Strategic Planning BAU budget for the preparation and implementation of a Social and Affordable Housing Strategy. Alternate funding options also need to be investigated.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>Council seen as not playing their part in assisting with the appropriate location of social and affordable housing.</p>	<p>3 - Possible</p>	<p>Prepare a social and affordable housing strategy to ensure appropriate tools are provided in the Latrobe Planning Scheme to guide the provision and location of social and affordable housing.</p> <p>Advocate with Housing Victoria with the intention of guiding locations for social and affordable housing that is funded by Victoria’s Big Housing Build.</p> <p>Advocate for the State to make reforms to the Planning Scheme that provide for long-term direction and funding contributions for social and affordable housing.</p> <p>Engage in the consultation process for the development of the State government’s 10 Year</p>

		Social and Affordable Housing Strategy, ensuring the needs of Latrobe City are raised.
<p>Strategic Risk</p> <p>The Latrobe Planning Scheme to remain silent on how to appropriately locate social and affordable housing projects, in the interest of all residents.</p>	4 - Likely	Prepare a social housing strategy that makes appropriate recommendations for changes to the Latrobe Planning Scheme.

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

Legal and Compliance

No legal implications are relevant for this matter. The community and key stakeholders, agencies and authorities will be notified of any proposed strategy. This will be an opportunity to gauge feedback in relation to any advocacy, partnerships, Planning Scheme changes and financial contributions of Council proposed in a subsequent Social and Affordable Housing Strategy.

Community Implications

The development of a Social and Affordable Housing Strategy seeks to ensure that the members of the Latrobe community that are in housing stress and are on a very low, low or moderate incomes have access to safe and suitable housing that is appropriately located. Community consultation is proposed to occur to inform the development of a Social and Affordable Housing Strategy, with feedback regarding strategies and actions gauged at this stage of the project.

It is acknowledged that social housing can be negatively viewed by members of the community and that differentiation between social and affordable housing will be a key outcome of community consultation and the subsequent strategy.

Environmental Implications

No environmental implications are anticipated in relation to the creation of a Social and Affordable Housing Strategy for the municipality.

Consultation

Engagement and consultation would be undertaken with the community, key stakeholders, agencies and authorities during the creation of the Social and Affordable Housing Strategy, with further consultation to take place once a draft strategy has been finalised. This will include:

- Documents available on the Latrobe City Council website;
- Have Your Say page created;
- Letters/emails seeking feedback from key stakeholders, agencies, authorities and prescribed ministers;
- Hard copy surveys distributed to Council and community venues;
- Community group newsletters;
- Social media promotions;
- Notices on the Latrobe Valley Express Council Noticeboard; and
- Opportunities to meet with Council officers to discuss 1:1 (as appropriate with any COVID-19 restrictions that may be in place at the time).

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 2020*.

Supporting Documents:

Nil

Attachments

1 [↓](#).  Discussion on Social and Affordable Housing

14.1

Options available for the development of a Social and Affordable Housing Strategy

- 1 Discussion on Social and Affordable Housing 149**

Discussion on options for the creation of a Social and Affordable Housing Strategy:

Summary

- A high-level review of similar strategies undertaken by 18 other Victorian Councils has been undertaken, identifying policy relevant to social and affordable housing in their respective Planning Schemes.
- Consistent strategy and action themes around advocacy, partnership, planning and provision in social and affordable housing strategies have been found.
- Key statistics found to date include:
 - There were 35 transitional housing facilities and 187 long-term (community housing) facilities at the completion of the 2017-2018 financial year, with a shortage in single bedroom options available.
 - Latrobe City is presently ranked the seventh most disadvantaged municipality in the state and the most disadvantaged regional city by the Socio-Economic Indexes for Areas (SEIFA).
 - The percentage of households spending more than 30% of household income on rent or mortgage payments sits at 9.5% and 4.8% respectively. These figures are lower than the state and national averages.
 - At the 2016 census, 11.9% of private dwellings were unoccupied in Latrobe, compared to 11.7% in Victoria and 11.2% nationally. A total of 34% of Latrobe households have a mortgage (compared to 67.6% in Victoria and 65.5% nationally) and 26.4% rent (compared to 28.7% in Victoria and 30.9% nationally).
- The development of a Social and Affordable Housing Strategy will assist in giving increased direction on this matter in the Latrobe Planning Scheme.
- There may be a need for Council to allocate additional resources to facilitate the development and implementation of any approved Social and Affordable Housing Strategy.
- It is noted that changes to the Victorian Planning system as a result of Victoria's Big Build program see the Minister for Energy, Environment and Climate Change tasked as being the responsible authority for the majority of social housing applications, including all that are funded by the Director of Housing. Under the Planning Scheme changes, the Minister is able to give limited consideration to local policies and strategies in their assessments.

Supporting Information

Social and affordable housing is a key component of housing stock required by residents that have very low, low and moderate incomes. The need for such housing is on the rise. This is largely attributable to wage increases falling short of housing price increases over recent decades.

The difference between social and affordable housing

Affordable housing is housing, which includes social housing that is appropriate for housing people identified as being on very low, low or moderate incomes. These income levels are set by the Lieutenant-Governor of Victoria and vary depending on household make-up. Thresholds also differ between metropolitan and regional Victoria. For regional Victoria, the income brackets can be found at attachment 1.

Affordable housing is housing which costs no more than 30% of gross household income for very low, low and moderate income earners.

Affordable housing that is not considered social housing includes shared equity housing (generally in the form of private sector partnerships with developers) and private market affordable housing. This housing is also available to assist persons experiencing homelessness or at risk of becoming homeless.

Social housing predominantly includes five housing types, details on which can be found at attachment 2.

Total social housing dwellings in Latrobe City

The most recent statistics available to Council in relation to provision of social housing across the municipality are from the 2017-2018 financial year. At that time, there were 35 transitional housing facilities in the regional city and 187 long term (community housing) facilities. Due to privacy laws, we do not have detailed data identifying the precise locations of these facilities.

What we are aware of is an identified shortage in the number of one-bedroom social housing facilities available. There is an opportunity to identify this gap in any future Social and Affordable Housing Strategy.

To date, data has not been gathered or an assessment made on the supply and demand of social and affordable housing for the municipality. This work is generally undertaken at the commencement of the creation of a social and affordable housing strategy. The majority of Council's that have undertaken a supply and demand analysis have done so with the assistance of an economic consultant.

Socio-economic disadvantage in Latrobe

The Socio-Economic Indexes for Areas (SEIFA) provides a measure of the relative level of socio-economic disadvantage of a community based on a range of Census data, including income, education, occupation, etc. Latrobe City is presently ranked as the seventh most disadvantaged municipality in the State and the most disadvantaged Regional City. Therefore, it is logical to assume that there is a high demand for social and affordable housing in Latrobe City.

However, it is also acknowledged that the cost of housing in the Latrobe Valley is significantly less than the cost of housing in metropolitan Melbourne and some peri-urban lifestyle areas. As mentioned previously,

housing stress is considered to be defined as a household paying more than 30% of their gross income on rent or mortgage payments. Attachment 3 compares Latrobe to Victoria and the country.

The statistics in attachment 3 demonstrate that Latrobe City has lower rates of housing stress compared to the state and the nation. However, it is still the case that a portion of the population does experience this housing stress and require access to affordable housing.

At the 2016 census, 11.9% of private dwellings were unoccupied in Latrobe, compared to 11.7% in Victoria and 11.2% nationally. A total of 34% of Latrobe households have a mortgage (compared to 67.6% in Victoria and 65.5% nationally) and 26.4% rent (compared to 28.7% in Victoria and 30.9% nationally).

Given the ability for the private housing rental market to also provide housing that is considered affordable, it can be difficult to accurately identify the number of affordable housing options available in an area. However, there are ways to calculate educated estimates in relation to this data using a range of resources and statistics from government and private sectors. Census, DHHS, Registered Housing Agencies (RHA's) and Council data can be combined to paint a clearer picture.

Historical issues in Latrobe

A difficulty faced when it comes to social and criminal issues at social housing sites is the lack of ability for Council to be greatly involved and assist in any resolutions. Rooming house operators must be licensed by the Business Licensing Authority and operators must register their rooming houses with the local council pursuant to the *Public Health and Wellbeing Act 2008*. Council's Environmental Health Officers audit these premises and assess applications for registration and re-registration with Council. If requirements under the *Public Health and Wellbeing Act 2008* are not being met, enforcement action can be undertaken by Council's Environmental Health Officers.

Outside of the *Public Health and Wellbeing Act 2008* Council has limited ability to ensure conditions of registration and operation are being complied with, unless a planning permit was required for the facility and conditions are being breached. In most instances, a planning permit is not required for the scale of rooming houses generally seen within the municipality. Therefore, compliance generally sits with DHHS and most issues are the responsibility of the Victoria Police to manage.

Though some records of complaints and concerns in relation to social housing premises have been registered with Council, there is limited information on the true scale and scope of issues experienced by the community as the majority of complaints are directed to Victoria Police.

One complaint that council does receive relates to properties being poorly maintained and appearing unsightly. This is not a complaint that is unique to social and affordable housing properties; however, is one of the more common complaints received by Council.

Unfortunately, Council's powers under the *Building Act 1993* are extremely limited with respect to unsightly buildings.

Current policy in the Latrobe Planning Scheme relevant to social and affordable housing

The Victorian Planning Scheme contains a number of policies that relate to social and affordable housing. Information on these can be found at attachment 4.

There is no specific direction or detail in relation to the percentage of social and affordable housing that should be sought for larger unit or subdivision developments. The strategic direction is overarching and lacks enough detail to impose specific requirements on developments, though voluntary agreements with a developer about the provision of social and affordable housing can be entered in to under the *Planning and Environment Act 1987*.

The current Latrobe Planning Scheme does not provide any specific direction or policy in relation to the provision of social and affordable housing beyond what has been encouraged by the State section of the Planning Scheme.

Live Work Latrobe Housing Strategy May 2019

A component of Amendment C105 Live Work Latrobe was to develop a Housing Strategy. Though this strategy did not specifically investigate and assess the supply and demand for social and affordable housing, it did identify a need for the ongoing facilitation of these housing types.

This Strategy recommended that Council prepare a Social Housing Strategy aimed at developing a position and approach for addressing social housing provision throughout the regional city. Recommendations made within the Housing Strategy as to what such a strategy could include can be found at attachment 5.

The recommendations in the Live Work Latrobe Housing Strategy are considered to be an appropriate way to progress towards the development of a Social and Affordable Housing Strategy. It is however noted that the policy only identified social housing and not affordable housing. The scope of the recommendation actions contained in attachment 5 could be widened to ensure that affordable housing is also considered and addressed.

Victoria's Big Housing Build

The implementation of the Victoria's Big Housing Build program saw the introduction of Ministerial Amendment VC187 and VC190 on 1 December 2020.

The program sees the State government investing \$5 billion over the next four years to facilitate the construction of over 12,000 new social and affordable homes. Of this financial commitment, a minimum of \$60 million has been committed to the Latrobe City municipal area.

This significant increase in funding will likely result in an influx of proposals for social and affordable housing projects, most of which Council will not be the responsible authority for. Furthermore, the Minister for Energy, Environment and Climate Change, as the responsible authority, will not be required to consider local planning policy or strategies in their assessments. The majority of assessment criteria is confined to the relevant particular provisions (either Clause 52.20 or Clause 53.20 of the Planning Scheme, as appropriate).

This is somewhat of a disadvantage for Council's in trying to achieve strategic directions set in relation to social and affordable housing. That being said, any applications that fall outside of the scope of Clause 52.20 or Clause 52.30 and don't meet the exemptions identified in Clause 52.23 will be subject to local Council policy.

It is noted that there has been a commitment from Housing Vic to work collaboratively with local government. Council have contacted our allocated liaison officer at Housing Vic, but are yet to receive a response. We continue to wait for their advice. It is hoped that Council can influence the location and density of social and affordable housing projects funded by Victorian's big build through advocacy.

Examples of approaches to social and affordable housing direction from other Victorian Councils

Information on Social and Affordable Housing Strategies and projects undertaken in the last few years by 18 other Victorian Councils can be found at attachment 6.

A number of different approaches and priorities are evident; however, there are a number of consistencies.

Consistent themes around strategies and actions throughout the reviewed social and affordable housing strategies are summarised in attachment 7.

These are generally as follows:

Advocate

Though much of the advocacy discussed is a redundant point at this point in time as a result of the Victoria's Big Build funding, advocacy remains a suitable strategy for the medium-term, once the Victoria's Big Build project has reached the end of its life.

However, advocacy remains an important option particularly around reforms to the Victorian Planning Schemes that would see a state-wide approach to the requirements for the provision of social and affordable housing.

Partner

Ongoing opportunities exist to partner with Registered Housing Associations and Housing Victoria to try and guide the provision, location and density of social and affordable housing projects.

Plan

A key outcome of a Social and Affordable Housing Strategy would be to achieve strong policy direction around the provision, location and density of social and affordable housing in Latrobe City. This has been a direction that has been achieved by a number of the other Councils investigated.

Other planning tools utilised have seen the requirement for the provision of a certain percentage of lots or dwellings in developments for the provision of social and affordable housing. This has generally been achieved under schedules to zones or overlays such as the Development Plan Overlay and the Design and

Development Overlay. There is an opportunity for Latrobe City to investigate social and affordable housing provision requirements via schedules to zones and overlays in the Latrobe Planning Scheme.

Furthermore, there is the ability to negotiate for land contributions for social and affordable housing through land rezoning requests, however it must be noted that any agreement entered into would be voluntary on behalf of the landowner / developer. This is not a legislated requirement that Council can impose. The same opportunity exists when considering applications for large subdivisions and multi-dwelling development.

Provide

Given the Victoria's Big Housing Build project and associated funding, it is not considered necessary for Council to investigate ownership, management or investment into social and affordable housing projects at this point in time. It is as an option that could be further considered, however if desired by Council.

There are opportunities for Council to further investigate surplus land that could be used for the purposes of social and affordable housing. A review of land in Council ownership that is surplus to Council's needs could be undertaken, as could a review of vacant State government owned land, particularly around previous school sites. It is noted that work has already commenced in this space through the Latrobe City Public Open Space Strategy 2013 however, a review would be required due to the lapse in time since the strategy was prepared. Furthermore, the Housing Framework Plans in the Latrobe Planning Scheme identify strategic development sites that exceed 5,000 square metres. Investigation into suitability of some of these sites could be investigated.

Given the decision-making powers of the Minister for Energy, Environment and Climate Change, it would be of benefit to encourage developments on surplus Council land. As part of the sale process, caveats could be included on title setting out Council's vision and requirements for the land separate to the planning process.

Local policy included in other Victorian Planning Schemes as a result of social and affordable housing strategies

Information on local policy incorporated into other Victorian Planning Schemes as a result of social and affordable housing strategies can be found at attachment 8.

Options available to Latrobe City

A number of options are available for the development of a Social and Affordable Housing Strategy for Latrobe City. Following the examples by the other 18 Council's detailed above, the options available to Council include:

1. Commit to a scope of works, generally around research and then strategies and actions based on advocacy, partnerships, planning and provision. A decision can also be made as to whether this strategy is to focus on social and affordable housing, or solely social housing. As part of this step, consideration will need to be given to the possibility that Council may need to allocate additional resources to achieve the scope of works committed to.

2. Prepare a project brief.
3. Obtain quotes from suitably qualified consultants. This consists of either obtaining quotes for the economic consultant component and relying on Council officers to prepare the remainder of the strategy, or obtaining quotes for both components to be undertaken by consultants.
4. Engage with the community and key stakeholders and agencies.
5. Liaise with other Victorian Councils that have adopted a social and affordable housing strategy.
6. Prepare a strategy and engage with the community and key stakeholders and agencies (including Registered Housing Agencies and Housing Vic) again.
7. Progress to a Planning Scheme Amendment.

The following actions will likely be necessary in the preparation of a strategy and realisation of changes to the Latrobe Planning Scheme:

1. Investigating the supply and demand for social and affordable housing and projected future trends. This would generally be undertaken with the assistance of a qualified and experienced economic planning consultant.
2. Consulting with the community and key stakeholders and agencies (including Registered Housing Agencies and Housing Vic) to inform the direction of a strategy.
3. Undertaking a more detailed review of other Victorian Councils' social and affordable housing strategies.
4. Undertaking a more detailed review of policy that has been incorporated into other Victorian Planning Schemes around social and affordable housing and investigating how effective these planning policies have been on the ground.
5. Develop options, recommendations and opportunities for Social and Affordable Housing that Latrobe City Council can influence and give increased direction in the Latrobe Planning Scheme.
6. Preparing and adopting a social and affordable housing strategy.
7. Undertaking a Planning Scheme Amendment to incorporate changes into the Latrobe Planning Scheme that guide social and affordable housing beyond the limited direction given within the State sections of the Victorian Planning Scheme.
8. Ensure that one action encourages advocacy when it comes to state-wide direction around social and affordable housing, particularly in relation to location, density, servicing and ongoing funding beyond Victoria's Big Build.

Further to the tasks identified above, it is noted that the changes to the Planning Scheme by Amendments VC187 and VC190 do not require the Minister to consider local planning schemes, policies and strategies in considering applications for social and affordable housing that are funded (even partially so) by the Victoria's Big Build program. Therefore, it is also important to encourage a strong working relationship with the newly formed Housing Victoria to advocate for the appropriate location and density of social and affordable housing projects that are funded by the Victoria's Big Build program.

Attachments

1. Income brackets
2. Social housing typologies
3. Rent and mortgage payments as percentage of income
4. Current policy in the Latrobe Planning Scheme
5. Live Work Latrobe Housing Strategy
6. Other Victorian Council Strategies
7. Consistent themes in Social and Affordable Housing Strategies
8. Local policy in other Victorian Planning Schemes following on from Strategy

Attachment 1- Income brackets for regional Victoria

	Very low-income range (annual)	Low income range (annual)	Moderate income range (annual)
Single adult	Up to \$19,020	\$19,021 to \$30,430	\$30,431 to \$45,640
Couple, no dependents	Up to \$28,520	\$28,521 to \$45,640	\$45,641 to \$68,460
Family (one or two parents and dependent children)	Up to \$39,930	\$39,931 to \$63,900	\$63,901 to \$95,840

Source: Victoria Government Gazette 30 June 2020

Attachment 2 – Social housing typologies

Housing type	Characteristics of housing type
Public housing	Owned by the Victorian Government to provide long-term rental accommodation at a rate of 25% of the tenant's income.
Community housing	Owned/managed by not-for-profit organisations to provide long-term rental accommodation at a rate of 25-30% of the tenant's income. These houses are registered and regulated by the Victorian Government. These forms of accommodation may fall within the definition of rooming houses.
Crisis & emergency accommodation	Managed by not-for-profit organisations with government funding to provide short-term (up to 6 weeks) emergency shelter to persons in crisis.
Transitional housing	Managed by not-for-profit organisations with government funding to provide short-term temporary housing (12-18 months) to provide accommodation for persons who are homeless or at risk of homelessness.
Council provided units	Social housing owned and managed by a municipal council. The terms of rent and eligibility for the accommodation are determined by the relevant municipal council.

Attachment 3 – Comparison of rent and mortgage payment as percentage of household income

Households with rent payments greater than or equal to 30% of household income		
Latrobe 9.5%	Vic 10.4%	Aus 11.5%
Households with mortgage repayments greater than or equal to 30% of household income		
Latrobe 4.8%	Vic 7.5%	Aus 7.2%

Source: Australian Bureau of Statistics 30 October 2020 (2016 Census data)

Attachment 4 – Relevant current policy in the Latrobe Planning Scheme

Clause	Strategic direction
16 – Housing	<i>Planning for housing should include the provision of land for affordable housing.</i>
16.01-1S – Housing Supply	<p>Objective:</p> <p><i>To facilitate well-located, integrated and diverse housing that meets community needs.</i></p> <p>A strategy:</p> <p><i>Ensure that an appropriate quantity, quality and type of housing is provided, including aged care facilities and other housing suitable for older people, supported accommodation for people with disability, rooming houses, student accommodation and social housing.</i></p>
16.01-2S – Housing Affordability	<p>Objective:</p> <p><i>To deliver more affordable housing closer to jobs, transport and services.</i></p> <p>Strategies:</p> <ul style="list-style-type: none"> • <i>Improve housing affordability by:</i> <ul style="list-style-type: none"> ○ <i>Ensuring land supply continues to be sufficient to meet demand.</i> ○ <i>Increasing choice in housing type, tenure and cost to meet the needs of households as they move through life cycle changes and to support diverse communities.</i> ○ <i>Promoting good housing and urban design to minimise negative environmental impacts and keep costs down for residents and the wider community.</i> ○ <i>Encouraging a significant proportion of new development to be affordable for households on very low to moderate incomes.</i> • <i>Increase the supply of well-located affordable housing by:</i> <ul style="list-style-type: none"> ○ <i>Facilitating a mix of private, affordable and social housing in suburbs, activity centres and urban renewal precincts.</i> ○ <i>Ensuring the redevelopment and renewal of public housing stock better meets community needs.</i>

	<ul style="list-style-type: none"> Facilitate the delivery of social housing by identifying surplus government land suitable for housing.
21.08-7 – Development Infrastructure	<p>Policy setting:</p> <p><i>The efficient delivery of infrastructure is a fundamental element in providing affordable and diverse housing, generating economic growth and ultimately in managing the municipality in a sustainable manner.</i></p>
52.20 – Victoria’s Big Housing Build	<p>Clause 52.20 only applies to the use or development of land that is wholly or partly funded under Victoria’s Big Housing Build program and is carried out by or on behalf of the Director of Housing. This clause was incorporated into the Victorian Planning Schemes as a result of Ministerial Amendment VC190 on 1 December 2020.</p> <p>Clause 52.20 does not apply to:</p> <ul style="list-style-type: none"> The subdivision of land. The use or development of land in an industrial zone, rural zone or Port Zone. A use or development to which clauses 51.01 (Specific sites and exclusions) or 45.12 (Specific controls overlay), or any schedule to the clauses apply. A use or development that would not require a permit under a provision of this planning scheme were it not for the exemption in clause 52.20-2. A use or development that is inconsistent with an applicable Statement of Planning Policy. A development for which an environment effects statement has been, or is required to be, prepared under the Environment Effects Act 1978. <p>Exemptions from Planning Scheme requirements are in place with the exception of the requirements of:</p> <ul style="list-style-type: none"> Clause 44.06 (Bushfire Management Overlay); Clause 45.03 (Environmental Audit Overlay); Clause 45.07 (not contained in the Latrobe Planning Scheme) Clause 45.08 (not contained in the Latrobe Planning Scheme); Clause 51.03 (not contained in the Latrobe Planning Scheme); or Clause 52.02 (Easements, Restrictions and Reserves). <p>Separate assessment guidelines are detailed throughout Clause 52.02.</p>

	<p>The Minister for Energy, Environment, and Climate Change is the responsible authority for applications under Clause 52.20.</p> <p>There is a requirement for public consultation and consultation with the relevant municipal council to be undertaken.</p>
52.23 – Rooming House	<p>This particular provision provides planning permit exemptions for the use of land for Rooming Houses as follows:</p> <p>Any requirement in the Activity Centre Zone, Capital City Zone, Commercial 1 Zone, General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone to obtain a permit to use land for a rooming house does not apply if all of the following requirements are met:</p> <ul style="list-style-type: none"> • Any condition opposite the use 'rooming house' in the table of uses in the zone or schedule to the zone is met. • The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings. • No more than 12 persons are accommodated. • No more than 9 bedrooms are provided. <p>It also provides planning permit exemptions for buildings and works associated with Rooming Houses as follows:</p> <p>Any requirement in the General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone to obtain a permit to construct a building or construct or carry out works for a rooming house does not apply if all of the following requirements are met:</p> <ul style="list-style-type: none"> • No more than 9 bedrooms are developed on the land. • Bedrooms can only be accessed from within the building. • The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings. • If the development is in the General Residential Zone or Neighbourhood Residential Zone, a garden area is provided in

	<p>accordance with the minimum garden area requirement specified in the zone.</p> <ul style="list-style-type: none"> Shared entry facilities and common areas, including a kitchen and living area, are provided. <p>Applications that sit outside of these exemptions, and don't meet the criteria to be assessed under Clause 52.20 or Clause 53.20 will require a planning permit from Council.</p>
53.20 – Housing by or on behalf of the Director of Housing	<p>This clause applies to an application under a provision of a residential zone (other than the Low-Density Residential Zone) to construct or extend a dwelling, or to construct or extend a front fence, if the application is made by or on behalf of the Director of Housing. This clause was incorporated into the Victorian Planning Schemes as a result of Ministerial Amendment VC187 on 1 December 2020.</p> <p>Under this clause, the Minister for Energy, Environment, and Climate Change is the responsible authority for:</p> <ul style="list-style-type: none"> the development of 10 or more dwellings; the construction or extension of an apartment development; and the construction or extension of a dwelling forming part of an apartment development <p>The following provisions of the planning scheme do not apply to these applications:</p> <ul style="list-style-type: none"> The Municipal Planning Strategy or Municipal Strategic Statement and the Planning Policy Framework. An application requirement or decision guideline of a zone. A requirement to meet clauses 54, 55 and 58 of a zone. A schedule to a zone except for a specified building height requirement. Clauses 52.06 (car parking) and 65 (decision guidelines). <p>Separate assessment guidelines are detailed throughout Clause 53.02.</p> <p>Furthermore, these applications are exempt from public notification and review.</p>

Attachment 5 – Live Work Latrobe Housing Strategy

The Social Housing Strategy could include:

- Investigation of housing needs and demand in the low-income housing market.
- Investigation of current supply and barriers to provision.
- Locational attributions and preferred typologies and features for social housing.
- A Council position to address social housing in Latrobe.
- An audit of Council owned land (including car parks, vacant land, open space) to identify underutilised or surplus land that may be suitable for the development of affordable rental housing.
- Investigation of incentives for the inclusion of low cost and/or social housing in new developments.

Two objectives appeared in the Housing Strategy that related to social and affordable housing. The first strategy seeks to improve the supply, diversity and quality of affordable housing in appropriate locations. The following actions to achieve this objective were identified:

- Insert a new "Housing" Clause into the Municipal Strategic Statement which includes objectives and strategies associated with increasing the supply of social housing across the municipality.
- Work with the Victorian State Government for the continued renewal of public housing in the municipality, including strategies to incorporate public housing near activity centres.
- Develop a Social Housing Strategy to guide the long-term provision and renewal of social housing across the City.

The second objective seeks to support and partner with social housing providers. The following actions to achieve this objective were identified:

- Broker partnerships, as appropriate, between developers, social housing providers and other stakeholders in the redevelopment of strategic sites throughout the municipality.
- Undertake research into customer needs, innovative and good practice social housing projects to expand knowledge and ensure delivery of viable affordable housing options.

Attachment 6 – Social and Affordable Strategies undertaken by other Victorian Councils

Council	Project	Funding and consultants	Output	Local Policy
Cardinia	Facilitating Social Housing Feasibility Study in Cardinia	\$144,780 Council-led	<ul style="list-style-type: none"> Social and Affordable Housing Strategy Action Plan Needs Assessment Policy Context 	<ul style="list-style-type: none"> Clause 21.03-1 – Housing. Clause 22.03 – Gaming. Clause 21.03-2 – Urban Established Area – Beaconsfield and Pakenham. Clause 21.03-3 – Urban Growth Area
Casey	Affordable Housing Strategy	\$145,000 <ul style="list-style-type: none"> id Consulting Hornsby & Co. 	<ul style="list-style-type: none"> Affordable Housing Strategy, Background Paper and Action Plan Social and Affordable Housing Needs Assessment 	<ul style="list-style-type: none"> Clause 21.02-1 – Key Issues. Clause 21.03 – Settlement and Housing. Clause 5.7 at Schedule 1 to the Activity Centre Zone. Development Plan Overlay 22.
Darebin	Housing Demand and Supply Analysis Affordable Housing on Council Land Feasibility Study.	\$110,000 <ul style="list-style-type: none"> SGS Economic and Planning Urbis Affordable Development Outcomes 	<ul style="list-style-type: none"> Darebin Housing Strategy Affordable Housing Action Plan 	<ul style="list-style-type: none"> Clause 21.01-4 – Issues for the Future. Clause 21.01-6 – Strategic Framework Plan. Clause 21.03-1 – Strategic Housing Framework. Clause 21.03-3 – Housing Diversity and Equity. Clause 21.04-4 – Tertiary Institutions. Clause 22.08 – Northcote Activity Centre. Design and Development Overlay, Schedule 19 – Northland

				<p>Urban Renewal Project.</p> <ul style="list-style-type: none"> • Development Plan Overlay, Schedule 11 – Oakover Village, West Preston. • Development Plan Overlay, Schedule 13 – Public Housing Renewal – Walker Street, Northcote. • Parking Overlay, Schedule 1.
Frankston	Social and Affordable Housing Feasibility Study	\$160,000 Hansen Partnership	Feasibility reports on Council land – Buna / Ebdale / Overton	<ul style="list-style-type: none"> • Clause 21.02 – Key Issues. • Clause 21.03-1 – Council Plan. • Clause 21.07 – Housing.
Greater Geelong	Social Housing Plan 2020-2041	\$200,000 Council-led	Social Housing Plan	No local policy.
Glen Eira	Social and Affordable Housing Strategy & Feasibility Study	\$200,000 Council-led	<ul style="list-style-type: none"> • Social and Affordable Housing Strategy & Technical Paper • Feasibility Study Report 	<ul style="list-style-type: none"> • Clause 21.04 – Housing and Residential Development. • Clause 22.10 – Aged Persons Housing Policy. • Priority Development Zone, Schedule 2 (Caulfield Mixed Use Area).
Hobsons Bay	Epsom St Affordable Housing	\$140,000 Council-led	<ul style="list-style-type: none"> • Feasibility assessments • Technical reports 	<ul style="list-style-type: none"> • Clause 21.03-2 – Strategic Redevelopment Areas. • Clause 22.12 – Gaming. • General Residential Zone, Schedule 3. • Comprehensive Development Zone, Schedule 2.

				<ul style="list-style-type: none"> Design and Development Overlay, Schedule 10.
Knox	Laying a Social Housing Pipeline in Knox	\$200,000 Navire Consulting	<ul style="list-style-type: none"> Strategic and Surplus Sites Framework Report Social Housing Futures Fund Investigation Report Laying a Social Housing Pipeline in Knox Report 	<ul style="list-style-type: none"> Clause 21.01-2 Key Issues and Influences. Clause 21.06-1 – Scaled Approach to Residential Development. Clause 21.06-2 – Diversity of Housing Choice. Clause 21.06-6 – Implementation Clause 21.08-1 – Liveability. Clause 21.10-2 – Knox Central Activity Centre. Clause 21.10-5 – Rowville Activity Centre. Clause 22.07-9 – Housing for Aged Persons. Comprehensive Development Zone, Schedule 2. Development Plan Overlay, Schedule 9. Development Plan Overlay, Schedule 10. Development Plan Overlay, Schedule 13.
Moonee Valley	Develop a Model to Deliver Social Housing Outcomes on Council Owned Land	\$200,000 <ul style="list-style-type: none"> Charter Keck Cramer partnering with MGS Architects TQ Urban Planning 	<ul style="list-style-type: none"> Development of a social housing feasibility criterion Completion of feasibility assessments for three Council owned sites 	<ul style="list-style-type: none"> Clause 02.03-5 – Housing. Clause 11.03-1L – Airport West Major Activity Centre. Clause 16.01-2L – Affordable Housing. Comprehensive Development Zone, Schedule 1.

			<ul style="list-style-type: none"> • Identification of opportunities for Council to advocate and embed social housing into the Planning Scheme 	<ul style="list-style-type: none"> • Activity Centre Zone, Schedule 1. • Development Plan Overlay, Schedule 8. • Schedule to Clause 52.28 – Gaming.
Mount Alexander	Social Housing Feasibility Study and Business Case	\$139,400 SGS Economics and Planning	Social and Affordable Housing Issues Paper	<ul style="list-style-type: none"> • Clause 21.07-2 – Sustainable Environments. • Clause 21.08-2 – Affordable Housing. • Clause 22.09 – Gaming. • Development Plan Overlay, Schedule 10.
Port Phillip	Malborough Street Affordable Housing	\$200,000 <ul style="list-style-type: none"> • Bladasso Cortese – Architecture • Peter J Ramsay & Associates – Geotechnical • Maddocks – Lawyers 	Technical papers	<ul style="list-style-type: none"> • Clause 21.01-1 – Vision. • Clause 21.01-3 – Organisational Planning Framework. • Clause 21.02-1 – Port Phillip in Context. • Clause 21.04-1 – Housing and Accommodation. • Clause 21.04-6 – Tourism and Arts. • Clause 21.06-1 – East St Kilda and Balaclava. • Clause 21.06-4 – Port Melbourne and Garden City. • Clause 21.06-6 – St Kilda. • Clause 21.06-8 – Fishermans Bend Urban Renewal Area. • Clause 22.02 – Backpacker's Lodges.

				<ul style="list-style-type: none"> • Clause 22.07 – Gaming. • Clause 22.11-4 – Precinct Policies. • Clause 22.14-03 – Activity and Business Mix. • Clause 22.14-04 – Housing Opportunities. • Clause 22.14-09 – Precinct Policies. • Clause 22.15 – Fishermans Bend Urban Renewal Area Policy. • Capital City Zone, Schedule 1. •
Warrnambool	Warrnambool Social Housing Planning Project	\$104,500 Hornsby & Co.	Social Housing Planning Project	<ul style="list-style-type: none"> • Clause 21.07-1 – Residential Development. •
Whittlesea, Hume & Mitchell	Delivering Social Housing in Growth Areas	\$200,000 Navire Consulting	<ul style="list-style-type: none"> • Building an evidence base • Identification of appropriate sites for Social and Affordable Housing • Practical implementation and reporting 	<p>Whittlesea:</p> <ul style="list-style-type: none"> • Clause 02.03-6 – Housing. • Clause 16.01-1L – Integrated Housing. • Clause 16.01-2L – Housing Affordability. • Design and Development Overlay, Schedule 7. • Development Plan Overlay, Schedule 39. • Development Contributions Plan Overlay, Schedule 14 (Epping Central Development Contributions Plan). • Schedule to Clause 72.08.

				<p>Hume:</p> <ul style="list-style-type: none"> • Clause 21.01-2 – Key Issues and Influences. • Clause 21.01-3 – Vision and Strategic Framework Plan. • Clause 21.03-1 – Liveable Communities. • Clause 22.07 – Aged Accommodation and Services Local Policy. <p>Mitchell:</p> <ul style="list-style-type: none"> • Clause 21.11-6 – Seymour. • Clause 21.12-3 – Other Actions.
Wyndham	Developing a Strategic Housing Framework for Wyndham	\$200,000 Affordable Development Outcomes	<ul style="list-style-type: none"> • Affordable Housing Strategy • Housing Needs Assessment 	<ul style="list-style-type: none"> • Clause 21.07-2 – Housing Diversity. • Clause 21.10-1 – Community Facilities.
Yarra Ranges	Anderson Street Social Housing Feasibility Study	\$200,000 <ul style="list-style-type: none"> • 6 Degrees Architects • Savills • Housing First and Melba Support Services (project partners) 	<ul style="list-style-type: none"> • Concept plan and related consultant reports • Financial feasibility report 	<ul style="list-style-type: none"> • Clause 21.04-1 – Residential. • Clause 22.09 – Mooroolbark Activity Centre.
Greater Shepparton	Affordable Housing Strategy – Houses for People	\$50,000 Affordable Development Outcomes	<ul style="list-style-type: none"> • Issues and Opportunities Paper • Affordable Housing Strategy 	<ul style="list-style-type: none"> • Clause 21.07-4 – Infrastructure Planning, Design and Construction

Attachment 7 – Consistent themes in Social and Affordable Housing Strategies

Common themes	Common strategies / actions
Advocate	<ul style="list-style-type: none"> • Advocating for the State and Federal governments to provide more funding for social and affordable housing. • Advocate for the Minister for Planning to create a state-wide planning mechanism that allows Councils to require social and affordable housing contributions for new developments. • Advocate for the inclusion of social and affordable housing on State government land that is redeveloped.
Partner	<ul style="list-style-type: none"> • Engage in partnerships and collaborative discussions with Registered Housing Associations to facilitate improved affordable housing outcomes.
Plan	<ul style="list-style-type: none"> • Incorporate local planning policy in the Planning Scheme to encourage provision of social and affordable housing, in appropriate locations and at appropriate densities. • Negotiate social and affordable housing contributions when land is rezoned (voluntary). • Require social and affordable housing contributions where development density proposes to exceed what is specified in the Planning Scheme (i.e. exceeding site coverage, number of dwellings, height limits, etc.).
Provide	<ul style="list-style-type: none"> • Identify opportunities to provide social and affordable housing on surplus Council land. • Identify options for Council's involvement in ownership, management and investment of social and affordable housing.

Attachment 8 - Other Victorian Council Local Planning Scheme content relevant to social and affordable housing

Cardinia

Key issues identified at **Clause 21.03-1 – Housing** include:

- *Identifying the demand for social and community housing.*
- *Providing opportunity for development of 'Affordable Housing'.*

Objective 2 seeks:

- *To encourage the provision of housing to cater for groups within the community with specific housing requirements.*

Strategies to achieve this objective include:

- *Encourage the development of a diverse, flexible, adaptable range of housing types and tenures.*
- *Encourage the establishment of social and community housing in townships and areas within the urban growth boundary with good access to public transport and services.*
- *Encourage and facilitate the development of 'Affordable Housing' as set out in the Planning and Environment Act 1987, in townships and within the urban growth boundary with good access to public transport and services.*

Key principles at **Clause 21.03-2 – Urban Established Area – Beaconsfield and Pakenham** include the following:

- *To increase 'Affordable Housing' for very low, low and moderate income households.*

Key principles for development within the urban growth areas of Cardinia Shire are specified at **Clause 21.03-3 – Urban Growth Area** and include the following direction:

- *To increase 'Affordable Housing' for very low, low and moderate income households.*

At **Clause 22.03 – Gaming** it is policy that:

- *Gaming machines should not be located on sites within 400 metres walking distance of a concentration of social housing comprising more than 50 dwellings or within a clear line of sight of a social support agency and/ or gamblers help centre.*

An application requirement seeks to require the provision of the following information for gaming applications:

- *The latest ABS SEIFA index of relative socio-economic disadvantage; and the projected growth, housing affordability and housing stress, income levels, unemployment rates, educational retention and attainment levels, and the percentage of social security recipients.*

Casey

Under Settlement and Housing at **Clause 21.02-1 – Key Issues**, a key issue identified is:

- *The management of rapid urban growth to meet the social and physical needs of a diverse community.*

Strategy 2.7 at sub-clause 21.03-3, under **Clause 21.03 – Settlement and Housing** seeks to:

- *Encourage the balanced provision of well located affordable housing to meet special housing needs within the community, including aged care, student housing, low-cost housing, social housing and public housing.*

Clause 5.7 covers Precinct 7: Casey Complex under **Schedule 1 to the Activity Centre Zone**. Precinct guidelines are specified at Clause 5.7-4. One such guideline requires the following:

- *Provision should be made for a variety of medium density housing types, including affordable housing.*

Development Plan Overlay 22 – Collison Estate requires the production of certain background reports to inform the development plan. One background report required is:

- *A social assessment of current and projected housing needs.*

Darebin

Clause 21.01-4 – Issues for the Future identifies one of the key issues Darebin faces as:

- *Provision of affordable, social and accessible housing in Darebin.*

The following is noted for the strategic corridor at The Junction – South Preston under **Clause 21.01-6 – Strategic Framework Plan**:

- *Identified as a key urban renewal area transitioning from predominantly industrial land to a higher density mixed use precinct. The area is characterised by a mix of commercial, retail and industrial properties fronting Plenty Road and High Street.*
- *Tram service along Plenty Road, Thornbury and Bell train stations within short walk, and proximity to Preston Central and High Street Thornbury enhances the Junction's suitability for higher density developments and opportunities for affordable housing.*

At **Clause 21.03-1 – Strategic Housing Framework** it is noted that Council supports a vision of housing that:

- *Is affordable, equitable and accessible for all residents.*
- *Is appropriate to its location.*

- *Provides for diverse housing needs and preferences.*

The overview for **Clause 21.03-3 – Housing Diversity and Equity** states that:

- *Housing affordability is a particular housing issue in Darebin. Lack of affordable housing and high rental prices can aggravate housing stress and homelessness. Housing affordability, income levels and demand for social and public housing are highly correlated. An increase in the supply of affordable housing could ease housing stress of low income earners and can decrease the demand for social housing.*

A number of key issues are identified, including:

- *A shortage of affordable student accommodation close to public transport and other services and facilities has led to inappropriate accommodation arrangements such as overcrowded rooming houses.*

Objective 1 – Increase Diversity at Clause 21.03-3 seeks:

- *To ensure that housing diversity is increased to better meet the needs of the local community and reflect demographic changes and trends.*

Strategies to achieve this include:

- *Support a diversity of housing types, sizes, designs and configurations in areas identified for Substantial Housing Change and Strategic Opportunity Sites, as identified in the Strategic Housing Framework Plan.*
- *Promote the consolidation of lots, particularly in Substantial Housing Change areas, to enable developments that can accommodate a greater diversity of housing types.*
- *Encourage new residential apartment developments to include a mix of one, two and three bedroom dwellings in a variety of configurations to cater for a variety of household sizes and types.*
- *Encourage the development of a variety of forms of medium density housing, including villa style housing, townhouses and low scale apartment developments in appropriate locations.*

Objective 4 – Affordable and Social Housing seeks:

- *To increase the supply of affordable and social housing.*

Strategies to achieve this include:

- *Encourage the provision of affordable housing development in identified Substantial Housing Change Areas in the Strategic Housing Framework Plan.*
- *Ensure housing in the municipality is sufficiently diverse to provide more affordable and appropriate choices and opportunities.*
- *Facilitate the provision of affordable housing in terms of purchase price as well as lower ongoing operational costs, by promoting housing growth in areas with good access to services and public transport and encouraging best practice environmentally sustainable housing design to minimise ongoing utility costs.*

- *Support Council-led initiatives that partner with the community housing sector to develop surplus Council land for social housing projects.*

Further Strategic Work identified under this clause includes:

- *Investigate regulatory incentives and flexible planning provisions for planning permit applications with a commitment to deliver affordable housing stock.*
- *Investigate incorporation of requirements for affordable and social housing as appropriate in future policies and overlay provisions (such as the Development Plan Overlay) to apply to large development sites and strategic redevelopment precincts.*

Other Actions identified include:

- *Develop Rooming House Guidelines to guide the development of Rooming and Boarding Houses in Darebin.*
- *Liaise with the State Government Department of Housing to encourage the timely provision of social housing in appropriate locations.*
- *Maintain dialogue and advocacy efforts with the relevant State Government authorities to encourage the introduction of Inclusionary Zoning through the Victorian Planning Provisions.*

A strategy of **Clause 21.04-4 – Tertiary Institutions** seeks to:

- *Encourage affordable student housing near major educational institutions.*

An objective of **Clause 22.08 – Northcote Activity Centre** is:

- *To encourage innovative solutions that enable a diversity of living and working opportunities, with a focus on maintaining and providing affordable housing and employment spaces.*

Policy for housing at Clause 22.08-3 includes:

- *Ensure new development advances the social and community values of Northcote by providing a range of housing types and floor plans to maximise housing affordability and accessibility for all members of the community.*
- *Support the provision of social and community based housing.*
- *Encourage a range of housing types including a proportion of affordable housing and provision for flexible dwelling floor plans.*

General design objectives identified under the **Design and Development Overlay, Schedule 19 – Northland Urban Renewal Project** include:

- *To support the redevelopment of well-designed private and social housing in proximity to services and public transport.*

The sub-precinct objectives for sub-precinct 1 (Penola/Stokes) and sub-precinct 5 (18a Miller Street) under the **Development Plan Overlay, Schedule 11 – Oakover Village, West Preston** contain the following land use objective:

- *To provide for higher residential densities accommodating a range of dwelling sizes and types, including a mix of social/affordable housing.*

Sub-precinct 5 is to be accompanied by a Housing Diversity Report explaining the mix of housing proposed including the following:

- *A proportion of the overall housing stock that may be used as affordable housing.*
- *Targets for a mix of dwellings sizes including 1, 2 and 3 bedroom apartments.*

The report must also include criteria for determining affordable housing stock.

The development plan requirements specified at Clause 3.0 of the schedule require that the development plan must demonstrate:

- *High quality integrated social and private housing that is socially, economically and environmentally sustainable that delivers high levels of residential amenity and liveability.*
- *an increase in the number of social housing dwellings that achieves dwelling diversity across the site with a range of one, two and three or more bedroom dwellings, balancing issues of equity in the delivery of social and private housing that is well integrated and is visually indistinguishable.*

The required documents, plans and reports under the **Development Plan Overlay, Schedule 13 – Public Housing Renewal – Walker Street, Northcote** include preliminary architectural plans and a design report that show the distribution and design of built form on the site to be generally in accordance with the Concept Plan included in this Schedule, including, but not limited to:

- *The mix of dwelling types and sizes for each precinct including the mix of social and private housing.*

A dwelling diversity report must also be submitted to:

- *Demonstrate how the development will achieve an appropriate level of dwelling diversity for both the social and the private components across the site.*
- *Include the number and extent of one, two and three bedroom plus dwellings for social and private housing.*
- *Provide for additional initiatives that actively encourage affordable housing and/or other alternate housing delivery models.*

The **Parking Overlay, Schedule 1** provides reduced car parking rates for social housing.

Frankston

Clause 21.02 – Key Issues seeks to:

- *Encourage the provision of affordable housing to support independent living for older people, people with disabilities, and vulnerable groups, in locations with appropriate services and community infrastructure.*

Clause 21.03-1 – Council Plan seeks to:

- *Work with State Government and local communities to accommodate more adaptable, affordable and accessible housing that meets individual needs over time (aging in place).*

Key issues identified at **Clause 21.07 – Housing** include:

- *Insufficient supply and uneven distribution of public and social housing stock across the municipality.*
- *Poor quality and management issues for an increasing number of registered and unregistered rooming houses in the municipality*
- *Declining housing affordability in some areas that have traditionally provided lower cost housing.*
- *Supporting the growth and role of tertiary educational institutions and associated student accommodation.*

Objective 1 is about managing the provision of residential dwellings that address the needs of all Frankston residents. Strategies identified to achieve this objective include:

- *Ensure residential development incorporates a variety of housing types, sizes and costs.*
- *Advocate to State and Federal Government to attract funding/grants for local housing projects and studies to identify local development constraints.*

Objective 4 seeks to recognise the needs of particular groups within the community including social housing, accommodation for special needs, employee accommodation and aged care. The strategy identified to achieve this seeks to:

- *Encourage the development of a diverse housing stock consistent with strategic planning research and identified housing needs for the municipality.*

Further Strategic Work identified includes the need to:

- *Identify specific housing needs through undertaking a housing needs analysis.*

Glen Eira

The overview of **Clause 21.04 – Housing and Residential Development** notes the following:

- *Locating housing close to public transport promotes social sustainability by encouraging development which will meet people's housing needs. It offers residents' housing choices that will enable them to stay in the community when their housing needs change. It also encourages economic sustainability by stimulating and improving the vitality of commercial centres.*
- *Accessing appropriate, affordable and sustainable housing is vital to the well being of Glen Eira's community. It is also important to facilitate housing suited to specific groups in the community for*

example older persons, students and residents with special housing needs. Another objective of Council is to promote the integrated planning of the city. Integrated planning involves working with the community, residents, traders, service providers and other stakeholders to enhance the quality of Glen Eira's suburbs and their environmental, economic and social sustainability.

Objective 5 at Clause 21.04-2 seeks:

- *To improve access to housing for residents with special housing needs.*

Strategies identified to achieve this include:

- *Encourage housing which caters for the needs of residents at various stages in their lives and for different income and cultural needs.*
- *Recognise the housing needs of members of the community who are socially and economically disadvantaged.*
- *Encourage the provision of housing that meets the specific needs of specific groups in the community, including older persons, students and disabled persons.*
- *Encourage the provision of single storey and purpose designed housing to cater for Glen Eira's ageing population.*
- *Encourage the development of high quality student accommodation close to educational establishments that minimises potential conflicts with neighbouring uses.*
- *Encourage housing that meets special needs to locate close to shopping and community facilities and public transport.*

The policy basis for **Clause 22.10 – Aged Persons Housing Policy** discusses:

- *Clause 21.04-2 of the Municipal Strategic Statement identifies that the preparation of an "Older Persons Housing Guidelines and Policy" to guide the future planning, design and location of this form of accommodation, is a priority and that access to appropriate, affordable and sustainable housing is vital to the wellbeing of Glen Eira's community. It is also important to facilitate housing suited to specific groups in the community for example older persons, students and residents with special housing needs.*

A decision guideline at Clause 11.0 of the **Priority Development Zone, Schedule 2 (Caulfield Mixed Use Area)** requires consideration in relation to:

- *The provision of affordable housing in the form of social housing.*

Hobsons Bay

A strategy at **Clause 21.03-2 Strategic Redevelopment Areas** requires a number of matters to be addressed, including:

- *Diversity in housing choice including affordable housing.*

An application requirement under **Clause 22.12 – Gaming** requires a Social Impact Assessment which provides details, including the following:

- *Characteristics of the local area including the location of and distance to shopping complexes and strip shopping centres, community facilities, public housing, counselling services and public transport.*

The following is an application requirement under the **General Residential Zone, Schedule 3 (Land at 222-238 and 240-258 Kororoit Creek Road, Williamstown North)**:

- *A Social Impact Assessment (that considers affordable housing and how it will be provided within the proposed development to the satisfaction of the Responsible Authority) to support any development proposal. The SIA for 222-238 Kororoit Creek Road must address the loss of low cost accommodation.*

The decision guidelines at this schedule require consideration of:

- *Improved Housing Choices for Residents on Low Incomes (Affordable Housing) Policy Statement (8 February 2011, as amended from time to time).*

Subdivision requirements for the **Comprehensive Development Zone, Schedule 2 (Altona North Comprehensive Development Plan)** sit under Clause 3.1. The following requirements are set in relation to provision for affordable housing:

Prior to the issue of a Statement of Compliance for any subdivision of land, the owner of the land must enter into an agreement with the Hobsons Bay City Council (Council) under section 173 of the Planning and Environment Act 1987 for the provision of affordable housing, which must provide for the following:

- *The land owner must make a contribution towards affordable housing (Affordable Housing Contribution) to the satisfaction of the Council.*
- *For the purposes of the agreement "affordable housing" is to have the same meaning as any definition of that phrase contained within the Planning and Environment Act 1987, or any other definition as agreed between the land owner and the Council.*
- *The agreement must include terms which provide for the manner in which the Affordable Housing Contribution is to be made, including when and how the contribution is to be made.*
- *The agreement must provide for the Affordable Housing Contribution that is to be made by the land owner to be determined as follows:*
 - *A number of dwellings equal to 5% of the total dwellings that are constructed on the land rounded down to the nearest whole number, or any lesser number of dwellings as agreed between the parties, must be identified as Affordable Housing Dwellings by the land owner.*
 - *The Affordable Housing Dwellings are to be made available by the land owner for purchase by either the Council or by a Housing Agency which is registered as either a housing association or housing provider under the Housing Act 1983 (Housing Agency).*
 - *The price at which the Affordable Housing Dwellings are to be made available for purchase to the Council or a Housing Agency must not exceed an amount that is 25% less than the current 12-month*

median unit price for a two-bedroom unit in Altona North as published by the Real Estate Institute of Victoria as at the date the agreement is made (Offer Price).

- Alternatively, the land owner and the purchaser may agree to a purchase price that is different to the Offer Price for any or all of the Affordable Housing Dwellings.
- If any of the Affordable Housing Dwellings are not purchased by the Council or a Housing Agency then, with respect to any unpurchased Affordable Housing Dwellings, the land owner must instead make to the Council or a Registered Housing Association an Affordable Housing Payment.
- The amount of the Affordable Housing Payment must not be less than an amount equal to the number of Affordable Housing Dwellings that have not been purchased, multiplied by a figure which represents 25% of the current 12-month median unit price for a two bedroom unit in Altona North as published by the Real Estate Institute of Victoria as at the date the agreement is made.
- The agreement must also provide that it is open to the parties to reach agreement as to any other, alternative method by which the land owner can make or deliver the Affordable Housing Contribution.
- The agreement must also provide that where the parties have agreed on an alternative method by which the Affordable Housing Contribution may be provided, and the land owner makes a contribution that is in accordance with that agreed method, then any obligation of the land owner to make the Affordable Housing Contribution has been fully and finally discharged.

Under the **Design and Development Overlay, Schedule 10 (The Former Caltex Terminal)** a master plan is required that addresses a number of matters, including:

- A report which provides an assessment of the adequacy of existing social and community infrastructure, and details any additional social infrastructure or affordable housing to be provided.

The decision guidelines at the overlay specify that a number of documents must be considered, including:

- Improved Housing Choices for Residents on Low Incomes (Affordable Housing) Policy Statement (8 February 2011, as amended from time to time).

Knox

Clause 21.01-2 Key Issues and Influences under the municipal profile identifies that:

- Knox's supply of social housing is below the Melbourne Metropolitan average.

Clause 21.06-1 – Scaled Approach to Residential Development discusses strategic investigation sites, noting the following:

- Strategic Investigation Sites are generally sites not currently used for residential purposes, such as quarries, schools and golf courses. They are sites where the land use is likely to change in a short to mid-term timeframe, and could be suitable for future residential development (either entirely or in part), including a component of social housing. Strategic Investigation Sites are indicated in Figure 1 to this clause and Figure 1 to Clause 21.07 (Economic Development). The land use(s) proposed should accord with the Strategic Investigation Site designation. Strategic guidance for these sites is provided in the Knox Housing Strategy 2015 and the Knox Affordable Housing Action Plan 2015-2020 and the Knox Land for

Business Directions Plan (2018), applied by Clause 21.07. Where Strategic Investigation Sites have already been subject to investigation processes and have been rezoned to facilitate future residential development, additional strategic guidance may also be found in the relevant zone and overlay schedules which apply to the land.

Clause 21.06-2 – Diversity of Housing Choice acknowledges that:

- *The Knox population is ageing, with one in four residents aged over 55 in 2011. The municipality has the opportunity to encourage 'ageing in place' through continued support of aged care facilities and social housing, and an increase in smaller dwellings.*
- *Affordability is declining as growth in median household income has failed to match the growth in house prices. There is an undersupply of affordable housing the City, which has contributed to high levels of mortgage stress within some parts of the municipality. Several northern suburbs of Knox hold top-10 status for the highest number of households in Melbourne experiencing housing stress and above average mortgage default rates. Typical rental properties in Knox are not affordable for lower income households. The supply of social housing is below the Melbourne metropolitan average, with an additional 860 dwellings needed by 2036 to meet minimum requirements.*

Key issues identified include:

- *Declining housing affordability with a lack of housing at a range of price points.*
- *Limited supply of social housing to meet the required needs.*

Objective 2 at this clause is:

- *To support a diversity of housing choices (styles, types, forms and sizes) to cater for the Knox community's current and future needs, in appropriate locations.*

Strategies identified to achieve this include:

- *Support a diverse range of housing, including smaller dwellings.*
- *Support developments of three or more dwellings in Activity Areas and Local Living areas that include a mix of sizes (including 1 and 2 bedroom dwellings).*
- *Support development that includes social housing, particularly in Activity Centres, Strategic Investigation Sites and other large-scale sites.*
- *Support social housing on Council-owned sites.*
- *Avoid the development of villa units, townhouses and apartments in Bush Suburban areas.*
- *Avoid the development of townhouses and apartments in Knox Neighbourhood areas.*

Clause 21.06-6 – Implementation identifies the need for the following further strategic work:

- *Investigate obligatory contributions to affordable housing on larger scale development through inclusionary zoning if the Victorian Government provides legislative support for such measures.*

The *Knox Affordable Housing Action Plan 2015-2020, Knox City Council, 2015* is identified as a reference document.

Clause 21.08-1 – Liveability states that a liveable community is one that has diverse and affordable housing options. It goes on to say that:

- *Promoting liveable neighbourhoods in Knox will enhance community and social equity benefits by facilitating living and working locally, active transport, increased social interactions and will better cater for an ageing and more diverse demographic forecast.*

Objective 2 at **Clause 21.10-2 – Knox Central Activity Centre** seeks:

- *To enable the development of high quality medium and higher density housing that responds to the housing needs of the Knox community, and supports the activity of the centre.*

A number of objectives are identified to achieve this objective, including:

- *Support development that provides affordable housing options.*
- *Support development that provides flexible and accessible housing options, with a high level of internal amenity.*
- *Support the provision of affordable and social housing stock within Knox Central, particularly as a proportion of redevelopment of Council-owned land and other large development sites.*

Key issues identified at **Clause 21.10-5 Rowville Activity Centre** include:

- *Declining housing affordability: Since 2001 the annual housing costs associated with median house prices in Rowville has been greater than 30 per cent of the median household income, suggesting that some households are experiencing housing stress.*
- *A shortage of social housing: At 2.1 per cent of all dwelling stock, the availability of social housing in Knox is lower than the regional average. Rowville has the largest shortfall of any suburb in Knox.*

Strategy 3.4 at Clause 21.10-5 seeks to:

- *Advocate for the delivery of new social housing to bring the percentage of social housing in Rowville at least in line with the Knox average.*

Opportunity sites 1, 2 and 4 identified at Clause 21.10-5 all contain the following direction:

- *Support the provision of affordable housing (including low-cost and/or social housing).*

Clause 22.07-9 – Housing for Aged Persons contains the following design guideline:

- *Provide some affordable housing options in the development, including social housing.*

The *Knox Affordable Housing Action Plan 2015-2020, Knox City Council, 2015* is a policy reference for Clause 22.07.

Applications for buildings and works under the **Comprehensive Development Zone, Schedule 2 (Burwood Highway and Scoresby Road, Knoxfield)** are to provide:

- *A housing diversity and adaptability report which provides information on the following requirements:*
 - *A mix of dwelling sizes to provide for a diversity of housing.*
 - *A range of dwelling types to cater to a variety of housing needs including the provision of up to 10 per cent of dwellings as affordable housing (as defined at section 3AA of the Planning and Environment Act 1987).*

An objective of the **Development Plan Overlay, Schedule 9 (Stamford Park)** is to provide affordable housing options.

The following is specified under conditions and requirements for permits under the **Development Plan Overlay, Schedule 10 (1201-1211 High Street Road and Lot 12 Pumps Road, Wantirna South)**:

- *Prior to the granting of a permit, except for a permit for maintenance or demolition of buildings, the owner of the land must enter into an agreement under Section 173 of the Planning and Environment Act 1987 with the Responsible Authority. The matters of the agreement must include:*
 - *The provision of social housing (house and land) of not less than three percent of the total number of dwellings across the whole site (unless otherwise agreed to in writing by the responsible authority, in consultation with the Department of Health and Human Services and other social housing providers). Social housing is defined as not-for-profit housing owned and managed for the primary purpose of meeting social objectives, such as affordable rents, responsible management, security of tenure and good location in relation to employment services. It includes public housing and includes housing owned or managed by the community.*
 - *The provision of bus shelters and any upgrade required to the bus stop and path network in front of the site and the stop and path network on the southern side of High Street Road opposite the site as a result of the proposed development at the cost of the land owner.*
 - *All required road network and intersection upgrading, mitigation works and reinstatement of existing assets to be at the cost of the land owner.*
 - *The timing of all required road network and intersection upgrading and mitigation works.*
- *The costs of preparation and registration of the section 173 agreement are to be borne by the owner.*

The **Development Plan Overlay, Schedule 13 (Kingston Links Development Plan)** requires a Section 173 Agreement to be entered into when a permit issues under the overlay. Part of this agreement requires:

- *The provision of both a cash contribution and land in respect of social housing;*
- *A requirement for the owner of the land to enter into a further section 173 agreement to secure the future use of the social housing land for social housing purposes.*

Moonee Valley

Clause 02.03-5 – Housing states that, amongst other things, Council supports:

- *Encouraging a range of housing types that can influence tenures and price points, and quality social and public housing.*

A strategy at **Clause 11.03-1L – Airport West Major Activity Centre** seeks to:

- *Encourage increased residential densities and opportunities for affordable housing proximate to the Airport West shopping centre, public transport interchange and Matthews Avenue.*

The strategies identified at **Clause 16.01-2L – Affordable Housing** are:

- *Support innovative affordable housing models, initiatives and incentives (such as voluntary agreements) to deliver affordable housing.*
- *Encourage voluntary agreements to provide affordable housing in large-scale residential development.*
- *Encourage alternative housing models (such as shared equity, community housing partnerships and co-housing) to provide affordable housing, social housing, crisis accommodation and rooming housing options.*

Prior to the approval of a comprehensive development plan under the **Comprehensive Development Zone, Schedule 1 (Flemington Green Comprehensive Development Plan)**, the owner of the land must enter into an agreement with the municipal council and the responsible authority, to the satisfaction of the responsible authority under Section 173 of the Planning and Environment Act 1987. One requirement of this agreement is:

- *Provision of 5% of all dwellings (including 15 dwellings to be held in Trust for low income staff working at Flemington Racecourse) for the purposes of affordable housing.*

The land use and development objectives to be achieved under the **Activity Centre Zone, Schedule 1 (Moonee Ponds Activity Centre)** include the following objective specific to affordable housing:

- *By completion of the development of all the land in Precinct 9 provision of affordable housing representing five per cent of the total number of dwellings to be developed, to the satisfaction of the responsible authority.*

An objective for precinct 9 of the Moonee Ponds Activity Centre is:

- *To encourage diversity in housing opportunities, including affordable housing options.*

Development plans under the **Development Plan Overlay, Schedule 8 (Public Housing Renewal – Flemington Estate)** must demonstrate:

- *High quality integrated social and private housing that is socially, economically and environmentally sustainable that delivers high levels of residential amenity and liveability.*
- *Increase in the number of social housing dwellings that achieves dwelling diversity across the site with a range of one, two and three or more bedroom dwellings, balancing issues of equity in the delivery of social and private housing that is well integrated and is visually indistinguishable creation of safe*

buildings and spaces within the site that adopts Crime Prevention Through Environmental Design principles to determine the siting of buildings, access ways and dwelling design.

- *Integration with the surrounding area by responding to existing or preferred neighbourhood character, enhancing the public realm and existing networks and delivering 'good neighbour' outcomes.*
- *Opportunities for legible access and address points for the site, buildings and spaces, including defining open spaces that foster social connections between residents and the wider community, and that prioritise pedestrian and bicycle access within and external to the site.*
- *Landscaping open space (including communal parks, playgrounds and other pocket spaces) that is resilient, well connected and enhances the sense of place, sustainability and liveability of the site and local area that meets the needs of both the social and private housing residents.*
- *Delivery of adaptable buildings and spaces that are accessible and practical for people of all abilities and respond to the future needs of residents.*

The following must form part of any development plan:

- *A Dwelling Diversity report that must:*
 - *Demonstrate how the development will achieve an appropriate level of dwelling diversity for both the social and the private components across the site.*
 - *This should include the number and extent of one, two and three bedroom plus dwellings for social and private housing.*
 - *Provide for additional initiatives that actively encourage affordable housing opportunities.*

The Schedule to **Clause 52.28 – Gaming** directs that gaming venues and machines should be located outside of areas that are:

- *Within 400 metres walking distance of a concentration of social (public and community) housing. This means housing for people on lower incomes that is owned or leased by the Department of Human Resources, registered housing associations or not-for-profit housing organisations. A concentration of social (community and public) housing will generally be said to exist if there are 50 or more dwellings of that type within a circle with a 150 metre radius.*

The *City of Moonee Valley Affordable Housing Background Research Paper* (Beverly Kliger & Associates, 2012) is identified as a background document at the Schedule to **Clause 72.08 – Background Documents**.

Mount Alexander

A strategy at **Clause 21.07-2 – Sustainable Environments** seeks to:

- *Encourage high quality, environmentally responsible and affordable infill and higher density development including shop-top housing, particularly in Castlemaine.*

Clause 21.08-2 – Affordable Housing identifies the following key issues:

- *Ensuring that different housing options remain affordable as this is one of the Shire's competitive advantages in attracting new residents.*
- *Developing meaningful strategies to address affordable housing, noting that responsible authorities have limited opportunities to directly respond to housing needs.*

Objective 1 is:

- *To ensure that all people, including low-income earners, can afford to live in the Shire.*

Strategies identified to achieve this objective are:

- *Encourage large developments to include a proportion of social housing within the development.*
- *Encourage larger developments to provide a mix of housing types and sizes, including one and two bedroom accommodation suitable for smaller households.*

The following is a policy guideline:

- *Encouraging new subdivisions to include smaller lots to promote affordability.*

Further strategic work identified includes:

- *Monitoring housing trends, housing needs and housing prices to understand affordability issues and pressures.*
- *Investigating the setting of targets to address the supply of housing types that are under-represented in the Shire.*

Clause 22.09 – Gaming directs that gaming machines should not be located in areas or on sites:

- *Within 400 metres walking distance of a concentration of social (public and community) housing.*

An application requirement under Clause 22.09 requires:

- *A detailed social profile of the population within the catchment area of the venue including:*
 - *The relative socio-economic disadvantage of the local neighbourhood and suburb and broader 5 kilometre catchment of the venue;*
 - *The latest ABS SEIFA index of relative socio-economic disadvantage; and*
 - *The projected growth, housing affordability and housing stress, income levels, unemployment rates, educational retention and attainment levels, and percentage of social security recipients.*

Development Plan Overlay, Schedule 10 (Residential Development Plans – Captain Day Road) requires development plans to include:

- *An indicative lot layout showing the size and dimension of lots, the location of vehicle crossings, areas of public open space and a diversity of lot sizes including a percentage of smaller lots to provide affordable housing options.*

Port Phillip

Clause 21.01-1 – Vision states that Port Phillip’s vision is to create:

- *A city that promotes affordable, accessible and diverse housing types to meet the needs of all current and future residents.*

Clause 21.01-3 – Organisational Planning Framework seeks to strengthen the diverse and inclusive community through:

- *Maintaining and seeking new emerging opportunities for affordable housing that meets community needs.*

Clause 21.02-1 – Port Phillip in Context states that:

- *The City of Port Phillip continues to play an important role in providing well designed additional housing to accommodate population growth and this is one of the primary ways in which the city can contribute to reducing the effects of climate change, by providing alternatives to urban sprawl. A major challenge related to this is ensuring housing choices remain diverse, affordable and easy to access by sustainable means of transport.*

Clause 21.04-1 – Housing and Accommodation identifies the following key issue:

- *Future housing development must respond specifically to the need for more affordable housing, for housing which is accessible and adaptable for people with disabilities and for older persons (to enable ‘aging in place’), and larger dwellings suited to households with children. The private housing market is currently not adequately providing for all of these housing types.*

A strategy identified at the clause seeks to:

- *Support the retention and provision of affordable housing (public, community and private) for lower income households, including the provision of rooming / boarding houses, single bedroom and bed-sit flats, and crisis accommodation.*

Clause 21.04-6 – Tourism and Arts contains the following strategy:

- *Support and encourage the development of affordable housing / commercial spaces suitable for use as artist residencies / studios.*

A key planning challenge identified at **Clause 21.06-1 – East St Kilda and Balaclava** is:

- *Maximising opportunities for new affordable and social housing.*

Clause 21.06-4 – Port Melbourne and Garden City identifies the following housing opportunity:

- *Encourage an increase in the provision of well located affordable housing, including social (public and community) housing.*

Clause 21.06-6 St Kilda identifies the following key planning challenge:

- *Protecting the supply of social housing from redevelopment for other uses.*

A local strategy under this clause seeks to:

- *Discourage the conversion of rooming houses and other forms of social housing to other uses.*

Clause 21.06-8 – Fishermans Bend Urban Renewal Area contains in its vision:

- *All development comprising residential uses within the Fishermans Bend Urban Renewal Area should provide an affordable housing target of 6%.*

Clause 22.02 – Backpacker’s Lodges contains the following objective:

- *To protect existing social housing and private rooming houses from conversion to backpackers’ lodges.*

The policy basis for **Clause 22.07 – Gaming** includes:

- *Taking into account specific characteristics of the local community that make it vulnerable to the negative impacts of gaming, this policy guides the location of gaming machines to appropriate areas, sites and venues. Despite the municipality’s overall level of advantage and socio-economic status, parts of the City of Port Phillip’s residential population are disadvantaged in socio-economic terms, particularly associated with social housing. In addition, multiple community support services and community facilities are relied upon by the community particularly the disadvantaged and those vulnerable to the potentially harmful effects of gaming. Given these characteristics, the basis of the policy is to discourage gaming machines in disadvantaged areas and in locations that are convenient to vulnerable communities.*
- *For the purposes of this policy, social (community and public) housing means housing for people on lower incomes that is owned or leased by the Department of Housing, registered housing associations or not-for-profit housing organisations.*

Policy at this clause includes direction that gaming machines should not be located in areas which are:

- *Within 400 metres walking distance of social (public and community) housing developments:*
 - *With 50 or more dwellings; or*
 - *Where a cluster of social housing exceeds 50 dwellings.*

An application requirement is to provide a location assessment which identifies:

- *Characteristics of the local area including the location of and walking distance to shopping complexes and strip shopping centres, community facilities, social housing, counselling services and public transport.*

Clause 22.11 – Carlisle Street Major Activity Centre Policy contains the following as policy:

- *Into the future it will be important to further consolidate use and development within the activity centre and to maintain its viability through further enhancing the diverse activity mix; in particular through*

improving the retail offer and providing new opportunities for well-designed, affordable and accessible housing.

Objectives identified at sub-clause 22.11-2 seek:

- *To ensure a diversity of new housing opportunities within the activity centre, including affordable and accessible housing.*
- *To encourage at least 10% of new dwellings within the activity centre to be affordable (private and community) housing.*

General policy at sub-clause 22.11-3 seeks to:

- *Encourage the provision of 1-bedroom units and bed sits, including within private residential developments, to increase the supply of affordable private housing.*

The following direction for precinct 7 at sub-clause 22.11-4 – Precinct Policies is provided:

- *Facilitate redevelopment of the station car park (44-60 Marlborough Street) for affordable (social) housing, with a range of dwelling types suitable for older persons, singles and family households, and a component of private housing addressing Marlborough Street.*

Clause 22.14 – Bay Street Activity Centre Policy contains the following direction for a strategic site at 7-33 Bay Street at sub-clause 22.14-03 – Activity and Business Mix:

- *Redevelopment should include social housing on upper levels / to rear of site, and result in no net loss of social housing.*

Clause 22.14-04 – Housing Opportunities seeks to:

- *Encourage development within the activity centre to provide affordable housing units, as a combination of community and private housing.*
- *This policy may be achieved if:*
 - *New development provides at least 10% of new dwellings as affordable units.*
 - *Proposals for private residential development provide one-bedroom units and bed-sits, and consideration is given to the reduction of the car parking requirement to reduce housing costs.*
- *Discourage proposals that will result in a net reduction in social (public and community) housing units within the activity centre and proximate residential areas.*

Clause 22.14-09 – Precinct Policies for the Bay Street Southern Gateway seeks to:

- *Ensure any future redevelopment of the social housing site (western side of Bay Street) retains social housing above and behind.*

Clause 22.15 – Fishermans Bend Urban Renewal Area Policy supports:

- *Providing at least six per cent of dwellings as Affordable housing, with additional Social housing dwellings provided as part of a Social housing uplift scheme.*

An objective is:

- *To encourage Affordable housing and the provision of community infrastructure, open space and housing diversity to support a diverse and inclusive community.*

It is policy to:

- *Encourage Affordable housing to be provided within a range of built form typologies.*

It is policy to assess proposals against the following criteria in relation to affordable housing:

- *Development should provide at least six per cent of dwellings permitted under the dwelling density requirements in the Capital City Zone (excluding any Social housing uplift dwellings) as Affordable housing, unless, any of the following apply:*
 - *The built form envelope available on the site makes it impractical to do so.*
 - *It can be demonstrated that the development will contribute to the Affordable housing objectives of this policy while providing less than the minimum amount.*
 - *It can be demonstrated that meeting the Affordable housing objectives of this policy would render the proposed development economically unviable.*
- *Affordable housing should:*
 - *Be a mix of one, two and three bedrooms that reflects the overall dwelling composition of the building.*
 - *Have internal layouts identical to other comparable dwellings in the building.*
 - *Be externally indistinguishable from other dwellings.*

For social housing, it is policy to:

- *Encourage development to provide Social housing, in addition to the provision of six per cent Affordable housing, by allowing a Social housing uplift equivalent to eight additional private dwellings of equivalent size for each Social housing unit provided.*

Where a Social housing uplift is sought the responsible authority, in consultation with the housing provider receiving the proposed Social housing, will consider as appropriate:

- *Whether the proposed Social housing is consistent with state and local policy, and strategic initiatives.*
- *Whether the proposed Social housing can be realistically delivered and secured by a suitable legal agreement.*
- *Whether the proposed Social housing is supported by the proposed housing provider receiving the housing and can be maintained as Social housing in perpetuity.*

- *Whether the Social housing uplift will have acceptable consequences, having regard to the preferred character of the area, and the level of public transport and other infrastructure available.*

Part of the purpose of the **Capital City Zone, Schedule 1 (Fishermans Bend Urban Renewal Area)** is:

- *To provide public benefit in the form of Social housing where development exceeds the nominated Dwelling density.*

A requirement under the schedule to the zone is:

- *The use of land for a dwelling must not exceed the specified Dwelling density in Table 1, unless an agreement under section 173 of the Act has been entered into between the landowner, the responsible authority and the local council (if not the responsible authority) that requires the landowner to provide at least one Social housing dwelling for every eight dwellings provided above the number of dwellings allowable under the specified Dwelling density.*

A permit must not be granted to construct a building or construct or carry out works with a Dwelling density in excess of the Dwelling density specified, unless:

- *An agreement under section 173 of the Act has been entered into between the landowner, the responsible authority and the local council (if not the responsible authority) that requires the landowner to provide at least one Social housing dwelling for every eight dwellings provided above the number of dwellings allowable under the specified Dwelling density.*

Application requirements for buildings and works for a dwelling under the schedule to the zone include the following that is relevant to social and affordable housing:

- *A report that addresses how the proposal contributes to the Affordable housing objectives and targets of the Fishermans Bend Urban Renewal Local Policy, and identifies:*
 - *The number and location of Affordable housing dwellings proposed to be provided.*
 - *The proportion of total dwellings that are proposed to be Affordable housing dwellings.*
 - *The mix of one, two and three-bedroom Affordable housing dwellings that reflects the overall dwelling composition of the building.*
- *Plans that demonstrate that:*
 - *The proposed Affordable housing dwellings have internal layouts similar to other comparable dwellings in the building.*
 - *The proposed Affordable housing dwellings will be externally indistinguishable from other dwellings.*
 - *These plans are not required for Affordable housing that is proposed to be provided as Social housing.*
- *If Social housing is proposed, a report that:*

| Page 21

- Includes a dwelling schedule that shows the number, size and composition of private dwellings, Social housing dwellings, and private dwellings proposed to be provided to obtain a Social housing uplift.
- Provides details of the participating registered agency proposed to own or manage the Social housing units.
- Provides evidence of the agency's agreement to own or manage the Social housing units.

The decision guidelines at the schedule to the zone include consideration of:

- *The management and maintenance of any Affordable housing, including Social housing.*
- *If a dwelling is proposed, whether the proposal provides Affordable housing consistent with the objectives and targets set out in the Fishermans Bend Urban Renewal Area Local Policy.*

Warrnambool

Clause 21.07-1 – Residential Development states the following about housing affordability:

- *Access to affordable housing is a basic human right and a determinant of community health and wellbeing. The impacts of unaffordable housing are unevenly distributed across the community with sole parents, single people, young people, older people (>65 years) and children of sole parents experiencing the worst outcomes.*
- *Affordable housing also has significant impacts on the liveability and economic prosperity of the community. A lack of affordable housing has a negative impact on workforce attraction and is a barrier to attracting tertiary students to the City.*
- *The provision of social housing is an emerging issue that needs to be considered by the relevant agencies in future growth area planning.*

The objective of this clause is:

- *To provide opportunities for affordable housing.*

Strategies identified to achieve this include:

- *Provide more affordable accommodation opportunities through the designation of a range of housing styles as well as higher density housing such as townhouses, aged persons accommodation and commercial accommodation.*
- *Ensuring adequate land supply is available for residential development.*
- *Provide a diversity of housing types and lot sizes in locations that support appropriate access to employment, education, cultural, recreational, health and social services.*

The following future strategic work has been identified:

- *Investigate methods for addressing the availability of affordable housing in the municipality.*

- *Identify opportunities and mechanisms to provide additional social housing.*

The *Warrnambool Affordable Housing Policy (2012)* is identified as a reference document.

Whittlesea

Clause 02.03-6 – Housing contains the following policy around housing integration and affordability:

- *To maintain the City's characteristic social diversity there must be an adequate supply of housing that is affordable for all.*
- *Affordable living should encompass the provision of infrastructure (including quality leisure and open space assets) and services in addition to easily accessed social and economic opportunities.*
- *Council aims to:*
 - *Support increasing crisis and emergency accommodation, to house vulnerable and very low income households.*
 - *Support the provision of more affordable housing including social housing.*
 - *Encourage a diverse range of housing types that can assist in influencing greater housing affordability.*

Clause 16.01-1L – Integrated Housing contains the following strategies:

- *Support the provision of and access to emergency and crisis housing, preferably in discreet locations close to public transport.*
- *Support the provision of youth supported accommodation in areas with convenient access to services and public transport.*
- *Support the provision of social housing in established suburbs.*

Clause 16.01-2L – Housing Affordability contains the following strategies:

- *Facilitate the provision of a balanced mix of market and affordable housing in development, especially larger residential development/mixed use development or on strategic redevelopment sites.*
- *Encourage and facilitate affordable housing in locations with good access to public transport and/or services.*
- *Facilitate a balanced mix of private, affordable and social housing within new developments.*
- *Design the social and affordable housing components within new developments so that they integrate with the remainder of the development.*
- *Support affordable private rental housing for low and moderate income households including a proportion to be owned and managed by a registered housing association, housing provider or similar not-for-profit organisation.*

- *Support innovative materials and affordable construction techniques, that could result in more affordable housing products.*

Policy guidelines direct to consider as relevant:

- *Achieving the inclusion of 5 per cent social housing and 10 per cent affordable housing (that is not social housing) in the structure planning of any established or greenfield housing development.*
- *Facilitating the development of 500 additional social housing dwellings with government and non-government housing providers to be constructed in areas with public transport, including:*
 - *Established West (excluding Epping North): 200 dwellings.*
 - *Established East: 200 dwellings in 5 years.*
 - *Urban Growth: 100 dwellings (Plenty Valley/South Morang only).*

A general design requirement under the **Design and Development Overlay, Schedule 7 (South Morang Activity Centre – Key Development Sites)** is:

- *A diversity of dwelling types and designs should be developed providing a combination of accessible, affordable and adaptable dwellings. Specifically, development should incorporate a combination of the following:*
 - *Studio apartments, one or two bedroom dwellings.*
 - *Ground floor dwellings designed to accommodate people with limited mobility.*
 - *Environmental sustainability initiatives that will reduce household running costs.*

An objective of the **Development Plan Overlay, Schedule 39 (Epping Renewal Site)** is:

- *To contribute to the housing diversity within the area by providing new housing, including affordable housing, at a range of densities throughout the site.*

Under the schedule to the overlay, there are specified instances in which a permit may be granted prior to the preparation of a development plan. One such exception is:

- *The use and development of the land for the purpose of accommodation for social and affordable housing; office and food and drink premises which is part of the same development; and associated waiver of car parking.*

The following is a condition/requirement for permits:

- *A planning permit for subdivision, buildings or works associated with a residential land use must comply with the social and affordable housing requirements for the land as outlined in any approved development plan.*

Some requirements for development plans include:

- *Prior to the approval of a development plan, the owner/s of the land must enter into an agreement/s with the responsible authority under Section 173 of the Planning and Environment Act 1987 which must provide, to the satisfaction of the responsible authority, that the owner/s will:*
 - *Enter into an arrangement with a State Government accredited Housing Association in respect of 5 percent of the total number of dwellings to be provided to an accredited Housing Association as social housing within the meaning of that housing agency's remit to the satisfaction of the responsible authority or make other arrangements for the provision of social housing to the satisfaction of the responsible authority.*
 - *Provide 10 percent of the total number of dwellings as affordable housing or make other arrangements for the provision of social and affordable housing to the satisfaction of the responsible authority.*

The following is required to accompany a development plan:

- *A Housing Diversity Report demonstrating the density and diversity of housing to be delivered as part of the development which includes:*
 - *A range of housing types, densities and sizes.*
 - *The expected population and dwelling yield.*
 - *The delivery of 5% of the overall housing stock as social housing.*
 - *The delivery of 10% of the overall housing stock as affordable housing.*
 - *If applicable, other arrangements for the provision of social housing dwellings and affordable housing dwellings, including provision of associated services and facilities.*
 - *The location of the social and affordable housing ensuring that social and affordable housing is dispersed across residential precincts.*
 - *Principles to ensure that the social and affordable housing dwellings are well designed, provide for a range of housing types and are integrated with the remainder of the development.*
- *A Staging Plan that:*
 - *Ensures that infrastructure, services and social and affordable housing are provided in a timely manner as development occurs.*

Development Contributions Plan Overlay, Schedule 14 (Epping Central Development Contributions Plan) excludes the following from the development contributions plan:

- *Development of social housing undertaken by a registered Housing Association or government agency is excluded from the Epping Central development contributions plan.*

The Social and Affordable Housing Policy and Strategy 2012-2016 (Whittlesea, 2012) is identified as a background document at the Schedule to **Clause 72.08** of the Scheme.

Hume

Clause 21.01-2 – Key Issues and Influences identifies key issues and influences in relation to housing and infrastructure needs:

- *Changing demographics and economic factors are generating the need for more diverse forms of housing to ensure that Hume's residents have access to a range of appropriate and affordable housing that meets their housing needs as they change over time, and that they are able to remain and age in their local community.*

Clause 21.01-3 – Vision and Strategic Framework Plan contains the following land use and development vision:

- *New and existing residential areas offer not only affordable housing but affordable living with great amenity, a diversity of housing and easy access to local everyday services and facilities.*

Clause 21.03-1 – Liveable Communities states:

- *Liveability is the sum of factors which shapes the 'quality of life' experienced in an area and the wellbeing of a community. This includes the quality of the built and natural environment, including its environmental sustainability and resilience to climate change, economic prosperity and social equity. It also includes access to a choice of everyday things that people require, including housing, employment, public transport and retail, health, education, recreation and cultural services and facilities.*

Clause 22.07 – Aged Accommodation and Services Local Policy contains the following objective:

- *To support the provision of affordable housing for older persons.*

Mitchell

Clause 21.11-6 – Seymour notes the following:

- *Seymour is Mitchell's regional growth centre and will benefit from a significant intergovernmental refocus for development and investment in community services, jobs, military tourism and decentralized government services. A dedicated campaign to turn around stagnant population growth has balanced the need for sensitive local urban redevelopment and maintaining an affordable and mixed housing stock while facilitating service sector jobs in medical, education, community, social or correctional sectors as a catalyst for local investment.*

Clause 21.12-3 – Other Actions identifies the following action in relation to economic development:

- *Investigate ways of ensuring that a greater supply of affordable office accommodation is provided across the Shire through attracting decentralised government offices to establish in key centres such as Wallan and Seymour.*

Wyndham

Clause 21.07-2 – Housing Diversity noted that:

- *Wyndham is also faced with the need for an increased supply and diversity of social housing in infill and greenfield areas.*

An objective of this clause is:

- *To provide a diversity of choice in housing styles and designs.*

Strategies to identify this objective include:

- *Encourage housing that meets a diversity of community needs incorporating a 'universal' dwelling design.*
- *Support housing and accommodation for the ageing population.*
- *Encourage the provision of an adequate supply of social housing.*
- *Ensure that smaller household units are developed particularly near rail stations, activity centres or employment areas.*

Clause 21.10-1 – Community Facilities notes that:

- *Rapid growth can also challenge the social fabric where the sense of community will need to be a high priority to assure the safety and wellbeing of people. There will be extra demand for frontline health care, hospital and emergency services and social and emergency housing solutions. Council also has a role in planning, developing and providing physical and social infrastructure and the Access and Inclusion Strategy 2013 has been developed to build a diverse, inclusive, well designed and accessible local communities.*

Yarra Ranges

Clause 21.04-1 – Residential identifies the following key issue:

- *Facilitating affordable housing options in sustainable locations.*

A strategy under the clause seeks to:

- *Encourage the provision of affordable housing components in new developments in identified consolidation areas and other locations that provide convenient access to town centres, commercial and community facilities.*

At **Clause 22.09 – Mooroolbark Activity Centre** it is policy that:

- *Affordable housing be encouraged where significant renewal sites exist, particularly in the Council owned Station Street site.*

Greater Shepparton

Clause 21.07-4 – Infrastructure Planning, Design and Construction states that:

- *The design, management and delivery of infrastructure are key issues for Council. The efficient delivery of infrastructure is a fundamental element in providing affordable and diverse housing, generating economic growth and managing the municipality in a sustainable manner.*

ASSETS AND PRESENTATION

15. ASSETS AND PRESENTATION

Agenda Item: 15.1

**Agenda Item: Community & Stakeholder Engagement - Moe Rail
Project Stage 2 Project Reference Group**

Sponsor: General Manager, Assets and Presentation

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Adopts the Moe Rail Project PRG Terms of Reference (Attachment 1); and**
- 2. Appoints Cr Bradley Law (Chair) and Cr Sharon Gibson to the Moe Rail Project Stage 2 PRG: and**
- 3. Receives a further report detailing the Expressions of Interest received for the community and GLaWAC membership.**

Executive Summary:

The Kernot Hall project and Moe Rail Project Stage 2 (MRP) have been funded through a \$10 million loan from the Victorian government's Community Infrastructure Loan Scheme.

As part of the proposed engagement and consultation for the MRP project, a Project Reference Group (PRG) Terms of Reference (Attachment 1) has been prepared.

It is proposed that the Kernot Hall project will be progressed as an internal working group as consultation has previously been undertaken and it is now an operational planning exercise.

The Terms of Reference for the MRP includes a membership that comprises a diverse range of stakeholders specific to the project. It is proposed that the MRP PRG will have up to two designated Councillors, one who will be the chair.

It is proposed that the length of term for the membership of the PRG is to be in line with the overall timeline for the delivery of the project.

Membership of the MRP PRG will be advertised through an Expression of Interest (EOI) process. The advertising period is proposed to be from Tuesday 2 March to Sunday 28 March 2021.

Following this public advertisement period, all EOI's received will be assessed as to their suitability and qualification for the roles and then presented to Councillors, before seeking Council's endorsement of the candidates. A further report to Council seeking endorsement of the recommended candidates will occur in May 2021.

Background:

Moe Rail Project Stage 2 (MRP)

The MRP seeks to construct public open space elements as per the original MRP Master Plan endorsed by Council.

A detailed design for the site, including that of stage 2 was finalised in 2012. This landscape design (Image 1) also incorporates other elements of the original plan, including the construction of car parking and the integration of the George and Moore Street interface which is not funded as part of this current project.

Image 1.



Funding for this project has been secured through borrowings of \$7.5 million through the Victorian government's Community Infrastructure Loan Scheme. Latrobe City Council entered into this loan agreement on the 23 September 2019, and has three (3) years to deliver this project. Council officers are currently preparing a funding submission to the latest round of the Building Better Regions Fund for further \$7.5 million for this project.

As part of the consultation for the project, the Terms of Reference has been developed to progress the revision of the original landscape design and the subsequent construction of the project.

The Terms of Reference seeks a membership that comprises a diverse range of stakeholders specific to the Moe area. These include the following representatives:

- Two Councillors
- Two representatives from the Moe Community
- Three representatives from local Moe Youth
- One representative from the Latrobe City Council Youth Council
- A representative from Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) should a person be nominated.

These stakeholders will represent the community of Moe. It is proposed that two Councillors are appointed to the PRG, with one of the Councillors nominated as Chair.

Expression of Interest process

Following Council's endorsement of the Moe Rail Project PRG Terms of Reference, nominations for representation on the PRG will be sought from the Moe community and nominated representatives.

An Expression of Interest process will be advertised through the following channels for a period of four (4) weeks:

- Latrobe City Council Website
- Latrobe City Council Social Media (Facebook)
- Latrobe City Council Noticeboard (Latrobe Valley Express)
- Latrobe City Council community networks
- Moe Service Centre

Expressions of Interests for the PRG will be advertised for four (4) weeks, from Tuesday 2 March 2021 until Sunday 28 March 2021. Nominees will be asked to provide the following information:

- Name, address and phone contact details
- Why they would like to be a member of the PRG
- What particular skills they would bring to the project
- Details of relevant previous community involvement or activities
- Details of their participation in any other volunteer role on other Council Committees.

Expression of Interests are to be submitted in writing, either via letter or email.

Following the Expression of Interest process, the nominations will be reviewed, and a further report will be presented to Councillors detailing the nominations received and recommendations for the make-up of the PRG. It is expected that this report will be presented to a briefing in April 2021.

Issues:

Strategy Implications

Both the Kernot Hall and MRP developments relate directly to the key strategy number 12 of 'Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens' and number 8 'Develop projects that will enable the joining up of Latrobe City and reaffirm our position as a regional city'.

Communication

A communication plan will be developed for each project when the composition of the PRG is finalised.

Financial Implications

There are no financial implications.

Risk Analysis

The establishment of a PRG will assist to mitigate risks by taking a consultative approach to the delivery of this project.

Legal and Compliance

Establishing the PRG and adoption of the Terms of Reference ensures Latrobe City Council is complying with the Council's Engagement Policy and the Project Governance Policy.

Community Implications

Inclusion of the identified stakeholders to the PRG will reduce and address any community issues with the projects, allowing the members of the PRG to become champions for this project.

Environmental Implications

There are no environment implications as part of this report.

Consultation

The establishment of the PRG is one part of the consultation for this project, and is required to be established as part of Council's Engagement Policy. Further engagement will continue upon adoption of the report's recommendations.

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 2020*.

Supporting Documents:

Nil

Attachments

1.  Moe Rail Project PRG Terms of Reference
2.  EOI for MRP PRG

15.1

Community & Stakeholder Engagement - Moe Rail Project Stage 2 Project Reference Group

- | | | |
|----------|---|------------|
| 1 | Moe Rail Project PRG Terms of Reference..... | 205 |
| 2 | EOI for MRP PRG | 216 |

Draft Moe Rail Project (Stage 2) Reference Group *Terms of Reference*



March 2021





CONTENTS:

1. **Establishment of the PRG**
2. **Objectives**
3. **Membership**
 - Composition of the PRG
 - Length of appointment
 - Selection of members and filling of vacancies
 - Co-option of members
 - Attendance at meetings
 - Resignations
4. **Proceedings**
 - Chair
 - Meeting Schedule
 - Meeting procedures
 - Quorum
 - Voting
 - Minutes
 - Reports to Council
5. **Review of PRG and Duration of the PRG**
6. **Authority and Compliance Requirements**



1. Establishment of the Project Reference Group

- 1.1. The Moe Rail Project (Stage 2) Reference Group (hereinafter referred to as “the PRG”), is a formally appointed Advisory PRG of Latrobe City Council for the purposes of providing advice to Council.
- 1.2. The membership of this PRG and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

2. Objectives

- 2.1. The PRG’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The PRG is an advisory group only and has no delegated decision making authority.
- 2.3. The PRG is established to:
 - 2.3.1. Provide an interface between Council, the Project Assurance Group (PAG) and the wide community.
 - 2.3.2. Provide specific feedback to the Project Assurance Group about elements of the project where members of the Moe Rail Project (Stage 2) PRG have specialist expertise.
 - 2.3.3. Provide advice to Council on issues relating to the development of the Moe Rail Precinct.
 - 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders.
 - 2.3.5. Act as advocates for the project with the wider community.
- 2.4. The PRG will carry out the following in order to achieve the objectives set:
 - 2.4.1. Review progress of the Moe Rail Project (Stage 2) project relating to the development of design components.
 - 2.4.1.1. Schedule meetings as required to receive updates on the development of the Moe Rail Precinct.
 - 2.4.1.2. Contribute to the development of media and communication strategies.



2.4.1.3. Assist with the appointment of co-opted members, as deemed appropriate by the PRG, to contribute at particular stages of the project.

2.4.2. Policy and Strategy Development

2.4.2.1. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.

2.4.3. Perform other activities related to this Terms of Reference as requested by the Council.

3. Membership

Composition of the PRG

3.1. The PRG shall comprise of the following members, being:

- 3.1.1. Up to two Councillors, one of whom shall be nominated as Chair
- 3.1.2. One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative
- 3.1.3. Two representatives from the Moe Community
- 3.1.4. Three Youth representatives from Moe
- 3.1.5. One Latrobe City Council Youth Council representative
- 3.1.6. LCC Officers
 - 3.1.6.1. One LCC Project Owner
 - 3.1.6.2. One LCC City Assets Manager
 - 3.1.6.3. One LCC Coordinator Major Projects
 - 3.1.6.4. One LCC Project Manager

Length of appointment

- 3.2. Whilst a PRG shall remain in place for a period determined by item 5.1, during that period the appointment of members shall be for a term as deemed appropriate by Council.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current PRG members are able to re-nominate.



Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a PRG based on expressions of interest received from members of the community and nominations received from the nominated organisations listed in item 3.1.
- 3.5. The PRG may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the General Manager of the relevant division and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

- 3.6. With the approval of the Chair, the PRG may invite other individuals to participate in the proceedings of the PRG on a regular or an occasional basis and including in the proceedings of any sub-PRGs formed.

Attendance at meetings

- 3.7. All PRG members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

Resignations

- 3.10. All resignations from members of the PRG are to be submitted in writing to the General Manager of the relevant division, Latrobe City Council, PO Box 264, Morwell VIC 3840.

4. Proceedings

Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the PRG to chair the meeting.

Meeting schedule

- 4.4. The PRG will determine its meeting schedule and times for each of the meetings. The duration of each PRG meeting should generally not exceed two hours.



- 4.5. Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. Additional meetings may be held on an as-needs basis.

Meeting procedures

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory PRGs provided (see appendix one for the agenda template).
- 4.7. PRG meetings and records are considered confidential and all requirements of the *Local Government Act 2020* in relation to confidentiality must be complied with.
- 4.8. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.9. A majority of the members constitutes a quorum.
- 4.10. If at any PRG meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting

- 4.11. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in PRG minutes.

Minutes of the Meeting

- 4.12. A Latrobe City Officer or authorised agent shall take the minutes of each PRG meeting.
- 4.13. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the PRG (see appendix two for the minutes template).
- 4.14. The minutes shall be stored in the Latrobe City Council corporate filing system (currently CIAnywhere electronic document and records management system).
- 4.15. The agenda shall be distributed at least 48 hours in advance of the meeting to all PRG members.
- 4.16. A copy of the minutes shall be distributed to all PRG members within 10 working days of the meeting.



Reports to Council

- 4.17. With the approval of the Chair, a report to Council may be tabled on the PRG's progress towards the objectives included in this Terms of Reference.
- 4.18. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.19. Reports to Council will be co-ordinated through the General Manager of the relevant division that the PRG falls under.

5. Review of PRG and Duration of the PRG

- 5.1. The PRG will cease to exist by resolution of the Council, or once the objectives at item 2.3 are demonstrated to have been met, whichever occurs first.
- 5.2. A review of the PRG will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all PRG members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
 - 5.4.1. The PRG's achievements
 - 5.4.2. Whether there is a demonstrated need for the PRG to continue, and
 - 5.4.3. Any other relevant matter.

6. Authority and Compliance Requirements

- 6.1. The PRG is a consultative PRG only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. Failure to comply with the provisions outlined in this draft Terms of Reference may result in termination of the Member's appointment at the discretion of Council.



Appendix 1: Agenda Template

[Name] Advisory Committee

Meeting Day, XX Month Year
 Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm
 Location: (include specific meeting room and address)

AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	Welcome and Introduction	Chair	N/A
2.	Apologies	All	
3.	Declarations of Interest <i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>	All	
4.	Confirmation of Minutes <i>Confirmation of the previous minutes of the meeting.</i>		
5.	Matters arising from previous meeting <i>Review of action progress from previous meetings</i>	All	
6.	Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i> • • • •		
7.	General Business • • •	All	



Appendix 2: Minutes Template

<p>[Name] Advisory Committee Minutes</p> <p>Meeting Day, XX Month Year Time Commenced: 00:00am/pm Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p> <p>Meeting Chair: < Name ></p>			
No.	Item	Responsible Person	Timeframe
1.	Present		
2.	Apologies		
3.	Interest Disclosures		
	<p><i>Members of the Committee declare any Conflicts of interest or Interests in matters discussed at the meeting.</i></p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p>		



[Name] Advisory Committee Minutes

Meeting Day, XX Month Year
 Time Commenced: 00:00am/pm Finish Time: 00:00am/pm
 Location: (include specific meeting room and address)

Meeting Chair: < Name >

No.	Item	Responsible Person	Timeframe
4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): • • 2. Item Heading Action(s): • •		
6.	Items for Consideration		
	<i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): • • 2. Item Heading Action(s): • • 3. Item Heading Action(s): • •		



<p>[Name] Advisory Committee Minutes</p> <p>Meeting Day, XX Month Year Time Commenced: 00:00am/pm Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p> <p>Meeting Chair: < Name ></p>			
No.	Item	Responsible Person	Timeframe
7.	<p>General Business</p> <p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s):</p> <ul style="list-style-type: none"> • • <p>2. Item Heading Action(s):</p> <ul style="list-style-type: none"> • • 		
<p>Next Meeting: <Provide details of the next meeting date, time and location></p>			



EXPRESSION OF INTEREST FORM

**Nomination to the
Moe Rail Project Stage 2 Project Reference Group**

Please register my interest in becoming a member of Moe Rail Project Stage 2 Project Reference Group

Name:

Address:

..... **Postcode:**

Email:

Telephone Contact: Daytime:

After Hours:

Mobile:

Latrobe City Council is seeking expressions of interest from the community, specifically **community representatives or subject matter experts** to sit on the Moe Rail Project Stage 2 Project Reference Group. The Project Reference Group will meet every two weeks or as required.

Closing date for Expressions of Interest is Sunday 28 March 2021 at 5.00 pm.

I am seeking a role as (tick relevant box):

- a community representative**
- a subject matter expert**

NB: If relevant please seek endorsement from any group you seek to represent. See endorsement section at the end of this form.

Question 1.

Why would you like to be a member of the Moe Rail Project Stage 2 Project Reference Group?

Question 2.

What particular skills do you bring to this project?

Question 3.

Please provide details of your community involvement or activities.

Question 4.

Do you currently volunteer on any other Council Committee/s?

Statement – Selection Process

As part of the selection process to be part of the Moe Rail Project Stage 2 PRG, I understand that I could be asked to attend an interview.

Signed: _____

Date: _____

Endorsement: If you are seeking to represent a particular group, please complete the section below.

Name: _____

Position: _____

On behalf of (group or association name): _____

Endorse (name): _____

Signed: _____ Date: _____

Please forward completed Expression of Interest form to:

Karen Tsebelis
Coordinator Major Projects & Building Maintenance
Latrobe City
PO Box 264
MORWELL VIC 3840

Email: karen.tsebelis@latrobe.vic.gov.au
Telephone: 5128 5483 or Fax: 5128 5672

Agenda Item: 15.2

Agenda Item: Traralgon Youth Activity Precinct

Sponsor: General Manager, Assets and Presentation

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Notes the written submissions received for the Traralgon Youth Activity Precinct;**
- 2. Endorses Agnes Brereton Reserve as the site of the future Traralgon Youth Activity Precinct; and**
- 3. Advises all persons who made a written submission of Council's decision.**

Executive Summary:

- The Traralgon Youth Activity Precinct Feasibility Study commenced in 2019.
- A 'Youth Activity Precinct' typically incorporates a range of different infrastructure that encourages youth and older teenagers to participate in both passive and active recreation including skate parks, BMX tracks, basketball courts, parkour facilities and social areas etc.
- Following the presentation of a site selection report to Councillors in May 2019, community engagement activities were undertaken in August 2019 to investigate what types of infrastructure the community wanted included in the design for two preferred sites in Traralgon.
- The two preferred sites were Agnes Brereton Park and Kay Street median.
- A draft concept plan and cost estimate was developed for both sites. The total cost for each site is in the order of \$2.5 million, with ongoing maintenance and operating cost estimates being approximately \$20,000 per

annum.

- It should be noted that the concept plans are for planning and consultation purposes only and that a detailed design will need to be completed before funding for the project is sought.
- At the 2 March 2020 Council Meeting, Council released the Traralgon Youth Activity Precinct for community consultation to determine the community's preference between the two sites.
- Community consultation was undertaken in November and December 2020 with 122 formal written submissions received.
- 81 of 122 (66%) formal written submissions identified Agnes Brereton Park as their preferred site.
- It is recommended that Council endorse the communities preferred location (Agnes Brereton Reserve).
- It is noted that before funding can be sought to actually construct the precinct, a detailed design is required to determine the likely costs of construction amongst other things.
- Both the detailed design and the construction of the precinct is not currently funded and therefore will be subject to future internal and external budget bids and funding applications.

Background:

Latrobe City Council commenced investigating the feasibility of creating a Youth Activity Precinct in Traralgon in 2019.

Initial community consultation was completed in 2019, seeking feedback on what infrastructure should be included in such a precinct.

A Site Selection report (July 2019) was prepared assessing eight potential sites and their suitability for construction of such a precinct.

Councillors then short listed these potential sites to the following two preferred sites:

- Agnes Brereton Park, Traralgon; and
- Kay Street B (Median strip opposite GRAC).

See Attachment 1 for a plan showing the two preferred site contexts.

A concept design/plan was then completed for both sites applying the design elements and infrastructure requested through community consultation. See Attachment 2 and 3 for the concept plans.

In November and December 2020, further community consultation was undertaken seeking community feedback on which of the two preferred sites and accompanying design/plan is preferred.

At the Ordinary Council meeting held on 2 March 2020, Council resolved the following:

That Council:

- *Releases the concept plans for the two preferred sites (Agnes Brereton Reserve and Kay Street Gardens opposite Gippsland Regional Aquatic Centre) for the proposed Traralgon Youth Activity Centre Precinct for public exhibition for a period of 4 weeks from Tuesday 3 March 2020 to Sunday 29 March 2020; and*
- *Receives a further report detailing the submissions received from the public exhibition period.*

Following the easing of COVID-19 restrictions, community consultation was undertaken between 16 November and 14 December 2020.

At the completion of the consultation period the following unique responses and submissions were received:

- 122 formal written submissions were received either via email or through Council's 'have your say' page;
- 77 comments were posted on Facebook posts implying a site preference; and
- 2 private messages were received to Council's Facebook page.

Preferred sites were as follows:

- 66% or 81 of the 122 formal written submissions identified Agnes Brereton Park as their preferred site (See Attachment 4 for all written submissions);
- 79% or 61 of the 77 Facebook comments identified Agnes Brereton Park as their preferred site;
- 50% or 1 of the 2 Facebook messages received supported either site; and
- 5 submissions were received stating that neither of the sites is preferred.

Feedback received in relation to the two sites and concept plan were as follows:

Kay Street		Agnes Brereton Park	
<u>Positive</u>	<u>Negative</u>	<u>Positive</u>	<u>Negative</u>
Although more negatives than positives, negatives	It is unsafe in such close proximity to traffic, would need	Car parking availability is great for parents and is	Passive surveillance isn't much better than

can be resolved through design and the far greater passive surveillance outweighs all the negatives.	safety fencing and traffic slowing measures.	far greater than Kay Street.	the existing Skate Park site. Particularly the carpark location is hidden behind houses.
Outstanding location close to GRAC as well as other infrastructure and amenities.	Too close to bars and nightclubs, would cause issues.	Design/plan is better than that of Kay Street.	Would need more parking and toilets as the existing are fully used on netball days etc.
Passive surveillance is far better than Agnes Brereton Park.	Youth would need to cross a very busy road to access the site.	Less traffic congestion compared to Kay Street location.	Agnes Brereton Park is reserved for female sport only.
Close to police station.	Car parking would be terrible.	Safer in terms of traffic.	Land is subject to flooding.
	Would ruin a beautiful and well used green space.	Benefits from having the existing facilities (toilet etc)	If it went here it would lose a heritage reserve.
	Would be very noisy for nearby residents.	Better for allowing kids to play/attend without constant adult supervision.	Would impact swordcraft Gippsland's playing surface (LARP).
	Would need toilets.	Has scope to expand in future.	
	Would impact cycling events and the like that use this space.	Creates a 'hub' with the netball, park run and pathways etc.	

Feedback relating specifically to the concept design/plans for both of the sites was as follows:

- Council must engage with the BMX, Skate and Blading community in the final detailed design;
- The final detailed design should include:

- Space/area set aside for a pop up marquee for youth activity programs such as GippSports;
 - Pump Track;
 - Basketball Half Court;
 - BBQ area;
 - more shelter/shade;
 - more seating;
 - a drinking fountain or two;
 - adequate toilet facilities nearby;
 - sufficient lighting;
 - ‘splash park’; and
 - a half pipe.
- If Agnes Brereton is the chosen site, the final detailed design should consider including a 400 metre running track;

Officer response to the feedback received:

The preferred location between the two sites is Agnes Brereton.

Kay Street’s advantages are limited to its heightened level of passive surveillance and its proximity to Traralgon’s activity centre and particularly GRAC.

Agnes Brereton has all other advantages including safety, accessibility, car parking availability, existing infrastructure and the ability to expand in the future. These advantages are important mostly to those who typically use youth precincts, youth and their parents.

A common theme of the feedback received was that nearby residents or land owners did not want the youth precinct at the site closest to their dwellings. However of these residents it became clear that the Agnes Brereton residents were more amenable to the precinct due to the existing activities occurring within the park. This was particularly evident amongst residents who have young children or grandchildren who would use the precinct.

The feedback received on the concept design/plan has been valuable and will be considered when developing the detailed design.

Based on all the feedback received and all other contemplations, Council Officers consider that Agnes Brereton is the best location for the future Traralgon Youth Activity Precinct and recommend this location/site for Council adoption.

A response to some of the particular concerns raised about the Agnes Brereton Park location is provided below:

Concern:	Officer Response:
<ul style="list-style-type: none"> • Agnes Brereton Park is reserved for female sport only. 	<p>Officers have investigated this feedback and can confirm that no formal restrictions are registered on the land and there are no known resolutions of Council relating to restricting the park for female sport only.</p> <p>Records indicate that the former City of Traralgon acquired 12 properties that collectively make up 'Agnes Brereton Park' between 1908 and 1984, with the largest portion in which the concept design is located being acquired from the Traralgon Sewerage Authority in June 1963.</p> <p>No titles of transfers refer to 'Agnes Brereton' or have any encumbrance or restriction for use of female sport only.</p> <p>It is however referenced in Council files <i>'that the reserve was named in memory of Mrs Agnes Brereton who spent her life selflessly helping others and assisting in the advancement of Traralgon.'</i></p> <p>It is understood that Council at the time took the position that the park should only be used for female sport.</p> <p>An Officers report prepared for the 5 June 1996 Latrobe Shire Council Meeting makes mention that <i>'Agnes Brereton Park has been predominantly for the use of women's sporting groups since opening of the complex in 1996. The only exception to date has been the use of the facility by school aged males.'</i></p> <p>At this Council meeting, Council resolved:</p> <ol style="list-style-type: none"> 1. <i>That men's hockey be played at Agnes Brereton Park through the auspice of the Traralgon Hockey Club;</i> 2. <i>Any further applications by men's sporting teams be looked at on an individual basis and with respect to any detrimental impact on the provision of women's sport.</i> <p>As per the above, for a number of years when sporting groups would request seasonal use of Agnes Brereton Park, male only sporting bodies would be denied use.</p> <p>This position of Council was later relaxed when unisex sporting bodies were permitted seasonal use and more so</p>

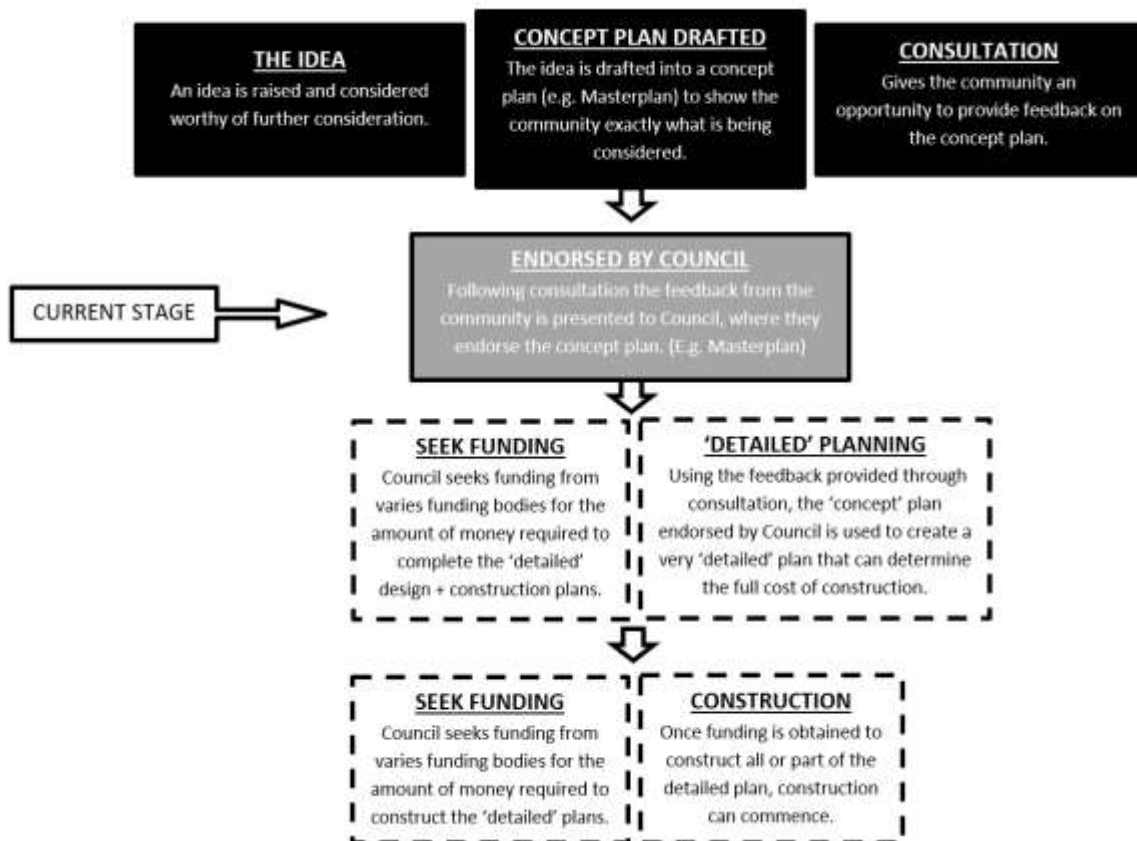
	<p>when equal opportunity laws were introduced in 2011.</p> <p>Officers consider that although there is no formal restriction registered on the title of the land and therefore no regulatory requirements placed on Council to restrict use to female sport only.</p> <p>A youth precinct in the current day is an equal opportunity activity space for all youth and participation in such activities which will be supported through the development of such a precinct will benefit female youth as much as it will male youth.</p>
<ul style="list-style-type: none"> • Would impact Swordcraft Gippsland's playing surface (LARP). 	<p>Officers understand that Swordcraft Gippsland currently use the conceptual proposed location for their Live Action Role Play (LARP) events every second Saturday between 3pm and 6pm. The LARP events do not have a specific playing arena, area dimensions or any associated infrastructure. Therefore it is considered that they will be able to relocate their activities to a slightly different area within the wider park.</p>
<ul style="list-style-type: none"> • Land is subject to flooding. 	<p>Officers have received advice from the West Gippsland Catchment Management Authority (WGCMA) consenting to the project and providing some conditions for the construction phase.</p>
<ul style="list-style-type: none"> • Needs more parking and toilets as the existing are fully used on netball days etc. 	<p>This feedback is noted and will be considered through the detailed design stage with additional formal car parking and amenities to be included as part of the project.</p>

Next Steps:

Following the endorsement of the preferred site and concept plan, officers will commence seeking opportunities to fund the detailed planning and design stage of the precinct which is currently estimated at approximately \$85,000.

Completing the detailed design stage will then allow officers to seek grant funding applications to construct the precinct, which is currently estimated to cost approximately \$2.4 million.

The below table outlines the stages of the process this project has completed, where it is currently and what stages remain before construction can commence.



Issues:

Strategy Implications

Objectives of the Council Plan 2017 – 2021 include, to ‘provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens’ and to ‘Improve the liveability and connectedness of Latrobe City’.

The Traralgon Youth Activity Precinct also aligns strongly with Council’s Health and Wellbeing plan as it will provide the youth of not only Traralgon but the entire region

with a safe space to engage in social and physical activity, which in turn will improve their well-being and connection to the Latrobe City.

Communication

As mentioned previously within this report, the Traralgon Youth Activity Precinct has been subject to a number of consultation and communication activities in relation to its location and design.

The most recent community consultation was undertaken between 16 November 2020 and 14 December 2020 and included the following engagement methods:

- Letters were sent to all land owners and occupiers abutting both sites;
- Signs were displayed at both sites and at the existing Traralgon Skate Park;
- The project featured in two issues of the Council Noticeboard in the Latrobe Valley Express;
- There were two posts on Council's Facebook page;
- The project was promoted on Council's website and 'Have Your Say' page; and
- Officers also received many phone calls and emails.

At the completion of the consultation period 122 formal written submissions were received either via email or through Council's 'have your say' page, 77 comments were posted on Facebook posts implying a site preference and 2 private messages were received to Council's Facebook page. These submissions have been detailed previously in this report.

Financial Implications

There are no immediate financial implications from this report.

However the future financial implications may be as follows should Council determine to progress construction:

- Officers will require funding to complete a detailed design and construction drawings (approx. \$85,000) to determine an accurate cost of construction; and
- Once this is complete, funding from both internal and external sources will be required to construct the precinct.

Based upon the draft concept plans (Attachment 2 and 3), the cost of construction is estimated to be approximately \$2.4 million (See Attachment 5 for estimated costs), depending on the chosen site and what components and infrastructure are included in the final design.

This project could be funded through a variety of sources, including Council funding and external funding partners such as Sport & Recreation Victoria.

Whole of life costs and ongoing maintenance costs will also need to be considered with this proposal. A Youth Precinct will have a similar lifespan to that of a play space, approximately 15 - 20 years. When Play Spaces reach the end of their asset life, the equipment is renewed and funded through Council’s renewal funding.

Latrobe City Council is currently maintaining both of the preferred sites in terms of mowing, path and tree maintenance. Council is also currently maintaining the existing Traralgon Skate Park, which is requiring significantly more maintenance than a new skate park would require, due to its poor condition.

It is also likely that once a new youth precinct is constructed that the existing Traralgon Skate Park will need to be decommissioned.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Financial Risk High cost of construction</p>	3 (Possible)	<ul style="list-style-type: none"> • Clear communication about the potential funding options and opportunities for the project; and • Seek external funding to deliver the project.
<p>Service Delivery Risk Funding availability from Council or external funding partners for implementation.</p>	3 (Possible)	<ul style="list-style-type: none"> • Clear and strong advocacy to external funding bodies.
<p>Reputational Risk Community expectations that the precinct will be funded and delivered by Council immediately.</p>	4 (Likely)	<ul style="list-style-type: none"> • Communicate clearly with the community about the next steps; and • Ensure the project remains on the immediate agenda.
<p>Reputational Risk Community dissatisfaction with the selected site. Community</p>	3 (Possible)	<ul style="list-style-type: none"> • Communicate the community engagement feedback received in relation to the site selection and the general consensus

dissatisfaction with the Youth Precinct in general.		amongst the community that the youth precinct is a great project.
---	--	---

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

Legal and Compliance

There are no legal or compliance matters in relation to this report.

Community Implications

As stated above in the Risk section of this report, there may be significant community concern in relation to the location of the precinct regardless of which site is selected.

It is also noted that expectations will likely be raised in the community that by Council endorsing a site that the project will proceed in the near future. As outlined in the report however the timing of delivery of the project will be subject to Council's ability to attract external funding.

Community expectations are also likely to be raised regarding the delivery and upgrade of other youth precincts in the City. It is noted that the highest priority for delivery of upgraded youth precinct is in Moe which will be delivered through the Moe Rail Project.

Environmental Implications

There are no environmental implications identified as part of this report.

Consultation

As mentioned previously in this report, there have been numerous engagement and consultation activities undertaken for this project.




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 2020*.

Supporting Documents:

Nil

Attachments

1.  Site context - Two preferred sites
2.  Concept Plan - Agnes Brereton
3.  Concept Plan - Kay Street
4. Written submission (Published Separately)

This attachment is designated as confidential under subsection (f) of the definition of

confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Personal details and most ticked the box on the 'have your say page' to not have responses published in council reports

5↓. 📄 Construction Cost Estimates

15.2

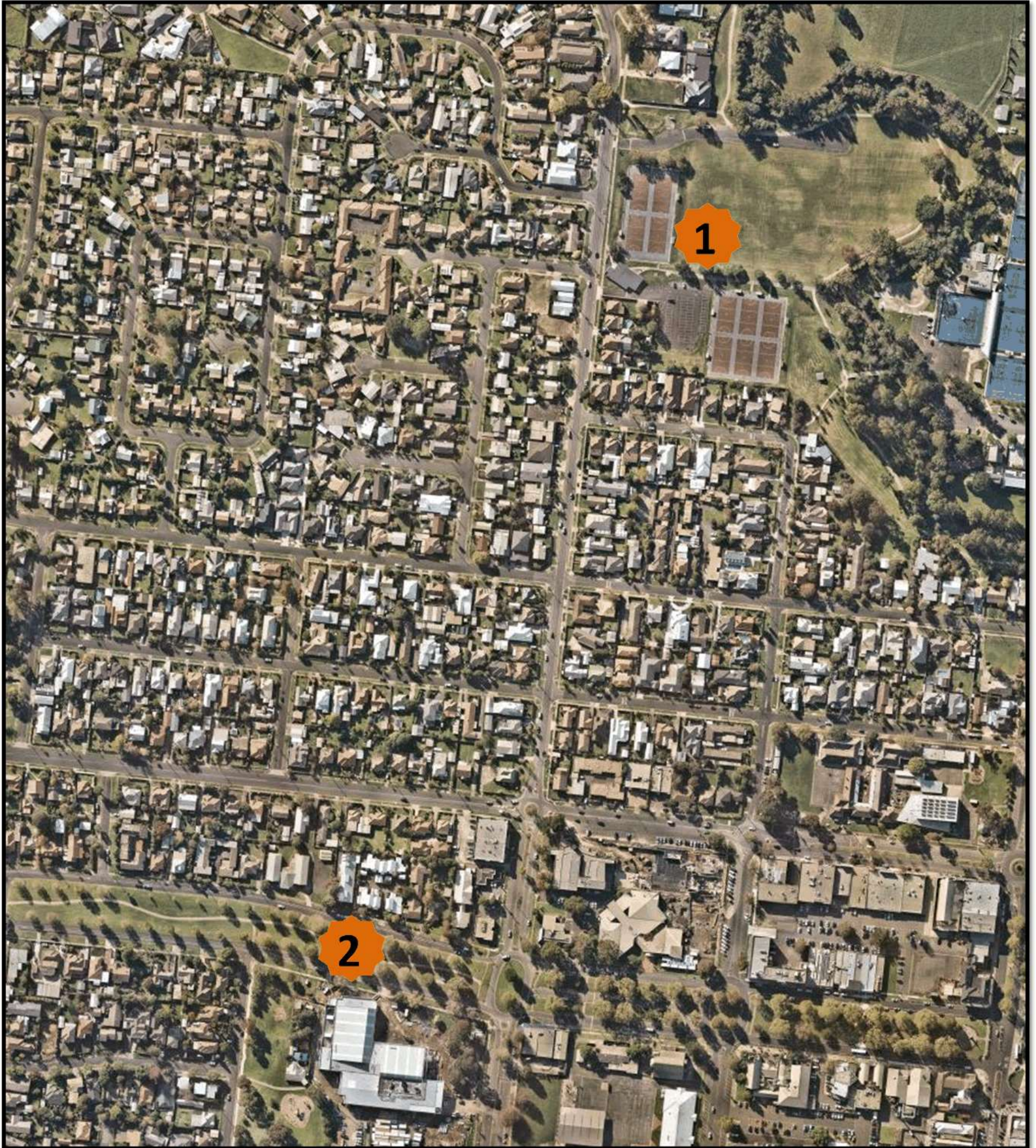
Traralgon Youth Activity Precinct

1	Site context - Two preferred sites	232
2	Concept Plan - Agnes Brereton.....	233
3	Concept Plan - Kay Street.....	238
5	Contruction Cost Estimates.....	243

Traralgon Youth Activity Precinct – Preferred locations

The two 'preferred' sites were:

- 1) Agnes Brereton Reserve (near netball courts); and
- 2) Kay Street (median reserve opposite Gippsland Regional Aquatic Centre).



05

OVERALL LAYOUT PLAN

LEGEND

AGNES BRERETON

FACILITY DESCRIPTION: Interconnecting flowing skate paths with integrated landscape pockets. Skate park style runs with open and green aesthetic.
TRANSITION: 60%
STREET: 40%

- 1 FLOW BOWL:** Intermediate park series style bowl with multiple hips, pockets and transfer opportunities. Extensions and escalators with transition heights ranging from 5ft - 10ft. Centralised location with large platform areas for spectating and waiting.
- 2 LEVEL CHANGE STREET AREA:** Street run with large level change including stairs, rails hubbas and banks popular for competition runs and professional demonstrations.
- 3 LOW LEVEL STREET PATH:** Beginner to intermediate low level street inclusions in open flat level path. Ideal for learning tricks before stepping up to the larger street features.
- 4 FLOW ZONE:** Intermediate to Advanced flowing transition area with unique transition features, blends, hips, quarter pipes and flowing transitions.
- 5 SHELTER AREA:** Large custom shelter area with deck areas, seating, BBQ, drinks fountains and bins providing clear views toward the proposed skate, play and outdoor rec areas as well as the existing sports courts.
- 6 PLAY AND SUPPORTING RECREATION SPACES:** A descending chain of play, parkour, climbing and ping pong inclusions aimed at specific age groups with strong views and connections to both proposed and existing facilities.
- 7 SUGGESTED INFORMAL LAWN AREAS:** Informal lawn areas utilise the flat grassed surrounds and provide further provision including additional break out spaces and informal kick about areas. This could be included as a future provision.
- 8** Connecting footpaths with Archways
- 9** Central lawn area
- 10** Long terraced spectator seating
- 11** Flood lighting

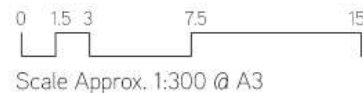
EXISTING SPORTS COURTS + SHELTERS

PROPOSED FOOTPATH + TREE LINE

CAR PARK

EXISTING FOOTPATH + TREE LINE

CLIENT



CONVIC

Unit 13, 46-50 Regent Street
 Richmond VIC 3121
 T (03) 9486 9899
 convic.com

PROJECT

Traralgon Youth Activity Precinct

TITLE

Agnes Brereton Draft Concept Design
 Layout Plan

DATE

21.01.2020

REVISION

01

PLAN VIEW

DESIGN

CONSIDERATIONS

PROS:

- Large available area for any potential future expansion
- Existing available amenity and facilities providing supporting infrastructure and wider integration
- Raised car park to the south provides good passive surveillance into bowl areas and ample parking for events
- Good internal and external views
- Wide spread area and inclusions allows for high capacity of users both passive and active, especially on event days
- No effect on any existing services but nearby power and creek provide good access for drainage and lighting connections

CONS:

- Flood zone may limit depths of bowls
- Long footpaths required to make key connections
- Isolated lawn areas will require increased maintenance
- Less central and iconic location

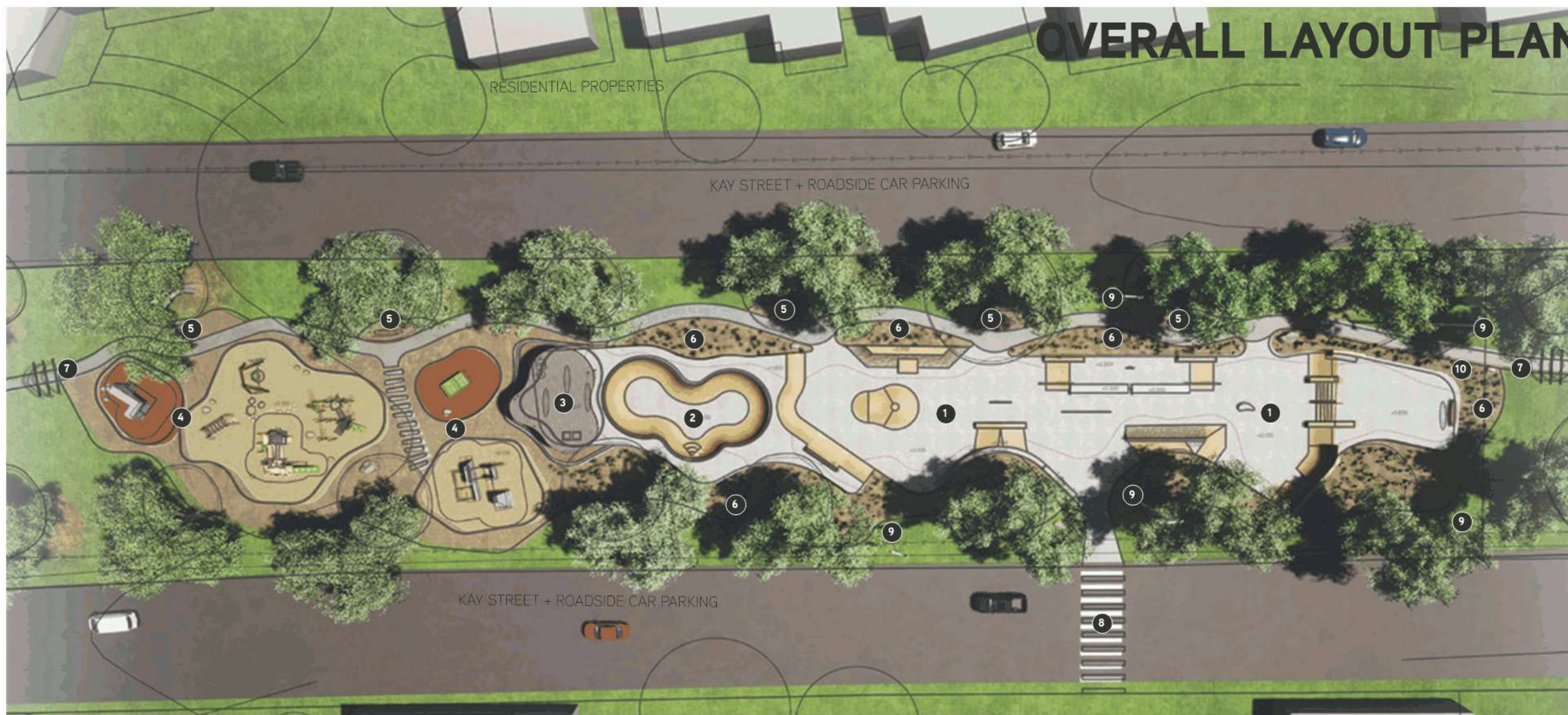






OPEN FLOW ZONE AND STREET RUNS





OVERALL LAYOUT PLAN

LEGEND

KAY STREET

FACILITY DESCRIPTION: Flowing linear street plaza with contemporary urban materials, planter boxes and large flat open skate spaces. Tight pool style advanced bowl with steps, pool coping and central social space.
TRANSITION: 30% STREET: 70%

- 1 LOWER PLAZA LEVEL:** 50m long street/ plaza run with granite garden bed ledges, brick banks, rails, boxes, manual pads and flowing paving strips.
- 2 CENTRAL POOL BOWL AREA:** Large pool style bowl with 5ft deep with hips, steps and granite pool coping. Narrow circulating platforms areas supported by the large central shelter area and social space.

- 3 CENTRAL SOCIAL SPACE:** Large custom shelter area with seating, deck space, BBQ, drinks fountains and bins providing prominent view over the skate, play and outdoor recreation areas.
- 4 PLAY AND SUPPORTING RECREATION SPACES:** Individual play and parkour area with additional climbing and ping pong zones, providing amenity to all ages and different demographics.
- 5 SATELLITE SEATING PODS:** Several seating spaces utilise the natural shade of the existing trees to promote views onto key features along the main connector pathway.

- 6 PLANTING AREAS:** Organic areas of vegetation surround the skate areas providing buffer zones and softening the interface of the precinct with the existing surroundings.
- 7** Main connector path with framing archways
- 8** Suggested pedestrian crossing to Aquatics centre
- 9** Lighting
- 10** Feature signage



CLIENT



0 2 4 10 20
 Scale Approx. 1:400 @ A3



CONVIC

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 Richmond VIC 3121
 T (03) 9486 9899
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PROJECT

Traralgon Youth Activity Precinct

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Agnes Brereton Draft Concept Design
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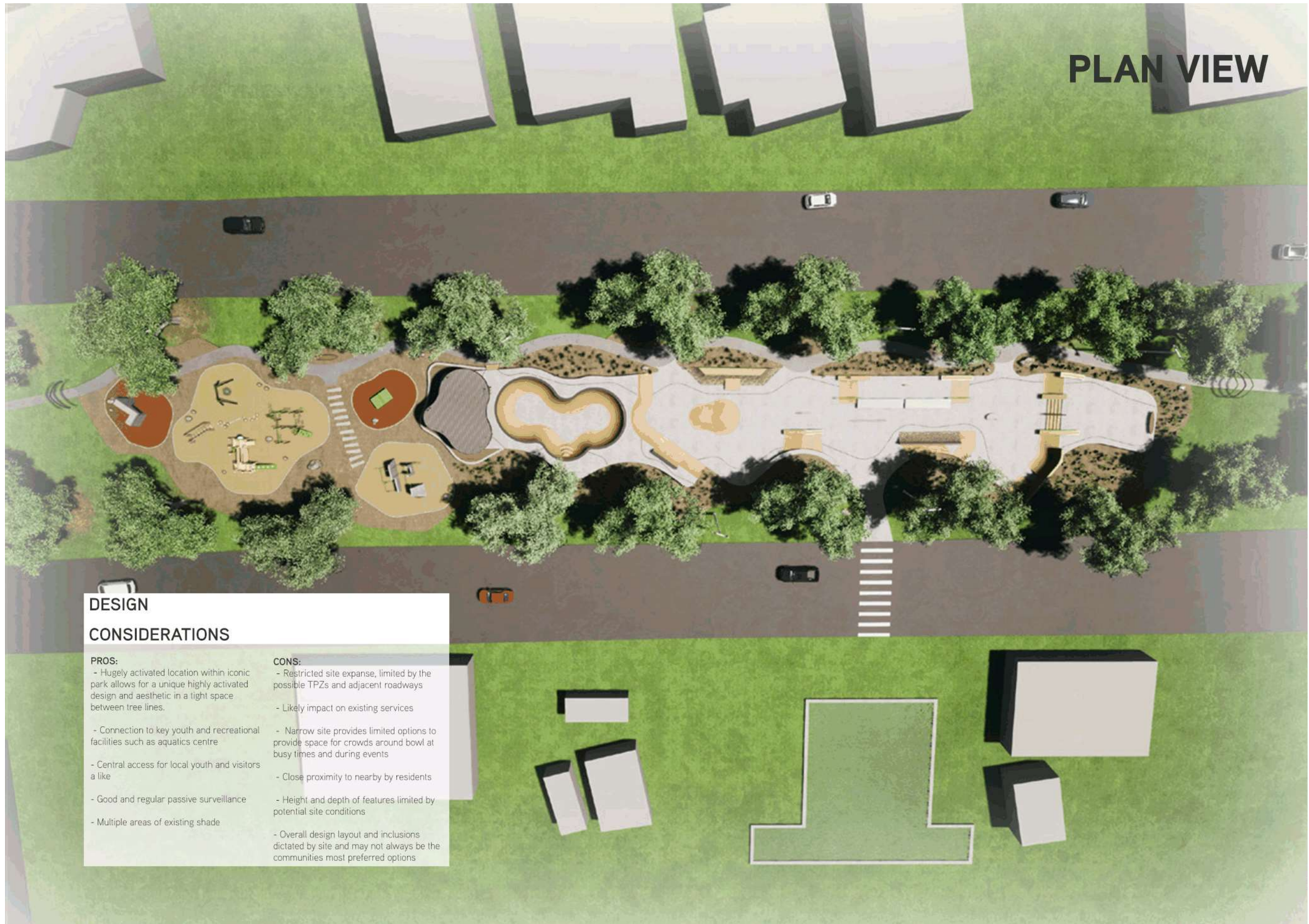
DATE

21.01.2020

REVISION

01

PLAN VIEW



DESIGN

CONSIDERATIONS

PROS:

- Hugely activated location within iconic park allows for a unique highly activated design and aesthetic in a tight space between tree lines.
- Connection to key youth and recreational facilities such as aquatics centre
- Central access for local youth and visitors alike
- Good and regular passive surveillance
- Multiple areas of existing shade

CONS:

- Restricted site expanse, limited by the possible TPZs and adjacent roadways
- Likely impact on existing services
- Narrow site provides limited options to provide space for crowds around bowl at busy times and during events
- Close proximity to nearby residents
- Height and depth of features limited by potential site conditions
- Overall design layout and inclusions dictated by site and may not always be the communities most preferred options







AGNES BRERETON SKATE PARK

ESTIMATE OF PROBABLE COSTS
BASED ON DRAFT CONCEPT REPORT
22.01.20

PREPARED: AB
CHECKED: JT

ITEM	DESCRIPTION	PROBABLE COST
1.00	SKATE PARK WORKS	
1.01	Preliminaries Inclusive of insurances, mobilisation, site establishment, project management, travel, site clean-up, demobilisation and site manager time.	\$ 103,600.00
1.02	Civil Works Inclusive of cost of site scrape, earthworks, excavation, filling, material, drainage works and cost of plant and labour.	\$ 147,400.00
1.03	Concrete Skate Park Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised finish.	\$ 950,900.00
1.04	Fabricated Skate Steel Inclusive of fabrication, supply and installation of all steel skate elements including coping, rails and custom skate obstacles.	\$ 48,000.00
1.05	Concrete Pool Coping Inclusive of supply and installation of concrete pool coping blocks to bowl extension.	\$ 18,100.00
1.06	Timber Decking Inclusive of supply and installation of timber decking to terraced areas around bowl platform.	\$ 46,400.00
1.07	Shade Structure Inclusive of fabrication, supply, installation of 1 no. shade shelter including footings	\$ 50,000.00
1.08	Sports Lighting Design, supply, and installation of light columns, footings, luminaires, trenching, and cabling.	\$ 128,600.00
1.09	Connecting Pathways Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a pedestrian finish.	\$ 50,800.00
2.00	PLAY SPACE WORKS	
2.01	Play Equipment Inclusive of supply and installation of 6 no. play items.	\$ 385,700.00
2.02	Parkour Equipment Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised parkour finish.	\$ 107,100.00
2.03	Softfall Inclusive of supply and installation of wet pour softfall rubber, including base preparation and concrete kerbing to perimeter.	\$ 222,600.00
3.00	FURNITURE	
3.01	Drinking Fountain Inclusive of supply, plumbing and installation of 1 no. drinking fountain. * Assumes connection to water supply point within site (connection to water main excluded)	\$ 11,100.00
3.02	Rubbish Bin Enclosure Inclusive of supply and installation of 1 no. rubbish bin enclosure.	\$ 5,700.00
3.03	Safety Signage Inclusive of supply and installation of 1 no. custom safety sign.	\$ 7,100.00
3.04	Electric BBQ Inclusive of supply and installation of 1 no. electric BBQ, including concrete pad footing and connection to mains.	\$ 15,000.00
3.05	Table Tennis Table Inclusive of supply and installation of 1 no. table tennis table, including concrete footings.	\$ 14,300.00
4.00	LANDSCAPING WORKS	
4.01	Landscaping Works Inclusive of supply and install of top soil and turfing to areas surrounding skate park and play space	\$ 53,600.00
4.02	Landscaping Rocks Inclusive of supply and install of landscaping rocks to areas surrounding skate park and play space.	\$ 7,100.00
4.03	Entry Arches Inclusive of fabrication, supply, and installation of 9 no. custom metal entry arches, including concrete footings.	\$ 55,000.00
COMPLETE WORKS TOTAL		\$ 2,428,100.00

Exclusions
- GST
- Authority charges
- Cost escalation
- Significant rock excavation
- Sub grade improvements / ground remediation
- Builder's Margins where CONVIC works under a Head Contractor

Note : This estimate is based on currently available industry rates and prices. Skate park construction is a specialised trade and costs are prone to fluctuation.

Convic have based the skate park costs on recently tendered projects. This is an estimate of probable costs only, all components of which are subject to escalation in construction, labour and material costs. Prices submitted at tender may vary according to market demand at the time of tender.

CONVIC

KAY STREET SKATE PARK

ESTIMATE OF PROBABLE COSTS
BASED ON DRAFT CONCEPT REPORT
22.01.20

PREPARED: AB
CHECKED: JT

ITEM	DESCRIPTION	PROBABLE COST
1.00	SKATE PARK WORKS	
1.01	Preliminaries	Inclusive of insurances, mobilisation, site establishment, project management, traffic management, OH&S, travel, site clean-up, demobilisation and site manager time. \$ 126,300.00
1.02	Demolition	Inclusive of plant and labour required for demolition of existing foot path, and removal of waste from site. \$ 12,100.00
1.03	Civil Works	Inclusive of cost of site scrape, earthworks, excavation, filling, material, drainage works and cost of plant and labour. \$ 139,700.00
1.04	Concrete Skate Park	Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised finish. \$ 998,300.00
1.05	Fabricated Skate Steel	Inclusive of fabrication, supply and installation of all steel skate elements including coping, rails and custom skate obstacles. \$ 42,400.00
1.06	Concrete Pool Coping	Inclusive of supply and installation of concrete pool coping blocks to bowl extension. \$ 47,400.00
1.07	Granite Skate Features	Inclusive of supply and installation of custom granite blocks to plaza area of skate park. \$ 28,600.00
1.08	Timber Decking	Inclusive of supply and installation of timber decking to terraced areas around bowl platform. \$ 12,500.00
1.09	Shade Structure	Inclusive of fabrication, supply, installation of 1 no. shade shelter including footings. \$ 78,600.00
1.10	Sports Lighting	Design, supply, and installation of light columns, footings, luminaires, trenching, and cabling. \$ 128,600.00
1.11	Connecting Pathways	Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a pedestrian finish. \$ 56,500.00
2.00	PLAY SPACE WORKS	
2.01	Play Equipment	Inclusive of supply and installation of 4 no. play items. \$ 257,100.00
2.02	Parkour Equipment	Inclusive of supply and install of all steel reinforcing; supply and setting of formwork, supply, placement, finishing and curing of concrete to a specialised parkour finish. \$ 107,100.00
2.03	Mulch	Inclusive of base preparation, and supply and installation of soft fall mulch to play areas. \$ 28,600.00
3.00	FURNITURE	
3.01	Drinking Fountain	Inclusive of supply, plumbing and installation of 1 no. drinking fountain. * Assumes connection to water supply point within site (connection to water main excluded) \$ 11,100.00
3.02	Rubbish Bin Enclosure	Inclusive of supply and installation of 1 no. rubbish bin enclosure. \$ 5,700.00
3.03	Safety Signage	Inclusive of supply and installation of 1 no. custom safety sign. \$ 7,100.00
3.04	Electric BBQ	Inclusive of supply and installation of 1 no. electric BBQ, including concrete pad footing and connection to mains. \$ 15,000.00
3.05	Table Tennis Table	Inclusive of supply and installation of 1 no. table tennis table, including concrete footings. \$ 14,300.00
3.06	Timber Topped Seating Blocks	Inclusive of supply and installation of 9 no. timber topped concrete seating blocks. \$ 30,900.00
4.00	LANDSCAPING WORKS	
4.01	Landscaping Works	Inclusive of supply and install of top soil and turfing, top soil and planting, and timber edging to areas surrounding skate park and play space. \$ 138,700.00
4.02	Landscaping Rocks	Inclusive of supply and install of landscaping rocks to areas surrounding skate park and play space. \$ 7,100.00
4.03	Entry Arches	Inclusive of fabrication, supply, and installation of 9 no. custom metal entry arches, including concrete footings. \$ 37,900.00
COMPLETE WORKS TOTAL		\$ 2,331,600.00

Exclusions
 - GST
 - Authority charges
 - Cost escalation
 - Significant rock excavation
 - Sub grade improvements / ground remediation
 - Builder's Margins where CONVIC works under a Head Contractor

Note : This estimate is based on currently available industry rates and prices. Skate park construction is a specialised trade and costs are prone to fluctuation.

Convic have based the skate park costs on recently tendered projects. This is an estimate of probable costs only, all components of which are subject to escalation in construction, labour and material costs. Prices submitted at tender may vary according to market demand at the time of tender.

CONVIC

Agenda Item: 15.3

Agenda Item: Councillor appointments to Gippsland Climate Change Network and Victorian Farmers Federation

Sponsor: General Manager, Assets and Presentation

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Appoints Councillor Dan Clancey to be the representative on the Gippsland Climate Change Network Board and Councillor Tracie Lund as alternate; and**
- 2. Appoints Councillor Melissa Ferguson as chair and Councillor Darren Howe and Councillor Dale Harriman as additional representatives to the Victorian Farmers Federation Latrobe Working Group; and**
- 3. Notifies relevant parties of those appointments.**

Executive Summary:

- Council has appointed Councillors to various committees / boards to both support the community and to represent and advocate on behalf of the community.
- As Latrobe City welcomes an incoming Council for the 2020-2024 Council Term, Council has the opportunity to appointment representatives to both the Gippsland Climate Change Network (GCCN) and Victorian Farmers Federation (VFF) Latrobe Working Group.
- Acknowledging Latrobe City Councils long standing association with the above-mentioned organisations, this report proposes that Council nominates Councillor representatives.

Background:

Council has appointed Councillors to various committees / boards to both support the community and to represent and advocate on behalf of the community. Committee / board appointments are reviewed annually.

Gippsland Climate Change Network (GCCN):

The Gippsland Climate Change Network is a 'Not for Profit' organisation formed in 2007 and has provided a link to communities and local government on climate-related issues, new investment opportunities, project development and access to various grant funding.

Latrobe City has a long-standing association with the GCCN and is a financial contributor to the network providing an annual allocation of \$6000. The former Mayor was previously Latrobe City Council's representative at events held by the GCCN on behalf of participating Councils.

Example GCCN projects, including those to which Latrobe City Council has previously supported include:

- Sustainable Leadership Program in conjunction with the Gippsland Leadership Program from 2019 to 2020,
- Development of the Community Power Hub project within the Latrobe Valley Region,
- Solar Bulk Buy program providing information and events and discounted rates available to both Households and Business in 2018 and 2020,
- Progressed the establishment of the Gippsland Bio Energy Hub and related projects in 2020.
- Support to Bio Mass and waste to energy projects including pilot of potential feed stocks from in 2017 to 2020.

The 2019 GCCN Annual Report details the activities of the network and is provided as a supporting document.

Following the appointment of the new Council, Latrobe City Council received a request from the Chair of the GCCN seeking a Board nomination from Latrobe City Council.

Victorian Farmers Federation (VFF) Working Group:

The Victorian Farmers Federation has been conducting meetings with Latrobe City Council for over 20 years. The Latrobe City VFF Working Group has previously been chaired by former Councillor Darrell White OAM for that period.

The working group allows for both parties to discuss a broad range of topics such as weed management, road and drainage issues, funding opportunities, regulation/planning changes and the effects climate change has on farming.

This year will be a significant refresh to the group as the new VFF President Emma Germano is from Mirboo North and is keen to be involved in fostering better ties with Local Government and the VFF.

Following the appointment of the new Council, Council has the opportunity to nominate a new representative to the chairperson role of the Latrobe VFF Working Group.

Issues:

Strategy Implications

Having Councillor representation assists in fulfilling Objective 5 of the Council Plan to 'provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens'.

Communication

Once appointments are formally made, relevant groups may be advised.

Financial Implications

There are no financial implications in relation to this report. As noted above, Council does provide an annual subscription to the GCCN of \$6000.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Service Delivery/Legal/Regulatory Risk</p> <p>Failure to make or delay some appointments may mean some Committees cannot fulfil their duties/statutory obligations.</p>	4 (Likely)	It is essential for appointments to be made in a timely fashion.
<p>Reputational Risk</p> <p>It is likely that some of the community expects Councillor representation and involvement in both the</p>	4 (Likely)	Council consider nominations, determine appointment and advise relevant parties of its decision.

GCCN and VFF.		
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* Inherent likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

Legal and Compliance

There are no legal and compliance issues associated with this report.

Community Implications

It is likely that some of the community expects Councillor representation and involvement in both the GCCN and VFF.

Environmental Implications

There are no direct environmental implications resulting from the appointments. It is however acknowledged that the efforts and objectives of both the GCCN and VFF do influence environmental and land management outcomes in Latrobe City.

Consultation

Council is not required to consult in relation to the nomination of representatives.

Other

Not applicable.

Declaration of Interests:

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

Supporting Document

Gippsland Climate Change Network (GCCN) 2019 Annual Report

Attachments

Nil

Agenda Item: 15.4

Agenda Item: McNairn Road Railway Pedestrian Crossing - Request for Ministerial Exemption

Sponsor: General Manager, Assets and Presentation

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

Status: For Decision

Proposed Resolution:

That Council write to the Minister for Roads and Road Safety seeking an exemption to allow construction of a pedestrian crossing of the Gippsland Line railway at McNairn Road, Traralgon.

Executive Summary:

Council Officers have been contacted by residents of East Traralgon, south of the railway line, requesting that Council construct a direct pedestrian link between their area and the commercial area of Princes Highway East.

Council Officers collaborated with V/Line officers approximately 6 years ago on the concept design of a pedestrian level crossing of the railway on McNairn Road.

Approval from the land owners is key to a successful funding application and so the relevant stakeholders were approached in this regard. The Department of Transport has advised that an exemption is required from the Minister for Roads and Road Safety to construct a new level crossing, as there is a moratorium or similar on constructing new level crossings.

The alternative option to a level crossing is a grade separated crossing such as an underpass or an overpass. A rough order of measure estimated cost is \$1.5m and although it may be physically possible to build, it is not likely to be highly used by cyclists, and some pedestrians may choose to remain on the road for personal safety reasons, real or perceived.

Therefore, in order for Council to confidently apply for funding to construct a level crossing (approximately \$600,000), a ministerial exemption must be granted.

As the level crossing would be a significant safety enhancement and support more

active transport the proposed resolution requests Council write to the Minister for Roads and Road Safety seeking an exemption for the construction of a new pedestrian level crossing.

Background:

Councillors may be aware that the footpath network along McNairn Road currently omits the section from Princes Highway East (PHE) south to the start of the residences fronting the west side of McNairn Road. See Figure 1.

The pedestrians and cyclists of the residential area south of the railway tracks use this route to access the commercial area and bus stops on PHE.



Figure 1 – Location of Proposed At-Grade controlled Railway Pedestrian Crossing. Green dashed lines show existing footpaths

In recent years the commercial area has increased in size and the variety of destination, and similarly the residential area has increased in size, particularly in the expanding Ellavale Estate area.

Council Officers approached V/Line approximately 6 years ago and developed a concept design and proposal to construct a pedestrian crossing of the railway, complete with a crib fence arrangement to guide and manage pedestrians, and a gate that operates when a train approaches. The current estimated cost is approximately \$600,000.

Due strong requests from people walking on the road edge, the construction of a new path south of the railway line to link to the existing path is included in the current

Local Roads and Community infrastructure Program project. The section north of the railway line is also being programmed for construction and is included in Phase 2 of that program.

Unfortunately, the Department of Transport has advised that the state government has a moratorium on creating new level crossings, with the expectation that all new crossings would be “grade separated” – either an overpass or underpass.

Council Officers have contacted the Department of Transport (DoT) who requested that, although the asset itself would be under the care and control of V/Line, Council seek this exemption.

While a thorough analysis has not been undertaken, it appears that although there are several conflicts with property accesses a grade separated option may be physically possible if not practical. A rough order of measure cost would be in the order of \$1.5m for an underpass and likely more for an overpass.

This may represent good value if they are used however research suggests that a pedestrian weighs safety, convenience, crossing time, accessibility, and personal security when choosing to use an overpass or underpass in preference to remaining on the road.

An overpass or footbridge would increase the time to cross considerably and unless ramped, introduces steps up to the bridge and down back to road level. It is not clear whether there is sufficient road reserve width on the north side of the tracks to accommodate an overpass as noted. With an underpass the property accesses make any sort of underpass difficult and no assessment of the utilities has been conducted to identify any conflicts.

An underpass frequently has real or perceived negative safety/security aspects that influence the pedestrian’s choice as to whether to stay on the road or to use the underpass. This is particularly notable in respect of elderly people’s perceptions.

With the relatively low pedestrian volume reducing the amount of passive surveillance (as exists to a certain degree at the Morwell underpass) it is considered by Council Officers that an underpass would not be used by bicyclists, and a notable number of pedestrians would choose to use the road in preference to the underpass.

It is proposed therefore to proceed with a level crossing as originally planned, which requires an exemption.

As a funding application is very unlikely to be successful if the authority to undertake the works is in question, the proposed resolution to this report requests Council endorse seeking an exemption from the Minister for Roads and Road Safety for this location to any moratorium that may exist on level crossings.

Issues:

Strategy Implications

This Briefing report is consistent with Council Plan Strategic Objective 3: *Improve the liveability and connectedness of Latrobe City* and Strategic Objective 4: *Improve the amenity and accessibility of Council services*.

The Briefing report presents a proposal to allow development of the path network, improving connectivity and accessibility.

Communication

Council Officers have engaged with V/Line, VicTrack, and the Department of Transport in respect of the required approvals and endorsement of the proposed level crossing.

Council Officers have engaged with residents of Ellavale Drive in respect of their strong desire for a footpath and cycleway link from their area to the commercial area of Princes Highway. Although the impediments around the regulatory approval was discussed, the specific requirement of a ministerial exemption was not discussed.

Financial Implications

At this stage there are no financial implications as all design and construction costs would be considered at a later stage. It is not budgeted at this time and it is anticipated that the costs would be primarily funded through external grants.

Risk Analysis

The risks associated with the request for an exemption are trivial unless Council determines not to proceed with either an at-grade crossing or an alternative as noted in the following table.

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>If Council determines to proceed with no pedestrian improvements the community may see this as not addressing public safety.</p>	<p>Likelihood: Likely</p> <p>Consequence Moderate</p> <p>Risk: High</p>	<p>Should Council not progress a controlled crossing the reasons would be communicated to the public to defray the negative publicity.</p>

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

Legal and Compliance

This proposed course of action complies with the regulations.

Community Implications

The impacts of an improved crossing are only positive.

Environmental Implications

There are no environmental implications associated with this Briefing report.

Consultation

Should the proposed works proceed then public consultation would take place. No engagement is required at this stage of the project.

Other

Nil



Declaration of Interests:

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

Supporting Documents:

Nil

Attachments

1   Draft Letter to Minister Carroll requesting exemption

15.4

McNairn Road Railway Pedestrian Crossing - Request for Ministerial Exemption

- 1 Draft Letter to Minister Carroll requesting exemption..... 255**

2nd March 2021

Mr Ben Carroll MP
Minister for Public Transport
Minister for Roads and Road safety
Level 20, 1 Spring Street
Melbourne, VIC 3000
Reception.Carroll@minstaff.vic.gov.au

Dear Mr Carroll,

**REQUEST FOR EXEMPTION TO INSTALL PEDESTRIAN SAFETY ENHANCEMENTS TO
MCNAIRN ROAD LEVEL CROSSING**

The current level crossing of McNairn Road, Traralgon currently caters for road traffic only, forcing pedestrians to use the road to cross the railway line.

The crossing services a growing population residing south of the railway line who currently access the commercial area north of the railway line, and is considered by Council and the community as an unacceptable safety risk.

Council Officers engaged with V/Line and VicTrack in 2015 and prepared a concept design and estimate to install a pedestrian crib with an automated gate and footpath crossing the rails in preparation for a funding application.

Council has resolved to seek your support for this important safety initiative and to grant any exemption required to construct a pedestrian level crossing at this location in accordance with the concept designs prepared by Council in collaboration with V/Line.

I look forward to your favourable response and if you require further information, please do not hesitate to contact me.

Yours sincerely

Sharon Gibson
Mayor

Agenda Item: 15.5

Agenda Item: Local Sports Infrastructure Fund - Applications

Sponsor: General Manager, Assets and Presentation

Council Plan Objective: Improve the amenity and accessibility of Council services.

Status: For Decision

Proposed Resolution:

That Council:

- 1. Acknowledges the expressions of interest received;**
- 2. Delegates to the Chief Executive Officer, the power to submit funding applications to Sport and Recreation Victoria's 2021 Local Sports Infrastructure Fund under the auspice of Council, subject to the projects not requiring any Council funding; and**
- 3. Inform the clubs/groups who submitted an expression of interest of Council's decision.**

Executive Summary:

Sport and Recreation Victoria (SRV) recently opened their 2021 Local Sports Infrastructure Fund, which provides a range of funding opportunities for community sporting infrastructure.

Only Local Government Authorities (LGAs) and Alpine Resort Boards (ARBs) are eligible to apply for this funding stream although clubs and associations are made aware of this funding stream through direct government communications.

Officers have been approached by a number of sporting organisations who are looking at the opportunity to upgrade their facilities through this state government funding, however due to the timing of the release of this fund the details of their requests are still being refined.

As applications for this stream close on 22 March 2021 and there are no scheduled Council Meetings until after this date. The current expressions of interest which require a Council budget contribution are being presented to Council detailing the budget amounts, which would be required from Council if each project was successful.

Due to the likelihood further requests will be received following this Council meeting, it is requested that the Chief Executive Officer be delegated the authority to submit applications for projects on behalf of sporting groups under the auspice of Council where no Council funding is required.

Background:

Sport and Recreation Victoria's (SRV) \$22 million 'Local Sports Infrastructure Fund' opened on 8 February 2021 and provides funding opportunities for sporting clubs to upgrade existing and construct new facilities and infrastructure. (Attachment 1 – 2021 Local Sports Infrastructure Fund Guidelines).

Only Local Government Authorities (LGAs) and Alpine Resort Boards (ARBs) are eligible to apply for this funding stream. Therefore, a sporting group wishing to seek funding from the program must do so under the auspice of Council.

The Local Sports Infrastructure Fund has five different streams as follows:

1. Better Indoor Stadiums;
2. Female Friendly Facilities;
3. Community Sports Lighting;
4. Facilities for active seniors; and
5. Scoreboard and fixed equipment.

The funding ratio is \$1:\$1 (SRV:Local) for the 'Better Indoor Stadiums' and 'Scoreboard and fixed equipment' streams and \$2:\$1 (SRV:Local) for the other streams.

SRV's maximum contribution per stream also varies from up to \$2 million for 'Better Indoor Stadiums', \$500,000 for 'Female Friendly Facilities', \$250,000 for 'Community sports lighting', \$200,000 for 'facilities for active seniors' and \$25,000 for 'Scoreboards and fixed equipment'.

Eligible projects include:

- Indoor Stadiums;
- Multi Sports Courts;
- Change Rooms;
- Lighting;
- Sports fields;
- Courts;
- Scoreboard; and
- Fixed equipment.

As the program only opened recently, Council officers have only received a few preliminary enquiries, expressions of interest and requests from clubs wanting Council to submit applications on their behalf for projects, such as sports lighting and facility upgrades.

It is however expected that Council officers will receive more requests before applications close on 22 March 2021.

Therefore, as this is the last scheduled Ordinary Council Meeting before the application closing date, the projects clubs have provided preliminary information and requests for, are provided below and it is requested that the Chief Executive Officer be delegated the authority to submit applications for projects using Council as the auspice agency, where no Council funds are required; the club funds the local contribution.

The projects officers have currently received preliminary enquiries about are as follows:

Club/Group	Project	Cost estimate	Clubs contribution	Council's contribution required	Recreation Needs Assessment
Boolarra Memorial Park Committee of Management	AFL Oval Lighting	\$300,000	\$0	\$100,000	Yes
Yinnar Football Netball Club	AFL + Netball Lighting	\$300,000	\$0	\$100,000	Yes
Olympians Football (Soccer) Club	Field Lighting	\$200,000	\$0	\$67,000	No
Yallourn Yallourn North Football Netball Club	Netball Pavilion	\$290,000	\$98,000	\$0	Yes

It is noted that the lighting projects would likely only be eligible under the 'Community Sports Lighting' stream which has a maximum SRV funding contribution amount of \$250,000.

Therefore, if any project funding is required above this amount, it would be Council's responsibility to contribute this amount.

For example, if Council were to submit a group of lighting projects worth \$800,000, SRV would only fund \$250,000 requiring Council to provide \$550,000.

Officers have reviewed Council's current project budgets and cannot readily identify where any surplus funds may be available to allocate to the contributions required from Council, if any of these projects were successful in obtaining funding.

It is however noted that Council could consider deferring projects currently funded to allow for these contributions if required, however is it not likely to be possible for all of the projects identified.

It is therefore recommended that the Chief Executive Officer be delegated the authority to submit applications for projects using Council as the auspice agency, only where no Council funds are required; the club funds the local contribution.

Issues:

Strategy Implications

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2017-2021.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Built Environment

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

Latrobe City Council Plan 2017-2021

Indicators

Objective 3: Improve the liveability and connectedness of Latrobe City

Communication

Clubs who have contacted Council Officers with preliminary information have been informed of the process involved in seeking Council's auspice to submit an application under this program.

Financial Implications

There are no financial implications should Council award delegation to the CEO as applications will only be made on projects which require no Council budget allocation.

As mentioned previously within this report, as there are no surplus funds readily available, if Council decide to support an application for any of the projects requiring a Council budget allocation, this will most likely require projects currently budgeted to be delivered in the next 12 months to be deferred.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Financial Risk</p> <p>Should the clubs not provide the funding ratio required, as Council will auspice the application the ratio contribution will be Council's responsibility.</p>	2 (Unlikely)	<p>Ensure clubs provide recent and accurate financial records showing an ability to contribute the required funds.</p> <p>Clubs to provide written confirmation they will provide the funds required.</p>
<p>Reputational Risk</p> <p>If Council do not submit any applications through this funding stream, clubs may see this as a missed opportunity to improve their facilities.</p>	4 (Likely)	<p>Delegate the CEO authority to submit applications for projects under this stream.</p>

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

Legal and Compliance

All processes will comply with legal guidelines and Council Policy.

Community Implications

The proposed resolution will have a positive impact on the community by allowing applications to be made to this funding stream.

Environmental Implications

There are no environmental impacts associated with this report.

Consultation

Council's decision will be communicated with all clubs and groups seeking Council's auspice to submit applications.

Other

Nil


Declaration of Interests:

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

Supporting Documents:

Nil

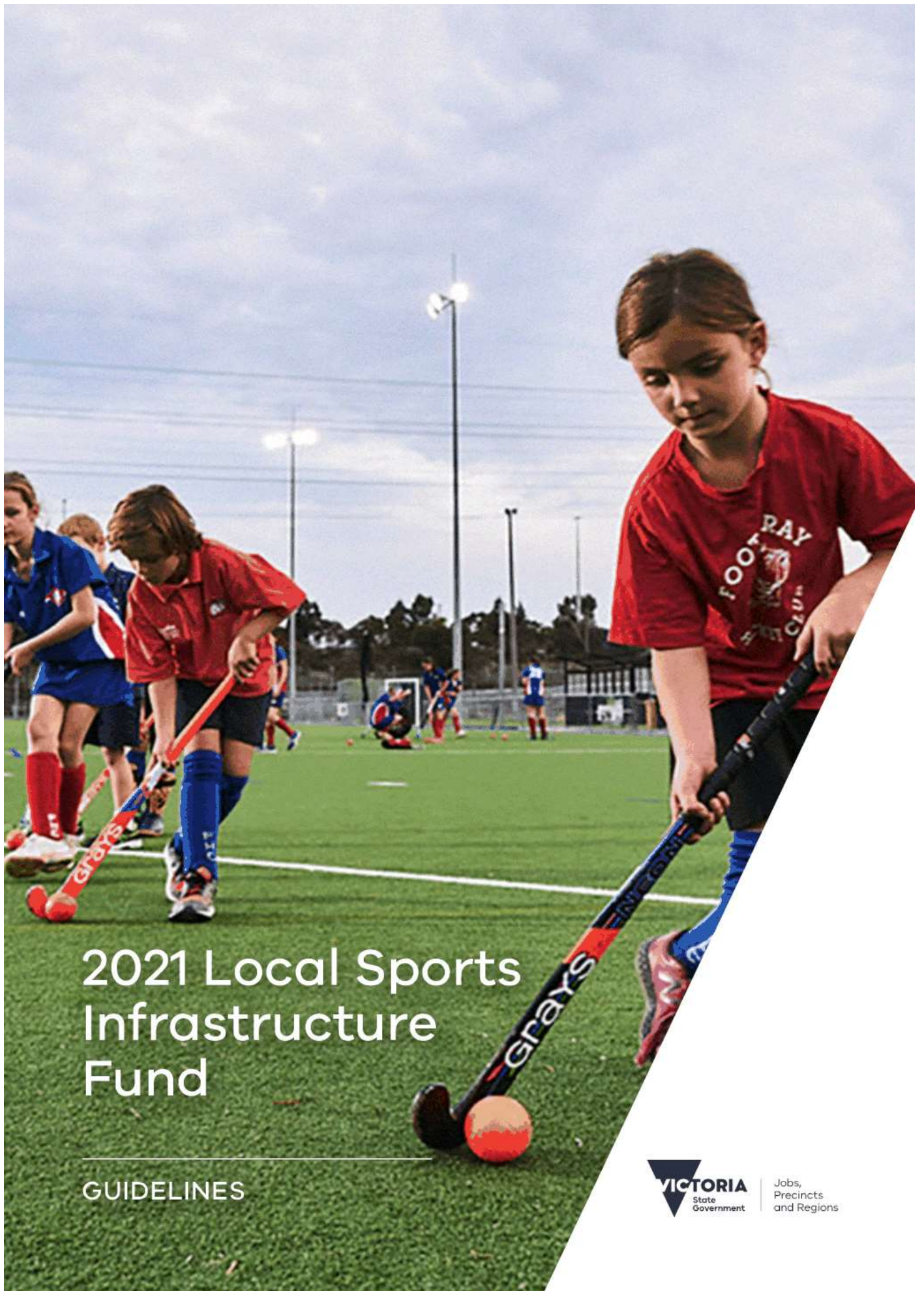
Attachments

1 [↓](#).  Local Sports Infrastructure Fund - Guidelines

15.5

Local Sports Infrastructure Fund - Applications

- 1 Local Sports Infrastructure Fund - Guidelines..... 263



2021 Local Sports Infrastructure Fund

GUIDELINES



Jobs,
Precincts
and Regions

CONTENTS

MESSAGE FROM THE MINISTER	4
1. THE 2021 LOCAL SPORTS INFRASTRUCTURE FUND	5
1.1 About the Fund	5
1.2 Objectives of the Fund	5
1.3 Outcomes of the Fund	6
1.4 Fund Investment Guidance and Priorities	7
1.4.1 Project commencement	7
1.4.2 Priority will be given to projects:	7
1.4.3 Facilities on School Land	7
2. ELIGIBILITY	8
2.1 Who can apply?	8
2.2 Who cannot apply?	8
3. FUNDING DETAILS	9
3.1 Funding Streams	9
3.2 Funding Ratios	10
4. FUNDING STREAM DETAILS	11
4.1 Better Indoor Stadiums Stream	11
4.2 Female Friendly Facilities Stream	14
4.3 Community Sports Lighting Stream	17
4.4 Facilities for Active Seniors Stream	20
4.5 Scoreboards and Fixed Equipment Stream	23
5. APPLICATION AND ASSESSMENT PROCESS	25
5.1 Application Process	26
5.2 Assessment Guidance	26
5.3 Assessment Process	27
5.4 Timelines	28
6. SUPPORTING DOCUMENTATION CHECKLIST	29
6.1 Submitting supporting documentation	32
7. TYPES OF ACTIVITIES THAT WILL NOT BE FUNDED	33
8. CONDITIONS THAT APPLY TO FUNDING	35
8.1 Funding Agreements	35
8.2 Acknowledging the Victorian Government's support and promoting success	38
8.3 Payments	38
8.4 Performance	38
8.5 Privacy	39
9. RESOURCES AND ADDITIONAL INFORMATION	40
9.1 Supporting documentation, forms and templates	40
9.2 Universal Design	40
9.3 Environmentally Sustainable Design	40
9.4 Female Friendly Sport Infrastructure Guidelines	40
9.5 Voluntary Labour and In-kind Support	40
9.6 Fair Play Code	41
9.7 Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018)	41
9.8 Future Proofing Community Sport and Recreation Facilities: A Road Map for Climate Change Management for the Sport and Recreation Facilities Sector	41
10. APPENDIX 1 – GLOSSARY	42

MESSAGE FROM THE MINISTER

Whether it's helping community sport through the pandemic or making facilities more accessible, the Victorian Government is committed to supporting communities and sporting clubs upgrade or build new community sport and active recreation infrastructure to ensure more Victorians can access the benefits of participating in sport and active recreation.

That's why I'm pleased to announce the new *2021 Local Sports Infrastructure Fund* is investing up to \$22 million to ensure even more of our facilities are accessible to more people.

The fund will invest in projects that deliver new and upgraded community sport and active recreation infrastructure, through continued and new funding opportunities for multi-sport indoor courts, sports lighting, facilities for Senior Victorians, and facilities that enable more women and girls to participate in sport and active recreation.

The *2021 Local Sports Infrastructure Fund* builds on the Victorian Government's determination to support disadvantaged communities and grow participation by under-represented groups identified in *Active Victoria*.



THE HON ROS SPENCE MP
Minister for Community Sport

These investments will also support local economies by creating economic activity and hundreds of jobs for planners, architects, engineers, project managers, buildings, carpenters, plumbers, electricians, maintenance staff, facility managers and operational personnel. Sourcing local materials will also enable many more Victorian businesses to thrive in these uncertain times.

The *2021 Local Sports Infrastructure Fund* is part of the \$1.05 billion invested in community sport and active recreation infrastructure by the Victorian Government since 2014.

I look forward to seeing new and exciting projects supported through the *2021 Local Sports Infrastructure Fund*.



THE 2021 LOCAL SPORTS INFRASTRUCTURE FUND

1.1 About the Fund

The *2021 Local Sports Infrastructure Fund (LSIF)* is a state-wide competitive Victorian Government investment program that funds the development of high-quality, accessible community sport and active recreation infrastructure.

The fund promotes partnerships between the Victorian Government, Local Government Authorities (LGAs), Alpine Resort Boards (ARBs), sport leagues and associations, sporting clubs, schools and community organisations to deliver the strategic directions identified in *Active Victoria: A strategic framework for sport and recreation 2017 – 2021*.

The fund is underpinned by the Department of Jobs, Precincts and Regions' (DJPR) priorities of ensuring the state's economy benefits all Victorians by creating more jobs for more people, building thriving places and regions and nurturing inclusive communities. The LSIF is administered by Sport and Recreation Victoria on behalf of DJPR.

1.2 Objectives of the Fund

Strong, active and healthy communities need high-quality, accessible, well-designed and managed infrastructure to conduct sport and active recreation activities. Developing infrastructure that supports increased participation in disadvantaged communities and by under-represented groups, while driving local economic activity are priorities for the Victorian Government.

The fund aims to achieve this by:

- Investing in community sport and active recreation infrastructure opportunities.
- Encouraging flexible, multi-use, shared and integrated services and facilities.
- Fostering inclusive, diverse, accessible and responsible development through universal design, environmental sustainability, and strategically planned facilities.

- Encouraging collaboration with schools, service providers, facility managers and community organisations to deliver outcomes.
- Encouraging collaboration with state sporting associations and peak bodies to foster better decision making.

Rates of participation in sport and active recreation are well below the state average for many groups of Victorians, including Aboriginal Victorians, people with a disability, seniors, disengaged youth, culturally and linguistically diverse (CALD) communities, women and girls, LGBTIQ people and socio-economically disadvantaged communities. The Victorian Government is committed to supporting greater opportunities for all Victorians, and the *2021 Local Sports Infrastructure Fund* will prioritise projects that will support participation by these groups.

1.3 Outcomes of the Fund

The fund reflects the Victorian Government's commitment to securing the many benefits of participating in sport and active recreation. This includes supporting Victorians, particularly disadvantaged communities to achieve better health, wellbeing, social, and economic outcomes through the construction, programming and activation of community sport and active recreation infrastructure.

The fund will invest in proposals that can demonstrate commitment to the following outcomes:

- Develop new or maintain existing participation opportunities where there is a risk to participation decline. Improve diversity and inclusion by increasing participation by under-represented groups identified in *Active Victoria*.
- Develop local economic activity through the planning, building, maintenance, management and activation of new or redeveloped infrastructure.

- Improve physical and mental health and wellbeing in traditionally disadvantaged communities such as low socio-economic areas, growth areas, and communities experiencing long-term disadvantage.
- Support gender equity in participation, coaching, administration, officiating and volunteering.
- Facilitate the delivery of vital fixed equipment to support volunteers and enhance member experiences

Participation is defined as engaging, coaching, officiating or volunteering in a sport or active recreation activity.

1.4 Fund Investment Guidance and Priorities

1.4.1 Project commencement

Successful projects will need to commence construction within six (6) months of executing a funding agreement (in June 2021) with DJPR.

1.4.2 Priority will be given to projects:

- Supporting communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing socio-economic disadvantage, strong population growth or significant change in circumstances (e.g. economic challenges).
- Demonstrating specific participation outcomes for disadvantaged communities and under-represented groups, including women and girls, Aboriginal Victorians, people with a disability, seniors, disengaged young people, CALD communities, and LGBTIQ people.
- Demonstrating economic uplift in the form of job creation during construction and operation, non-government investment in the facility and local/ regional event attraction.
- Demonstrating implementation of Universal Design principles and Environmentally Sustainable Design in project planning.

- Projects or facilities on school land that can demonstrate multi-use opportunities and ensure long-term community access.

1.4.3 Facilities on School Land

For projects on school land, a Community Joint Use Proposal (to the Department of Education and Training) which is completed by the applicant and the school must be submitted by the applicant to be eligible for funding (schools can access this document from the Department of Education and Training website). Applicants must allow sufficient time to complete this document and obtain the necessary written endorsement from the Department of Education and Training.

A letter from the Department of Education and Training central office must also be provided that indicates endorsement of the project.

Applicants requesting this letter should email vsbaproperty@education.vic.gov.au.

Projects in non-government schools are also eligible for funding through LGAs/ARBs and require similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.

FUNDING STREAM	BETTER INDOOR STADIUMS	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	FACILITIES FOR ACTIVE SENIORS	SCOREBOARDS AND FIXED EQUIPMENT
NUMBER OF APPLICATIONS	ONLY 1	UNLIMITED	ONLY 1 Site bundling is allowed	ONLY 1 Site bundling is allowed	ONLY 1 Site bundling is allowed
MAXIMUM TOTAL GRANT AMOUNT PER APPLICANT	UP TO \$2 MILLION	UP TO \$500,000	UP TO \$250,000	UP TO \$200,000	UP TO \$25,000
PROJECT TYPES ELIGIBLE FOR FUNDING	Indoor Stadiums Multi Sports Courts	Change Rooms Lighting Sportsfields Courts	Lighting	Change Rooms Lighting Active Recreation Courts	Scoreboards Fixed Equipment



ELIGIBILITY

2.1 Who can apply?

The 2021 Local Sports Infrastructure Fund accepts applications from Victorian LGAs and ARBs only.

LGAs/ARBs are required to discuss their project/s with their Sport and Recreation Victoria (SRV) representative before submitting their application/s to receive advice about developing project that meet the fund's objectives.

2.2 Who cannot apply?

Individuals, schools, educational institutions, not-for-profit community organisations and businesses cannot apply directly to the fund.

An **Expression of Interest for Community Organisations Form** has been developed. The purpose of this form is to assist community organisations including clubs liaise directly with their LGA or ARB on possible applications to the fund. Community organisations are advised to contact their LGA or ARB about timelines and processes for expressions of interest.



FUNDING DETAILS

3.1 Funding Streams

Funding from the 2021 Local Sports Infrastructure Fund is available under the following streams:

LOCAL GOVERNMENT AUTHORITIES AND ALPINE RESORT BOARDS	BETTER INDOOR STADIUMS	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	FACILITIES FOR ACTIVE SENIORS	SCOREBOARDS AND FIXED EQUIPMENT
METROPOLITAN MELBOURNE	SRV= \$1 Local = \$3	SRV= \$1 Local = \$1	SRV= \$1 Local = \$1	SRV= \$1 Local = \$1	SRV= \$1 Local = \$1
METROPOLITAN INTERFACE *	SRV= \$1 Local = \$2	SRV= \$1.5 Local = \$1	SRV= \$1.5 Local = \$1	SRV= \$1.5 Local = \$1	SRV= \$1 Local = \$1
BALLARAT GREATER BENDIGO GREATER GEELONG	SRV= \$1 Local = \$2	SRV= \$1.5 Local = \$1	SRV= \$1.5 Local = \$1	SRV= \$1.5 Local = \$1	SRV= \$1 Local = \$1
REGIONAL AND RURAL VICTORIA (ALPINE RESORT BOARDS)	SRV= \$1 Local = \$1	SRV= \$2 Local = \$1	SRV= \$2 Local = \$1	SRV= \$2 Local = \$1	SRV= \$1 Local = \$1

* Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges

Applicants cannot utilise other State Government funding, including the Community Sports Infrastructure Loans Scheme or Growing Suburbs Fund as part of their local contribution. Local contributions may comprise of funding from all other organisations such as LGAs/ARBs, clubs, State Sporting Associations, Federal Government, community partners, private borrowings, or in-kind support.

3.2 Funding Ratios

Funding ratios apply to this fund and applications will be required to confirm matched funding in accordance with the funding ratios in the table above in section 3.1.

Funding ratios under individual streams consider the differing capacity of the various types of LGAs and ARBs across Victoria.



FUNDING STREAM DETAILS

4.1 Better Indoor Stadiums Stream

4.1.1 Stream Objectives

This stream supports new and/or redevelopment of multi-sport indoor stadiums and courts.

4.1.2 Funding Details

One application can be submitted by each eligible organisation requesting up to \$2,000,000.

Applicants must respond to the assessment criteria for the Better Indoor Stadiums stream and provide the mandatory documentation in **Section 6 – Supporting Documentation**.

4.1.3 Eligible Projects

The types of projects that are eligible include:

- New and/or redevelopment of multi-sport indoor courts at a new or existing indoor stadium.
- Spaces for gymnastics, calisthenics and dance are only eligible as part of a larger project that includes new or redevelopment of multi-sport indoor courts.

Applications must demonstrate a commitment to programming and activation that is diverse, inclusive and engages under-represented groups. This may include partnering with organisations that regularly engage those groups to maximise facility use during peak and non-peak times.

Applications must also demonstrate a commitment to implementing all or parts of *Healthy Choices* in the facility to be eligible.

Healthy Choices is a framework for improving availability and promotion of healthier foods and drinks in community settings. *Healthy Choices* is part of the Victorian Government's commitment to promote healthy food and drink options in a range of public settings including sport and recreation. Sport and recreation organisations can use the framework to provide consistent health promoting messages. *Healthy Choices* can be found at: [Healthy Choices](#).

Applications must identify and allocate a minimum of 25 per cent of the requested grant amount to components that will improve environmental sustainability such as energy (eg LED lighting) and/or water efficiency to be eligible. This must be demonstrated with a specific Environmental Sustainability Design budget in the application that demonstrates the 25 per cent requirement is reached.

Successful projects will need to commence construction within six (6) months of an executed funding agreement with DJPR (in June 2021).

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within 24 months of the executed agreement.

4.1.4 Stream Priorities

Priority will be given to applications that support community sport and active recreation programming, high performance pathways and regional events within the facility.

Priority will be given to applications that demonstrate economic uplift in the form of job creation during construction and operations, non-government investment in the facility and participant/event attraction.

Projects that include lighting elements are encouraged to include LED lighting solutions to support sustainability and reduced operational costs and will be prioritised accordingly.

4.15 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED	30%	<ol style="list-style-type: none"> 1. Explain the participation issue/s the project is seeking to address and why the project is needed. 2. Detail the project scope and how it will address the participation issue/s identified. 3. Describe how the project is supported by planning and its strategic significance e.g. LGA/ARB plans, master plans, State Sporting Association's infrastructure plans. Reference should be made to the role the facility plays in high performance pathways and regional events.
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> 4. Outline current participation levels and future confirmed activities / programs and additional benefits that will specifically result from the project. 5. Describe the new opportunities and initiatives that improve participation by disadvantaged communities and under-represented groups as a result of the project. 6. Detail the economic activity that the project will produce during the planning, construction and operational phases.
COMMUNITY AND STAKEHOLDER ENGAGEMENT	15%	<ol style="list-style-type: none"> 7. Detail the community consultation and stakeholder engagement that has occurred on the project. Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> • How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts). • Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).
PROJECT READINESS	15%	<ol style="list-style-type: none"> 8. Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin project construction within six (6) months of an executed funding agreement. Note: the quality of supporting documentation will also be considered in assessing this criterion.
FACILITY DESIGN AND OPERATION	10%	<ol style="list-style-type: none"> 9. What Universal Design Principles and Environmentally Sustainable Design elements will be implemented in the project? 10. Demonstrate appropriate feasibility, business and management planning, to support operational and financial sustainability. 11. Demonstrate how <i>Healthy Choices</i> will be implemented in the project.

4.2 Female Friendly Facilities Stream

4.2.1 Stream Objectives

This stream supports the development of new and/or redevelopment of existing infrastructure that enables more women and girls to participate in sport and active recreation.

4.2.2 Funding Details

Applicants may submit one or unlimited number of applicants up to a maximum total request amount of \$500,000 per applicant.

Each project will require a separate application under this stream.

Applications claiming in-kind expenses up to a maximum of 50 per cent of the total project cost for this stream will be accepted. Applicants must approve and underwrite any in-kind contribution from third parties.

Applicants must respond to assessment criteria for the Female Friendly Facilities Stream and provide the list of mandatory documentation in **Section 6 – Supporting Documentation**.

4.2.3 Eligible Projects

The types of projects that are eligible include:

- Building new or redeveloping/refurbishing existing changerooms.
- Building new or redeveloping existing sportsfields.
- Building new or redeveloping existing multi-sport courts.
- Installing new or redeveloping existing sports lighting.

Applications that do not sufficiently demonstrate existing female participation are not eligible for funding from this stream.

Successful projects will need to commence construction within six (6) months of an executed funding agreement with DJPR (in June 2021).

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within 18 months.

4.2.4 Stream Priorities

Priority will be given to applications where initiatives, policies and practices are in place that demonstrate a sustained commitment to gender equity.

4.2.5 Assessment Criteria – Female Friendly Facilities

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED	30%	<ol style="list-style-type: none"> 1. Explain the participation issue/s the project is seeking to address and why the project is needed? 2. Detail the project scope and how it will address the participation issue/s identified. 3. Describe how the project is supported by planning e.g. LGA/ARB plans, master plans, State Sporting Association's infrastructure plans.
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> 4. Outline current participation levels and future confirmed activities / programs and initiatives that will specifically result from the project. 5. Describe the new opportunities and initiatives that improve participation by under-represented groups and disadvantaged communities as a result of the project. 6. What initiatives, policies or practices are currently being undertaken, or will be implemented in future, to support sustainable gender equity and participation for women and girls.
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<ol style="list-style-type: none"> 7. What involvement have women and girls had in the planning, design and development on the project? 8. Detail the community consultation and stakeholder engagement that has occurred on the project Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> • How the community has been consulted/informed about the pro-posed project (e.g. onsite consultation, letter box drop, social media posts) • Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).
PROJECT READINESS	20%	<ol style="list-style-type: none"> 9. Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin project construction within six (6) months of an executed funding agreement. Note: the quality of supporting documentation will also be considered in assessing this criterion.

4.3 Community Sports Lighting Stream

4.3.1 Stream Objectives

The stream supports the installation of new or redevelopment of existing sports lighting infrastructure that is sustainable and results in increased facility capacity and participation opportunities.

4.3.2 Funding Details

Applicants may submit one application up to a maximum total request amount of \$250,000.

Applications can include one or more project sites for similar lighting projects.

Applicants must respond to assessment criteria for the Community Sports Lighting stream and provide the list of mandatory documentation in **Section 6 – Supporting Documentation**.

4.3.3 Eligible Projects

Funding can only be sought for LED lighting infrastructure through this stream. Applications seeking funding for metal halide lighting are not eligible.

The types of projects that are eligible include:

- LED sports lighting that improves facility capacity.
- LED sports lighting that provides access to existing infrastructure during non-sport use that provides communities with new active recreation opportunities.
- Bundled LED lighting projects across multiple sites.

Applications seeking funding to replace existing globes with LED lighting are not eligible unless part of a new lighting installation.

Successful projects will need to commence construction within six (6) months of an executed funding agreement with DJPR (in June 2021).

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within 18 months.

4.3.4 Stream Priorities

Priority will be given to applications covering multiple sites or 'bundled' projects.

Priority will be given to applications that clearly demonstrate a commitment to lighting that supports existing sport usage and future active recreation usage.

Priority will also be given to projects on school land with confirmed community use.

4.3.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED	30%	<ol style="list-style-type: none"> 1. Explain the participation issue/s the project is seeking to address and why the project is needed. 2. Detail the project scope and how it will address the participation issue/s identified. 3. Describe how the project is supported by planning e.g. LGA/ARB plans, master plans, State Sporting Association's infrastructure plans.
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> 4. Outline current participation activities and future confirmed activities, programs and initiatives that will specifically result from the project that will support sport and active recreation participation. 5. Describe the new opportunities and initiatives that improve participation by under-represented groups and disadvantaged communities as a result of the project
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<ol style="list-style-type: none"> 6. Detail the community consultation and stakeholder engagement that has occurred on the project. Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> • How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts). • Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).
PROJECT READINESS	20%	<ol style="list-style-type: none"> 7. Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin project construction within six (6) months of an executed funding agreement. Note: <i>the quality of supporting documentation will also be considered in assessing this criterion.</i>

4.4 Facilities for Active Seniors Stream

4.4.1 Stream Objectives

The stream supports the development of new or redevelopment of existing infrastructure to become inclusive and age-friendly to encourage more Senior Victorians to participate in sport and active recreation.

Senior Victorians, for the purposes of this Fund, are defined as people 60 years of age and over.

4.4.2 Funding Details

Applicants may submit one application up to a maximum total request amount of \$200,000.

Multiple projects at the one site or similar projects across multiple sites can be submitted in one application.

Applications claiming in-kind expenses up to a maximum of 50 per cent of the total project cost for this stream will be accepted.

Applicants must approve and underwrite any in-kind contribution from third parties.

Applicants must respond to assessment criteria for the Facilities for Active Seniors stream and provide the mandatory documentation in **Section 6 – Supporting Documentation**.

4.4.3 Eligible Projects

The types of projects that are eligible include, but are not limited to:

- Building new and/or redeveloping existing infrastructure, including playing areas for sport and where more than 50 per cent of participants are 60 years and older.
- Accessibility improvements for facilities where Senior Victorians participate such as ramps, changerooms and lighting for sport and active recreation opportunities.
- Active recreation infrastructure including outdoor fitness/exercise facilities, or indoor spaces such as appropriate flooring for fitness classes.
- Upgrades to indoor and outdoor aquatic leisure centres that improves accessibility to dry and water-based activities (i.e hydrotherapy) including ramps and handrails.
- Combined infrastructure at a single site or bundled infrastructure of the same project type across multiple sites.

Only applications that can clearly demonstrate benefit for Senior Victorians will be considered.

Successful projects will need to commence construction within six (6) months of an executed funding agreement with DJPR (in June 2021).

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within 18 months.

4.4.4 Stream Priorities

Priority will be given to applications covering multiple sites.

Priority will be given to applications where policies, strategies and initiatives are in place that demonstrate a sustained commitment to the physical activity of Senior Victorians.

Projects that include lighting elements are encouraged to include LED lighting solutions and will be prioritised accordingly.

4.4.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED	30%	<ol style="list-style-type: none"> 1. Explain the participation issue/s for Senior Victorians the project is seeking to address and why the project is needed. 2. Detail the project scope and how it will address the participation issue/s identified. 3. Describe how the project is supported by planning and local evidence to demonstrate that Senior Victorians will be a primary beneficiary of the project e.g. Club data, LGA/ ARB plans, master plans, State Sporting Association's infrastructure plans.
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> 4. Outline current participation activities and future activities, programs and initiatives that will specifically result from the project that support sport or active recreation participation for Senior Victorians. 5. What involvement have local Senior Victorians had in the planning, design and development of the project?
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<ol style="list-style-type: none"> 6. Detail the community consultation and stakeholder engagement that has occurred on the project. Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> • How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts). • Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).
PROJECT READINESS	20%	<ol style="list-style-type: none"> 7. Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin project construction within six (6) months of an executed funding agreement Note: <i>the quality of supporting documentation will also be considered in assessing this criterion.</i>

4.5 Scoreboards and Fixed Equipment Stream

4.5.1 Stream Objectives

The stream supports the installation of new scoreboards and fixed equipment to support volunteer efforts, participant safety, participant or visitor experience.

4.5.2 Funding Details

Applicants may submit one application up to a maximum total request amount of \$25,000.

Multiple projects at the one site or similar projects across multiple sites can be submitted in one application. For example, a scoreboard and coaches boxes at one site or two scoreboards at different sites.

Applicants must respond to assessment criteria for the Community Scoreboards and Fixed Equipment stream and provide the mandatory documentation in Section 6 – Supporting Documentation.

Section 6 – Supporting Documentation.

4.5.3 Eligible Projects

The types of projects that are eligible, but are not limited to:

- LED electronic scoreboards.
- Fixed equipment or supporting infrastructure including but not limited to sports field behind-goal safety netting, coaches boxes and cricket sight screens.

Items supported must support volunteer efforts, participant safety, participant or visitor experience.

Successful projects will need to commence construction within six (6) months of an executed funding agreement with DJPR (in June 2021).

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within 12 months.

4.5.4 Stream Priorities

Priority will be given to applications covering multiple sites or bundled projects at the same site.

Funding may be prioritised for areas with higher levels of socio-economic disadvantage, projects with high existing participation levels or that benefit multiple sports.

4.5.5 Assessment Criteria –Scoreboards and Fixed Equipment Stream

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED	30%	<ol style="list-style-type: none"> 1. Explain why the project/s is/are needed. 2. Detail the project scope and how it will address the issue/s identified.
PROJECT OUTCOMES	30%	<ol style="list-style-type: none"> 3. Outline the outcome expected from the project/s related to supporting volunteer efforts, participant safety, participant or visitor experience. 4. Detail how the project will support an area of socio-economic disadvantage or where under-represented groups participate.
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<ol style="list-style-type: none"> 5. Detail the stakeholder engagement and consultation that has occurred on the project.
PROJECT READINESS	20%	<ol style="list-style-type: none"> 6. Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin project construction within six (6) months of an executed funding agreement. <p>Note: <i>the quality of supporting documentation will also be considered in assessing this criterion.</i></p>



APPLICATION AND ASSESSMENT PROCESS

5.1 Application Process

Step One: Contact Sport and Recreation Victoria (SRV)

Applicants must discuss project ideas with their SRV representative/s prior to applying. Applicants will be provided with:

- high-level design advice including alignment with relevant sporting guidelines.
- guidance on the development of proposals that have merit, that align with the fund's objectives and that are ready to proceed.

Step Two: Submit application and documentation

Eligible applicants must submit an application via the SRV website, addressing the assessment criteria as outlined in **Sections 4.1.5, 4.2.5, 4.3.5 4.4.5 and 4.5.5** and separately email all supporting documents.

Applications can be submitted anytime (via the below link) from the opening of the fund to the closing date. Applications should only be submitted when all documentation is complete and ready to be assessed.

<https://sport.vic.gov.au/grants-and-funding/our-grants/local-sports-infrastructure-fund>

All applications must be submitted and supporting documents emailed, copying in your SRV representative, by **5:00pm on Monday 22 March 2021**.

Please see **Section 6** for a list of the mandatory supporting documentation along with instructions on how to submit supporting documentation.

If you need further assistance with applying online, please contact Business Victoria on 1800 325 206 between 9.00am and 5.00pm weekdays. Further questions on the LSIF can also be directed to communityinfrastructure@sport.vic.gov.au.

5.2 Assessment Guidance

Applicants should seek independent advice where appropriate before making an application or entering into a Grant Agreement. Applications are at the cost of the applicant.

SRV encourages LGAs/ARBs to work with relevant State Sporting Associations, clubs and organisations to seek their contribution and support in the planning and design of facilities along with identifying participation, programming and activation initiatives that strengthen project outcomes, particularly for under-represented groups identified in *Active Victoria – A strategic framework for sport and recreation in Victoria 2017-2021*.

All projects must demonstrate a commitment to implementing Universal Design Principles. This can be demonstrated through the assessment criteria and supporting documentation such as schematic plans. Projects are also strongly encouraged to include clearly identifiable Environmentally Sustainable Design elements in the project scope and budget, where possible.

LGAs/ARBs are encouraged to explore and confirm funding contributions that demonstrate stakeholder commitment to the project. Stages of a larger facility development may seek support from the program, providing the stage addresses the assessment criteria and is eligible.

LGAs/ARBs wanting to undertake prefabricated and modular design and construct projects are eligible. However, applicants are required to submit a detailed area schedule rather than schematic plans (although plans can be submitted if available). These projects must be permanent buildings, rather than temporary facilities to ensure long-term benefits for local communities.

5.3 Assessment Process

Only eligible applications will be assessed and considered for funding by the department. An application must address all assessment criteria as per **Sections 4.1.5, 4.2.5, 4.3.5, 4.4.5 and 4.5.5**. Claims made against each criterion must be substantiated with evidence.

The department reserves the right not to assess an application should insufficient information be provided, including responses to assessment criteria and mandatory supporting documentation.

Applications will be considered against the assessment criteria by SRV staff and then reviewed by a Moderation Panel. The Moderation Panel will consider the Investment Priorities outlined at Section 1.4 and in each stream before making recommendations to the Minister. Consideration will also be given to:

- ensuring an equitable distribution of funding across Victoria, including across rural, regional, interface and metropolitan communities.

LGA/ARB performance and the organisation’s capacity to deliver the projects on time based on recent performance or current project management capacity. Compliance with past funding agreements and the number of overdue milestones for existing projects will also be considered.

Decisions by the Minister for Community Sport regarding funding are final and no further correspondence shall be entered into regarding such decisions. However, applicants can seek feedback on unsuccessful applications from SRV.

5.4 Timelines

APPLICATIONS OPEN	APPLICATIONS CLOSE	APPLICATION ASSESSMENT	PROJECTS ANNOUNCED	FUNDING AGREEMENTS EXECUTED	PROJECTS COMMENCE CONSTRUCTION
February 2021	22 March 2021	April-May 2021	June 2021	June 2021	November 2021
					



SUPPORTING DOCUMENTATION CHECKLIST

Please submit all required documentation with your application to ensure eligibility and demonstrate project readiness.

FUNDING STREAM	BETTER INDOOR STADIUMS	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	FACILITIES FOR ACTIVE SENIORS	SCOREBOARDS AND FIXED EQUIPMENT
SUPPORTING DOCUMENTATION			REQUIREMENT		
Project Management Framework	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Detailed Schedule of Use	Mandatory	Mandatory	Mandatory	Mandatory except for active recreation	Not Applicable (NA)
Evidence of community and stakeholder consultation where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letterbox drop, social media posts). Outcomes of any formal engagement (e.g. master plan, Council report) 	Mandatory	Mandatory	Mandatory	Mandatory	Not Applicable (NA)
Detailed area schedule for prefabricated/modular construction projects	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Not Applicable (NA)
Site specific plan / aerial map showing location of proposed project	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Clear product specifications	Concept Plans Only	Concept Plans Only	Concept Plans Only	Concept Plans Only	Mandatory

FUNDING STREAM	BETTER INDOOR STADIUMS	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	FACILITIES FOR ACTIVE SENIORS	SCOREBOARDS AND FIXED EQUIPMENT
SUPPORTING DOCUMENTATION			REQUIREMENT		
Site specific schematic developed with stakeholder input including clear dimensions, measurements and scale. The plans should support compliance against relevant <i>State Sporting Association Facility Guidelines</i> . (Not applicable for modular construction projects). <i>Note: High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted</i>	Mandatory	Mandatory	Mandatory	Mandatory	Concept Plans Only
Lighting Plans including lux charts that are site specific for lighting projects (where lighting is requested in the project scope)	Mandatory if applicable	Mandatory if applicable	Mandatory	Mandatory if applicable	Not Applicable (NA)
If total project cost is over \$1 million (excluding GST): Quantity survey, tender price or independent qualified expert report (not less than 12 months old)	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
If total project cost is under \$1 million (excluding GST): Quotes or internal cost estimates (not less than 12 months old)					
Evidence confirming funding required to complete the project: Council resolution (preferred) or letter from CEO confirming applicant funding (outlining total funding contribution) is available to deliver the project Where funding from a club/ organisation is indicated, current bank statement/s evidencing that amount is held by the club must be provided with a letter from a club authorised officer committing the nominated funding amount	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Completed in-kind and voluntary labour support form	Concept Plans Only	Mandatory if applicable	Concept Plans Only	Mandatory if applicable	Not Applicable (NA)
Relevant sections of LGA/ ARB reports/plans/strategies/ community consultation to support the project Note: Please do not attach entire documents	Mandatory	Mandatory	Mandatory	Mandatory	Desired
Letters of support from organisations that clearly indicate how the group will either support or benefit from the project	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Completed Fair Play Code Form for Tenants from all clubs and/or associations that are tenants of the facility and benefiting from the project (formerly Victorian Code of Conduct for Community Sport)	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory

FUNDING STREAM	BETTER INDOOR STADIUMS	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	FACILITIES FOR ACTIVE SENIORS	SCOREBOARDS AND FIXED EQUIPMENT
SUPPORTING DOCUMENTATION			REQUIREMENT		
Attach evidence that the Aboriginal Heritage Planning Tool (<i>Aboriginal Heritage Act 2006</i>) has been completed	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
For projects on school land (If applicable, see Section 1.4.3):					
<ul style="list-style-type: none"> A completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement A letter from the Department of Education and Training central office that indicates endorsement of the project. Applicants requesting this letter should email ysbaproperty@education.vic.gov.au. 	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable
A legally binding land-use agreement for projects located on private land (if applicable)	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable
Project Governance Framework	Mandatory	Desired	Desired	Desired	Not Applicable (NA)
Facility Management Plan	Mandatory	Desired	Desired	Desired	Not Applicable (NA)
Environmentally Sustainable Design report(s) and budget	Mandatory	Desired	Desired	Desired	Not Applicable (NA)
Business or Feasibility Planning Documents	Mandatory	Desired	Desired	Desired	Not Applicable (NA)
Soil/Geo-tech assessments	Desired	Desired	Desired	Desired	Not Applicable (NA)
Access audits (where available)	Desired	Desired	Desired	Desired	Not Applicable (NA)

6.1 Submitting supporting documentation

Please ensure all documents are clearly named (eg: Plans – Project Name, Costs – Project Name, etc).

If any mandatory supporting documents are missing at the time of submission, the LGA/ARB will be provided with two (2) business days to provide the document. If after that day the documentation is not provided the application will be deemed ineligible.

Once all documents have been obtained, please zip them all into one compressed folder and email to communityinfrastructure@sport.vic.gov.au.

You must also quote your project name in the subject line of your email. Please see instructions below on how to zip files into a compressed folder.

Compressing files into a compressed folder

Select all files using your mouse, then **right click**, select **Send to** and then select **Compressed (zipped) folder**. This will prompt a **Save** window allowing you to save all selected files into one compressed folder.

The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into zip folders and email them separately (eg: Part 1 – Project Name, Part 2 – Project Name, etc.).

Please email communityinfrastructure@sport.vic.gov.au if you experience any issues with emailing your supporting documentation.



TYPES OF ACTIVITIES THAT WILL NOT BE FUNDED

- Applications submitted after the closing date will not be considered eligible and will not be assessed, unless an extension has been requested and approved in writing by SRV before the closing date, which will only be granted under exceptional circumstances (e.g. significant technology disruptions).
- Facilities where little or no public access is available.
- The purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, private land with public access rights or land held for public purposes by trustees).
- Requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to demolition, site clearing, earthworks, building works and any form of early works).
- Buildings or equipment considered temporary or not permanent in nature or intended use.
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the fund.
- Scoreboards, coaches' boxes and other fixed equipment unless considered a minor component of a larger project (for all streams other than Scoreboards and Fixed Equipment).
- Routine or cyclical maintenance works.
- Purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out).
- Projects previously funded by SRV, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Projects that do not meet relevant sport or Australian Standards (e.g. lighting projects). Facilities that do not comply with the relevant sport standard must seek exemption from the relevant sporting organisation and supply appropriate evidence to be supported by the Fund.
- The replacement of like-for-like surfaces (e.g. synthetic surface replaced by a similar synthetic surface) are ineligible for funding. To be eligible for funding the application will need to demonstrate that additional uses are proposed and/or a multi-purpose element is being introduced. Exceptional circumstances may be considered where a significant safety or compliance issues are evident, and an activity will not continue to be conducted as a result.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance. The Fund may consider supporting applications where the scope includes elements in addition to the facility damaged.
- In general, areas designated as licenced areas within a proposed facility will not be eligible for funding. DJPR may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as childcare or access by young people.
- Projects where contributions from funding partners are not confirmed in writing and by bank statement/s or underwritten by the applicant.
- Applications where the recipient organisation/s receive revenue from electronic gaming machines will be given a lower priority.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.



8.

CONDITIONS THAT APPLY TO FUNDING

8.1 Funding Agreements

Successful applicants must enter into a Funding Agreement with DJPR by **22 June 2021** with an initial project payment made in the 2020-21 financial year.

The Minister for Community Sport reserves the right to withdraw funds for projects that do not commence within six (6) months of execution of a funding agreement without recipients demonstrating due cause.

Funding Agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applicants view the template funding agreement on the SRV website. The funding agreement will include reference to the following:

- Projects funded under the Better Indoor Stadiums stream will be given a period of up to 24 months for completion.
- Projects funded from the Female Friendly Facilities, Community Sports Lighting and Facilities for Active Seniors streams will be given up to 18 months for completion.
- Projects funded from the Community Scoreboards and Fixed Equipment stream will be given up to 12 months for completion.
- The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding.
- A Funding Agreement is required to be executed (signed) by both parties. The Agreement sets out the:
 - activity details and funding amounts
 - agreed milestones and payments
 - outcomes reporting and other reporting requirements
 - acknowledgement and publicity requirements
 - other activity specific requirements
 - notices.
- Funds must be spent on the project as described in the funding application and outlined in the Funding Agreement, unless changes are agreed to in writing.
- The facility tenant club(s) are expected to adhere to the Fair Play Code (formerly Victorian Code of Conduct for Community Sport) or related state sporting association Code of Conduct. More information can be found at the SRV website (www.sport.vic.gov.au).
- A request to vary the timing of an approved project must be discussed with your SRV representative before submitting your request or commencing works. Timing variation approval is at SRV's discretion and may lead to a reduction or cancellation of the grant depending on the change in timing or the inclusion of additional milestones.
- A request to vary the scope of an approved project can only be approved by the Minister for Community Sport. A formal process and documentation to request a change of scope is provided on SRV's website.
- LGAs/ARBs must inform the participating organisation(s), where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the funding agreement.
- LGAs/ARBs are obliged to liaise with SRV on the progress of funded projects, as requested throughout the life of projects.
- The principles of the [Local Jobs First Policy](#) should be adhered to for relevant projects including any grant of \$1 million or over for a rural/regional area.
- An LGA/ARB Officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
 - A Project Management Framework* must be completed and submitted for all streams.
 - LGAs/ARBs must secure SRV's endorsement of key documents such as schematic plans and architectural/planning briefs prior to work commencing. Projects must not commence or be tendered until endorsement is provided. SRV may not make milestone payments if endorsement is not secured in a timely manner.

- LGAs/ARBs must provide project acquittal documentation as required.
- LGAs/ARBs are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- Successful applicants will need to develop a participation plan prior to project completion demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or DJPR publications, 12 months after project acquittal.
- Successful applicants from the Female Friendly Facilities Stream will be required to complete a Female Friendly Club Survey.
- * *A Project Management Framework is a statement/spreadsheet that includes the name of the local government officer responsible for the project, project activities and project timelines. The Project Management Framework Fact Sheet, along with a basic Project Management Framework template, can be obtained from the SRV website.*
- the Funding Agreement having been executed by both parties.
- milestones having been achieved to the department's satisfaction including provision of required/requested information and reports to the satisfaction of the department.
- other terms and conditions of funding continue to be met.

8.4 Performance

SRV will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. LGAs/ARBs are expected to deliver milestones and acquit projects within the prescribed timeframes. Poor past performance will be considered when assessing applications and may be reason for projects not being recommended.

This will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by SRV (within appropriate timeframes).
- organisations have overdue milestones and whether they have requested a variation.
- organisations have already completed projects funded by SRV and whether they have submitted required final acquittal documentation.
- organisations have a large number of current projects and capacity to deliver additional projects isn't well evidenced.

8.2 Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *2021 Local Sports Infrastructure Fund*. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Details of requirements for funded projects are available in the [Sport and Recreation Victoria: Infrastructure Grants Acknowledgement and Publicity Guidelines](#).

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials.

8.3 Payments

Payments will be structured with up to 90% paid upon an executed funding agreement and 10% upon final acquittal for grants up to \$250,000.

Grants over \$250,000 will include payments of up to 60% upon an executed funding agreement, 30% on construction commencing and 10% on financial acquittal.

Payments will be made conditional upon:

8.5 Privacy

DJPR is committed to protecting your privacy. We collect and handle any personal or health information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal or health information with others for the purpose of assessment, consultation, and reporting. This can include departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

To obtain a copy of the DJPR Privacy Policy, please email info@sport.vic.gov.au.

For information about how to access information about you held by DJPR, please email info@sport.vic.gov.au.



RESOURCES AND ADDITIONAL INFORMATION

SRV has consolidated several helpful guidelines, tools and resources to assist with project and application development that can be found on the SRV website <https://sport.vic.gov.au/grants-and-funding/our-grants>.

9.1 Supporting documentation, forms and templates

Templates, forms and factsheets to support applications can be found on the SRV website. These include but are not limited to:

- Schedule of Use.
- Project Management Framework.
- Project Governance Framework.
- Fair Play Code for Tenants.

For more information and copy of these forms and templates please visit:

<https://sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates>.

9.2 Universal Design

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. SRV's The Design for Everyone Guide incorporates the Universal Design Principles approach to best practice facility design. This is available at www.sport.vic.gov.au.

9.3 Environmentally Sustainable Design

All projects are encouraged to consider Environmentally Sustainable Design. This must be demonstrated with a specific Environmentally Sustainable Design budget in the application. It is good practice to incorporate Environmentally Sustainable Design initiatives in all projects where possible.

9.4 Female Friendly Sport Infrastructure Guidelines

The Female Friendly Sport Infrastructure Guidelines provide information and advice on how to deliver more gender equitable environments. The Guidelines have relevance to all funding streams.

9.5 Voluntary Labour and In-kind Support

Applicants may claim in-kind expenses to a maximum of 50 per cent of the total project cost for Female Friendly Facilities, Facilities for Active Seniors and Community Sports Lighting stream projects.

9.6 Fair Play Code

The facility tenant club(s) are expected to adhere to the Fair Play Code (formerly Victorian Code of Conduct for Community Sport) or related state sporting association Code of Conduct. More information can be found at SRV's website www.sportvic.gov.au.

9.7 Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018)

This tool is used and completed to determine if a Cultural Heritage Management Plan is required for the project: <https://www.aboriginalvictoria.vic.gov.au/protecting-aboriginal-heritage-during-land-development>.

9.8 Future Proofing Community Sport and Recreation Facilities: A Road Map for Climate Change Management for the Sport and Recreation Facilities Sector

The guide is designed to support community sports clubs in understanding their impact on the environment and to empower, equip and motivate them to take action and change behaviours within their clubs.

[Future Proofing Community Sport & Recreation Facilities A Roadmap for Climate Change Management for the Sport and Recreation Facilities Sector](#)

A supporting online resource 'No Planet No Play' has also been developed for clubs. Clubs are encouraged to undertake a self-assessment to identify opportunities to improve the sustainability of their operations.



APPENDIX 1 – GLOSSARY

TERM	DEFINITION
Commencement of Works	The undertaking of any project activities that contribute to the physical construction of new infrastructure or upgrades, improvements, refurbishment of existing infrastructure as outlined in the application and supporting information. This includes, but is not limited to, site clearing, earthworks, building works and any form of early works.
Concept Plan	A concept plan serves as a starting point in the site development process. It provides preliminary drawings that convey the concept of the project but with insufficient detail to provide a basis for project costing.
Cultural Heritage Management Plan	Assesses the potential impact of a proposed activity on Aboriginal cultural heritage and outlines measures to be taken before, during and after an activity to manage and protect Aboriginal cultural heritage in the area.
Geotech Report	A geotechnical report is a site analysis undertaken by a geotechnical engineer. The document communicates ground conditions including soil, rock and groundwater
In-kind contributions	In-kind contributions are non-cash contributions towards your total project cost. In-kind contributions must directly relate to delivering the project activities.
Lux Charts/Lighting Plans	Detailed plans that outline the lux (illumination) that will be exhibited across the court/field/pitch. These requirements are sport specific.
Outcomes Report	A report comprised of reporting requirements relating to the funded project that is compiled 12 months after project completion by successful applicants.
Participation	Participation is defined as involved in engaging, coaching, officiating or volunteering in a sport or active recreation activity.
Participation Plan	Successful applicants will need to complete a participation plan prior to project completion demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
Project Readiness	The confirmation that a proposed project has all elements prior to commencement completed, which would allow the project to commence in a timely manner.
Quantity Surveyor (QS) Report	For the purposes of this program, a Quantity Surveyor report is a cost plan estimating construction costs completed by a qualified Quantity Surveyor and based on plans that are at least at a schematic level.
Rural and Regional	Defined under the Regional Development Victoria Act 2002 (Act) as comprising the 48 LGAs outside of metropolitan Melbourne plus the six (6) alpine resorts set out in Schedule 2 of the Act.
Schedule of Use	Refers to the documented outline of how the use of a specific facility will be scheduled to ensure equitable use by all user groups.
Schematic Plan	Refers to scaled and labelled drawings produced by a professional designer or architect of an agreed development option. These plans are used to identify the project scope in sufficient detail to enable accurate project costings.
Senior Victorians	Victorian people aged 60 years and over, often referred to as 'older people', 'ageing' or 'aged'.

These guidelines are subject to changes at the discretion of the Minister for Community Sport.

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To receive this publication in an accessible format, please Business Victoria on 1800 325 206 between 9.00am and 5.00pm weekdays, using the National Relay Service 13 36 77 if required.

Available at [Sport and Recreation Victoria's website](#)

COMMUNITY HEALTH AND WELLBEING

16. COMMUNITY HEALTH AND WELLBEING

Agenda Item: 16.1

Agenda Item: **Municipal Emergency Management Planning Committee**

Sponsor: **General Manager, Community Health and Wellbeing**

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

Status: **For Decision**

Proposed Resolution:

That Council authorises the CEO to facilitate the establishment of the Municipal Emergency Management Planning Committee in accordance with the provisions of s68 of the *Emergency Management Legislation Amendment Act 2018*.

Executive Summary:

Under the changes outlined in the *Emergency Management Legislation Amendment Act 2018*, Latrobe City Council is now required to formally acquit its responsibility to establish a Municipal Emergency Management Planning Committee (MEMPC) through a Council resolution that ensures a MEMPC is established in accordance with new legislation.

This must include recognising that the MEMPC promotes shared responsibility for planning by requiring relevant agencies to participate in the planning process, and that the MEMPC reports directly to the Regional Emergency Management Planning Committee.

Changes in the *Emergency Management Legislation Amendment Act 2018* requires Council to implement the following:

- Council authorises the CEO to facilitate the establishment of the MEMPC in accordance with the provisions of s68 of the *Emergency Management Legislation Amendment Act 2018* (which inserts a new 'Part 6-Municipal Emergency Management Planning Committees' into the *Emergency*

Management Act 2013 on 1 December 2020); and

- Council notes that, under the MEMPC Terms of Reference provided and the *Emergency Management Legislation Amendment Act 2018* (which inserts s59 and 59F into the *Emergency Management Act 2013 on 1 December 2020*), Council's role is to establish the committee.
- Once established, the committee exists separately to Council and is not a committee of Council.

Background:

At the Councillor Briefing session held on the 27 January 2021 Councillors were advised that a resolution would be required at the March council meeting to transition the current Municipal Emergency Planning Committee, enabling compliance with the current emergency management planning reform as outlined in the *Emergency Management Legislation Amendment Act 2018* (EMLA Act).

The implementation of reform at the municipal level will align municipal emergency management planning with changes that have already occurred at the state and regional levels.

Issues:

Strategy Implications

As per Council's objective 5, this ensures that Council operates openly, transparently and responsibly and supports strategy 7 by enhancing Council's engagement with the community to better understand the community's priorities.

Communication

All partnership agencies are aware of the new legislative requirements and have been informed of Council's plans to move forward to meet these requirements.

Financial Implications

There are no adverse or additional costs to Council as a result of this report

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Reputational Risk That the MEMPC is not	3	For the committee to adhere to the Terms of Reference as designed by

effective in its role		Emergency Management Victoria
Legal/Regulatory Risk The the MEMPC does not meet its regulatory responsibilities	3	For the committee to adhere to the Terms of Reference as designed by Emergency Management Victoria

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

Legal and Compliance

Compliance with the provisions of s68 of the *Emergency Management Legislation Amendment Act 2018*

Community Implications

Community representatives will be included in the committee as identified in the Terms of Reference regarding committee membership.

Environmental Implications

Nil

Consultation

No engagement is required for this report as the proposed resolution is a result of a change in legislation.

Other

Nil

Declaration of Interests:

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 2020*.

Supporting Documents:

Nil

Attachments

Nil

ORGANISATIONAL PERFORMANCE

17. ORGANISATIONAL PERFORMANCE

Nil reports

URGENT BUSINESS

18. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 17 of the Governance Rules, by resolution of the Council and only then if it:

- 17.1 Relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 17.2 Cannot reasonably or conveniently be deferred until the next Council meeting.

**MEETING CLOSED TO
THE PUBLIC TO
CONSIDER
CONFIDENTIAL
INFORMATION**

19. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

The information in this section was declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020.

For the avoidance of doubt, section 66 of the *Local Government Act 2020* (which came into effect on 01 May 2020) also enables the Council to close the meeting to the public to consider confidential information as this term is defined under the *Local Government Act 2020*.

RECOMMENDATION

That Council closes this Ordinary Meeting of Council to the public to consider confidential information on the following grounds:

(a) the information to be considered has been declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020; and

(b) pursuant to section 66 of the *Local Government Act 2020* on the following grounds:

19.1 LCC-673 Provision of Service and Repairs to Plant and Equipment

Agenda item 19.1 *LCC-673 Provision of Service and Repairs to Plant and Equipment* is designated as confidential under subsection (g) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or**
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. Releasing this information publicly and/or prematurely may prejudice the undertaking of this process.**

19.2 Community Asset Committees - Present Business

Agenda item 19.2 *Community Asset Committees - Present Business* is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or

their personal affairs. The report refers to the name of a Community Asset Committee member recommended for removal due to non-compliance to the Committees Terms of Reference

19.3 Microsoft Enterprise Agreement

Agenda item 19.3 *Microsoft Enterprise Agreement* is designated as confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. Potential contract