



# LATROBE CITY COUNCIL

## MINUTES FOR THE ORDINARY COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 6.02PM ON  
01 APRIL 2019

CM530

**PRESENT:**

<b>Councillors:</b>	Cr Graeme Middlemiss, Mayor	Central Ward
	Cr Darren Howe, Deputy Mayor	East Ward
	Cr Dale Harriman	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Dan Clancey	East Ward
	Cr Alan McFarlane	Central Ward
	Cr Brad Law	West Ward
	Cr Sharon Gibson	West Ward
<b>Officers:</b>	Steven Piasente	Chief Executive Officer
	Sara Rhodes-Ward	General Manager Community Services
	Gail Gatt	General Manager City Development
	Greg Drumm	General Manager Corporate Services
	Larry Sengstock	Acting General Manager Infrastructure & Recreation
	Amy Phillips	Coordinator Governance
	Tyler Chisholm	Governance Officer

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**1. OPENING PRAYER**

The Mayor read the opening prayer.

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

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

**3. APOLOGIES AND LEAVE OF ABSENCE**

Cr Darrell White OAM is an apology.

**4. DECLARATION OF INTERESTS**

Councillor McFarlane declared a direct interest under Section 78 Close Association of the Local Government Act 1989 in respect to item 13.1 2019/20 Draft Budget (including fees & charges).

Deputy Mayor Howe declared a direct interest under Section 78 Close Association of the Local Government Act 1989 in respect to item 13.1 2019/20 Draft Budget (including fees & charges).

**5. ADOPTION OF MINUTES**

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr McFarlane

**That Council confirm the minutes of the Ordinary Council Meeting held on 18 March 2019.**

**CARRIED UNANIMOUSLY**

**6. ACKNOWLEDGEMENTS**

**6.1 ACKNOWLEDGEMENT: EASTERN ZONE NETBALL CHAMPIONSHIPS**

Cr Sharon Gibson advised the meeting of the recent holding of the Eastern Zone Netball Championships and congratulated those involved.

**6.2 ACKNOWLEDGEMENT: TEAGAN MICAH**

Cr Brad Law congratulated Ms Teagan Micah on her recent selection to the Australian 'Matilda's' Soccer Team.

## **7. PUBLIC PARTICIPATION TIME**

### **Public Questions on Notice**

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

The questions and responses are listed below.

**1. From:** Mr Geddes

**Topic:** Revocation of EPA "Approval"

**Question:** When will the Latrobe City Council take action to revoke the "approval" which lacks basic due diligence including a recommendation by a Government Department, that has no demonstrated expertise in the handling of hazardous materials.

**Response:** Latrobe City Council has no power to revoke EPA approvals. In certain instances where parties feel aggrieved by the EPA issuing a works approval or certain licences can appeal to the Victorian Civil and Administrative Tribunal (VCAT) for an independent review of the decision but this has to occur within 21 days of EPA's decision.

**2. From:** Mr Geddes

**Topic:** EPA "Approval" for EBAC Asbestos to go to Hazelwood

**Question:** Has the EPA had any discussions/correspondence with Latrobe City Council for the above to proceed without consultation with the community or objection, and in stark contrast with the statement in page 15 of the attached minutes 06 August 2018.

**Response:** In relation to the approval issued by the EPA to allow asbestos from EBAC (the former Morwell Power Station) to go to landfill at the neighbouring ENGIE site (Hazelwood Power Station), no discussion or correspondence ever occurred with Latrobe City Council and the EPA for this approval to occur without consultation with the community. The EPA follows a prescribed process when dealing with all licence and approval applications as the Responsible Authority under the Environment Protection Act.

In relation to the minutes you refer to of the August 6 2018 Ordinary Council meeting, that referred to a separate matter where Council as the Responsible Authority under the Planning and Environment Act, considered a planning permit application for a private asbestos cell associated with the demolition of the former Morwell Power Station. At the Ordinary Council Meeting of 1 October 2018, Latrobe City Council issued a Notice of Decision to refuse to grant the planning permit for this application.

### **Public Speakers**

Members of the public who registered before 12.00 Noon were invited to speak to an item on the agenda. There were no speakers.

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

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

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p><b>4 June 2018</b> A report was presented to Council Meeting.</p> <p><b>21 June 2018</b> A report, market opportunities for brown coal due at Councillor Briefing 17 September 2018 and a further report to Council Meeting 1 October 2018.</p> <p><b>20 August 2018</b> No change</p> <p><b>24 October 2018</b> Report is due to be finalised by the end of 2018. The report to Council is expected in early 2019.</p> <p><b>17 January 2019</b> Report expected April 2019</p> <p><b>12 March 2019</b> Report to go to the Council Briefing on the 23 April 2019</p>
<b>City Development</b>		
05 February 2018	Signage on Overhead Bridges on Freeway	<p><b>08 February 2018</b> A report is anticipated at 05 March 2018 Council Meeting.</p> <p><b>08 March 2018</b> A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p><b>06 June 2018</b> A further report is due September 2018.</p> <p><b>21 August 2018</b></p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>Anticipated report for the September 2018 is re-scheduled for November 2018.</p> <p><b>24 October 2018</b></p> <p>Report to Council potentially delayed until February 2019.</p> <p><b>23 January 2019</b></p> <p>Report scheduled to go to Council on the 1 April 2019</p> <p><b>20 March 2019</b></p> <p>Report rescheduled to the 6<sup>th</sup> May 2019</p>
3 April 2018	Future Use of the Visitor Information Centre Building	<p><b>04 April 2018</b></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><b>20 July 2018</b></p> <p>No further updates - Update to be provided as the opening of the LCP approaches.</p>
23 October 2017	<p>Development Proposal - Expression of Interest</p> <p>Confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</p>	<p><b>19 January 2018</b></p> <p>A report will be scheduled as required.</p> <p><b>08 February 2018</b></p> <p>A report is anticipated at 05 March 2018 Council Meeting.</p> <p><b>09 March 2018</b></p> <p>Presentation to occur at a Councillor Briefing on 26 March 2018.</p> <p><b>24 July 2018</b></p> <p>Briefing report has been prepared for 30 July</p>



Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>2018.</p> <p><b>17 January 2019</b></p> <p>As per Council Decision 23/10/2017, a further report is required – Pending Scheduling</p> <p><b>13 February 2019</b></p> <p>Report is pending scheduling</p>
<p>23 October 2017</p>	<p>Gippsland Logistics Precinct Potential Business Opportunity</p> <p><i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i></p>	<p><b>05 December 2017</b></p> <p>A report will be presented to Council in 2018.</p> <p><b>20 July 2018</b></p> <p>A report will be presented to Council later in 2018.</p> <p><b>24 October 2018</b></p> <p>Council Report to be presented on 5 November 2018.</p> <p><b>05 November 2018</b></p> <p>A further report to be presented to Council.</p>
<p>3 September 2018</p>	<p>Amendment C105 to the Latrobe Planning Scheme – Consideration of submissions and request appointment of Planning panel</p>	<p><b>3 September 2018</b></p> <p>A report will be presented to Council later in 2018.</p> <p><b>24 October 2018</b></p> <p>Report to be tabled February 2019.</p> <p><b>23 January 2019</b></p> <p>Report to go to Council Briefing on the 18 February 2019</p> <p><b>13 February 2019</b></p> <p>Report rescheduled to go to Council Briefing on the 18 March 2019</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p><b>20 March 2019</b></p> <p>Report Rescheduled to go to May Council Meeting</p>
<b>Community Services</b>		
<p>04 December 2017</p>	<p>Potential changes to Aged &amp; Disability Services and their impact on Council</p> <p>Confidential under Section 89(2) (h)</p> <p>Any other matter which council or special committee considers would prejudice the council or any person.</p>	<p><b>17 January 2018</b></p> <p>A future report is required in March 2018.</p> <p><b>20 June 2018</b></p> <p>Final report from consultant due December 2018.</p> <p><b>10 December 2018</b></p> <p>A further report on the future of Aged Services will be presented in February 2019</p> <p><b>16 January 2019</b></p> <p>Second Briefing Paper to be presented to Councillors in February 2019</p>
<b>Corporate Services</b>		
<p>25 May 2015</p>	<p>MAV Workcare Self Insurance</p> <p>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with contractual matters.</p>	<p><b>14 March 2017</b></p> <p>A report to Council is scheduled for the end of the current financial year.</p> <p><b>18 July 2017</b></p> <p>A report will be presented to Council in 2020/2021 Financial Year.</p>
<p>11 September 2017</p>	<p>Proposed Road Renaming - Ashley Avenue, Morwell</p>	<p><b>20 September 2017</b></p> <p>Pending further discussions before a report is rescheduled for decision.</p> <p><b>9 August 2018</b></p> <p>A report for Council to consider the submissions</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>received is being prepared for the September Meeting.</p> <p><b>17 September 2018</b></p> <p>A further report will be determined after Councillor speaks with property owner.</p> <p><b>17 January 2019</b></p> <p>Report expected to council in April 2019</p> <p><b>13 February 2019</b></p> <p>Report pending scheduling</p>
6 August 2018	Provision of Resources and Support to Councillors Policy Review	<p><b>6 August 2018</b></p> <p>A report will be presented to a Council Meeting later in 2018.</p> <p><b>17 September 2018</b></p> <p>A further report is scheduled for 22 October 2018 Councillor Briefing.</p> <p><b>18 October 2018</b></p> <p>A report is being prepared for the 3 December 2018 Council Meeting.</p> <p><b>19 November 2018</b></p> <p>Report was scheduled to be considered at the December 2018 Council meeting. Councillors advised that additional time is required for consideration. As such, matter will not be relisted for Council determination until 2019.</p> <p><b>23 January 2019</b></p> <p>Report scheduled to go to Council on the 4 March 2019</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
05 November 2018	Representation and Participation of Traditional Owners on Council Committees	<p><b>05 November 2018</b></p> <p>A progress report on implementation will be submitted to Council in the first quarter of 2019.</p>
03 December 2018	Accumulated Cash Surplus – Surplus Allocation 2018/19	<p><b>03 December 2018</b></p> <p>A future report to be provided to Council on options for any future Latrobe City Council intern program beyond July 2019.</p> <p><b>22 January 2019</b></p> <p>Report to come to council 2019 – Pending scheduling</p>
<b>Infrastructure &amp; Recreation</b>		
03 April 2018	2018/05 - MacPherson Road, Moe	<p><b>06 April 2018</b></p> <p>A briefing report will be prepared for 23 July Briefing 1 Session with a final report for decision presented to Council at the 6 August Council Meeting.</p> <p><b>13 June 2018</b></p> <p>Report being reviewed after division check in.</p> <p><b>05 July 2018</b></p> <p>A new report is being prepared for the 6 August Council meeting.</p> <p><b>30 July 2018</b></p> <p>A report will be presented at a Council Meeting in June 2019.</p>
3 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water	<p><b>3 September 2018</b></p> <p>A report will be presented to a Council Meeting later in 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
	bottles	<p><b>8 October 2018</b></p> <p>Revised Target Date: 04 Mar 2019</p> <p><b>23 January 2019</b></p> <p>Report scheduled to go to Council on the 1 April 2019</p> <p><b>20 March 2019</b></p> <p>Report Deferred pending scheduling.</p>

Any proposed timings of reports listed above advised up to 17 January 2019 have been included in the table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

**9.1 ADDITIONAL CAR PARKING - MOE**

**Cr Sharon Gibson**

I, Cr Gibson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 01 April 2019:

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Law

**That Council:**

- 1. Complete a report to build a case for VicTrack to provide an additional carpark for commuters in Moe; and**
- 2. Invite Business proposals for additional car parking solutions in Moe.**

**CARRIED UNANIMOUSLY**

Signed

Cr Gibson  
19 March 2019

**Attachments**  
Nil

**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: 2019/20 Draft Budget (including fees & charges)**

**Sponsor: General Manager, Corporate Services**

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

**Status: For Decision**

Councillor McFarlane declared a direct interest under Section 78 Close Association of the *Local Government Act 1989* in respect to this item.

Deputy Mayor Howe declared a direct interest under Section 78 Close Association of the *Local Government Act 1989* in respect to this item.

**Proposed Resolution:**

**That Council:**

- 1. Confirms the proposed 2019/2020 Budget (including proposed fees and charges) annexed to this report as being the budget prepared by Council for the purposes of section 127 of the *Local Government Act 1989* (“the Budget”);**
- 2. Authorises the Chief Executive Officer to:**
  - a. give public notice of the preparation of the draft Budget in accordance with section 129 of the *Local Government Act 1989*;**
  - b. make the draft Budget available for inspection at Council Headquarters, Service Centres and on Council’s website;**
- 3. Exhibits the draft Rating Strategy alongside the draft Budget;**
- 4. Hears any submissions in relation to the draft Budget made in accordance with section 129 of the *Local Government Act 1989* at a Special Meeting of Council to be held on Monday 13 May 2019; and**
- 5. Gives notice of its intention to adopt the Budget at the Ordinary Meeting of Council to be held on Monday 3 June 2019 at the Corporate Headquarters, Morwell.**

Cr Alan McFarlane left the meeting, the time being 06:14 PM  
Cr Darren Howe left the meeting, the time being 06:15 PM

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Gibson

That Council:

1. Confirms the proposed Salaries and Wages in the Early Learning and Care service to be included within the 2019/2020 Budget.
2. Confirms the proposed budget allocation for the construction of sports lighting at the Traralgon West Sporting Complex to be included within the 2019/2020 Budget.

**CARRIED UNANIMOUSLY**

Cr Alan McFarlane returned to the meeting, the time being 06:16 PM

Cr Darren Howe returned to the meeting, the time being 06:16 PM

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Howe

That Council:

1. Confirms the proposed 2019/2020 Budget (including proposed fees and charges) annexed to this report as being the budget prepared by Council for the purposes of section 127 of the Local Government Act 1989 ("the Budget");
2. Authorises the Chief Executive Officer to:
  - a. give public notice of the preparation of the draft Budget in accordance with section 129 of the Local Government Act 1989;
  - b. make the draft Budget available for inspection at Council Headquarters, Service Centres and on Council's website;
3. Exhibits the draft Rating Strategy alongside the draft Budget;
4. Hears any submissions in relation to the draft Budget made in accordance with section 129 of the Local Government Act 1989 at a Special Meeting of Council to be held on Monday 13 May 2019; and
5. Gives notice of its intention to adopt the Budget at the Ordinary Meeting of Council to be held on Monday 3 June 2019 at the Corporate Headquarters, Morwell.

**CARRIED UNANIMOUSLY**

**Executive Summary:**

This report seeks Council's approval to release for community comment the draft



2019/2020 Budget (the draft budget) and to exhibit the draft Rating Strategy alongside the budget.

This enables Council to meet its obligations under the Local Government Act 1989 (the Act) and the objectives of Council's Community Engagement Plan.

The draft budget has been prepared on the basis of a 2.5% plus growth increase in overall rates & charges (excluding payments made in lieu of rates) which is in accordance with the State Government's cap on rates. The garbage charge is proposed to increase by \$8.00 (2.3%) to reflect the cost to Council of waste and recycling services.

The draft budget provides for the continued delivery of services at current levels, whilst incorporating the proposed capital works program of \$117.311 million. New borrowings of \$12.65 million are proposed for the 2019/2020 financial year to progress the construction of the Gippsland Regional Aquatic Facility (\$8.088 million) and redevelopment of Traralgon Sports Stadium (\$1.912million) and the Latrobe Creative Precinct project (\$2.65 million).

No change to Council's rating strategy is proposed in 2019/20.

The draft budget has been developed in accordance with the Act, and it is recommended that the document be released for public submission, in line with the requirements of the Act.

### **Background:**

In accordance with Section 127 of *the Act*, Council must prepare a budget for each financial year.

This report forms part of the statutory process for the adoption of the 2019/2020 Budget and complies with Section 129 of *the Act* which requires Council to give public notice that it has prepared a budget.

Furthermore *the Act* requires that copies of the proposed budget are made available for inspection for at least 28 days after the publication of the notice at the Council office and district offices and that it is also published on Council's website during this time.

Section 129 of *the Act* also states that a person has a right to make a submission under section 223 on any proposal contained in the proposed budget. Section 223 further requires that the public notice must specify the date that submissions will be received until, and state that any person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission.

The Local Government (Planning and Reporting) Regulations 2014 further require the public notice to contain the date on which Council will meet to adopt its budget. Under *the Act* this must be no later than 30 June of each year.

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

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

The draft budget provides for the continued delivery of services at current levels, whilst incorporating a capital works program of \$117.311 million. This includes \$41.924 million of capital grants and contributions some of which are still pending approval.

The state government cap on rates, together with increasing utilities and other costs have presented some significant challenges for Council to maintain its current services and a robust capital works program into the future.

It should be noted council budgets must also take account of growth in service volumes, increases in wages, State and Commonwealth contributions that may be indexed below CPI, any expansion in the range of council responsibilities and changes in service standards and spending requirements for asset maintenance and renewal.

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

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

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

**Issues:**

*Strategy Implications*

The draft budget supports the Council Plan objective 'Ensure Council operates openly, transparently and responsibly'.

*Communication*

The draft budget will be advertised in the Latrobe Valley Express, on council's website and through social media, with copies of the document available at council's Service Centres.

*Financial Implications*

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

*Risk Analysis*

Non-compliance with financial framework or legislative requirements is identified as a risk. This report begins the process to ensure Council meets the requirements of the Act.

*Legal and Compliance*

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

*Community Implications*

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

*Environmental Implications*

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

*Consultation*

Upon adoption of the reports recommendation, public notice will be published in the Latrobe Valley Express on 4 April 2019 notifying the community that copies of the draft budget and rating strategy will be available for inspection at all Council Service Centres and via Council's website. In addition a community information session will be held in April 2019.

The community will be invited to make submissions to the budget up until Wednesday 1 May 2019. Anyone who makes a submission will be provided the opportunity to speak to their submission at the Special Council Meeting to be held on Monday 13 May 2019.

*Other*

Not applicable.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Draft 2019/20 Budget
- 2 [↓](#). Draft Rating Strategy 2019/20

## **13.1**

### **2019/20 Draft Budget (including fees & charges)**

<b>1</b>	<b>Draft 2019/20 Budget .....</b>	<b>30</b>
<b>2</b>	<b>Draft Rating Strategy 2019/20 .....</b>	<b>142</b>

# Latrobe City Council

*DRAFT*  
2019/2020  
**BUDGET**



*Adopted by Council: XX XXXX*



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## 2019/20 Budget Executive Summary

### Executive Summary

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

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

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

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

The 2019/20 Operating Budget predicts an operating surplus of \$41.9 million, after raising rates and charges of \$80.1 million and capital grants income of \$41.9 million. When excluding non recurrent capital funding and developer contributions, an underlying operating deficit of \$1.7 million is projected for 2019/20.

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

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

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



## **2019/20 Budget Executive Summary**

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

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

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

## 2019/20 Budget Budget Reports

### Budget Reports

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

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

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

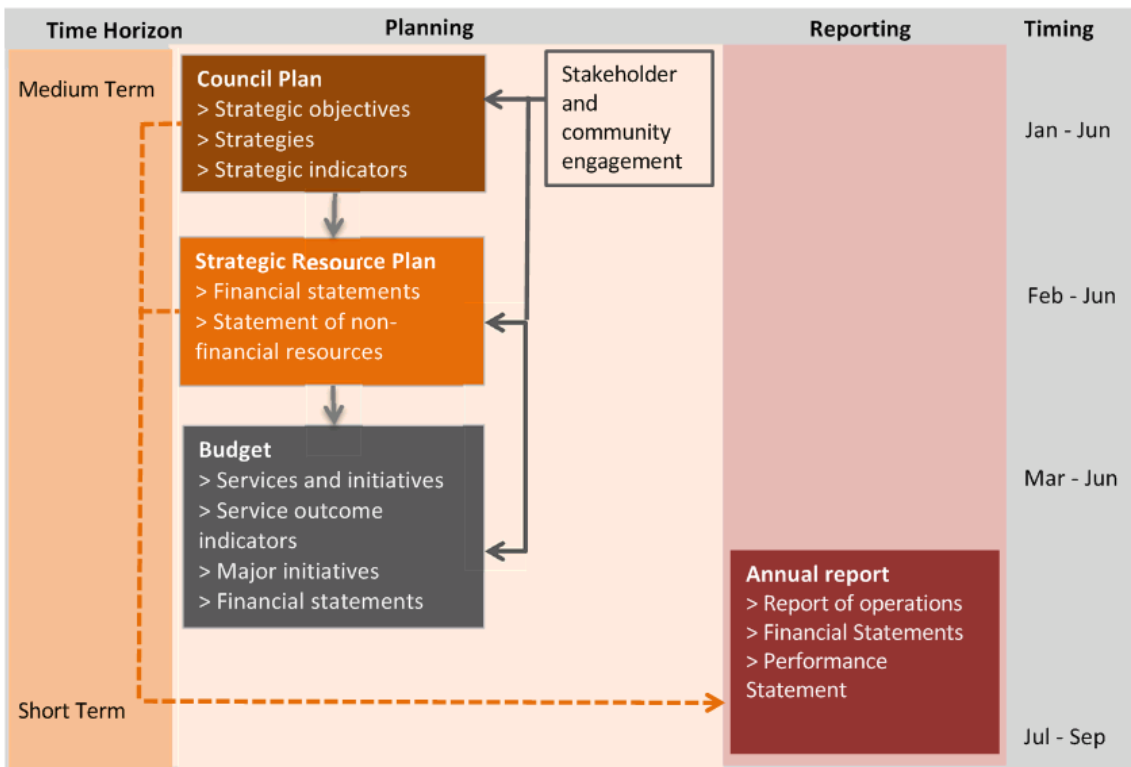
# 2019/20 Budget Link to the Council Plan

## 1. Link to the Council Plan

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

### 1.1 Planning and accountability framework

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



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

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

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

## 2019/20 Budget Link to the Council Plan

### 1.2 Our purpose

#### The Community vision

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

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

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

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

#### Our mission

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

#### Our values

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

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

## 2019/20 Budget Link to the Council Plan

### 1.3 Strategic Objectives

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

#### Strategic Objectives

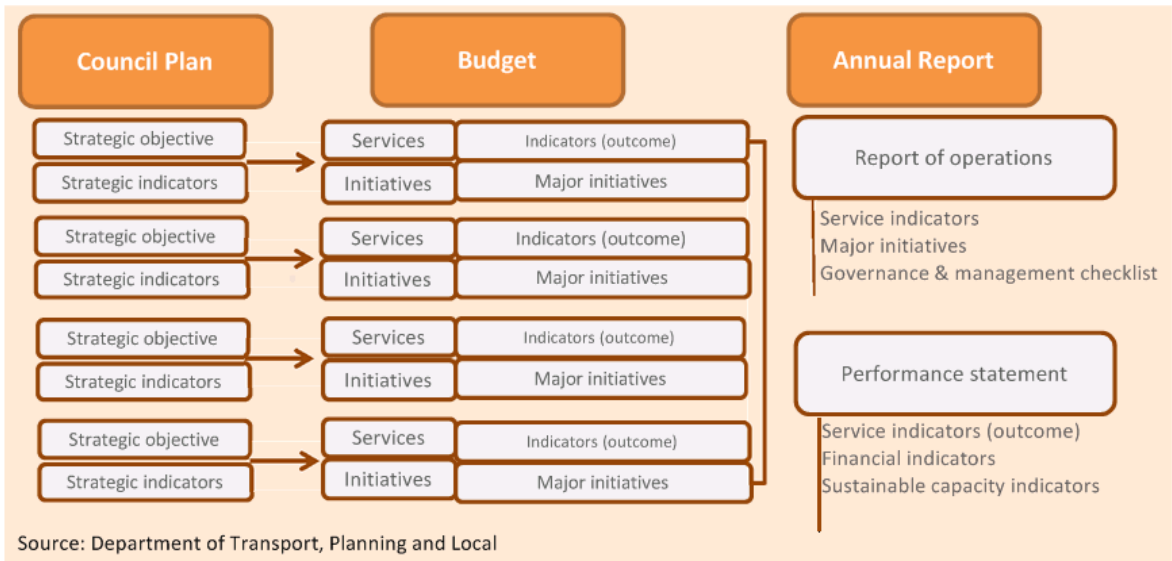
1. Support job creation and industry diversification to enable economic growth in Latrobe City.
2. Encourage improved education & training outcomes in Latrobe City.
3. Improve the liveability and connectedness of Latrobe City.
4. Improve the amenity and accessibility of Council services.
5. Provide a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

# 2019/20 Budget

## Services & Service Performance Indicators

### 2. Services and service performance indicators

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



## 2019/20 Budget Services & Service Performance Indicators

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

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

#### Services

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

#### Major Initiative

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

#### Other Initiative

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

#### Service Performance Outcome Indicators

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

## 2019/20 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

#### Major Initiative

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

#### Other Initiative

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

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



## 2019/20 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

## 2019/20 Budget

### Services & Service Performance Indicators

#### Major Initiatives

MI4) Commence construction of the Latrobe Creative Precinct project

#### Other Initiatives

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

OI4) Construct toilets at Traralgon Railway Reserve

OI5) Complete design of Kernot Hall refurbishments

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

## 2019/20 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

#### Major Initiative

MI5) Continue to implement the Customer Experience Strategy.

#### Other Initiative

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

## 2019/20 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

## 2019/20 Budget

### Services & Service Performance Indicators

#### Major Initiatives

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

#### Other initiatives

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

#### Service Performance Outcome Indicators

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

## 2018/19 Budget

### Services & Service Performance Indicators

#### Service Performance Outcome Indicators (cont.)

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

## 2019/20 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

## 2019/20 Budget

### Services & Service Performance Indicators

#### Major Initiative

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

#### Service Performance Outcome Indicators

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



## 2019/20 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

#### Major Initiatives

MI10) Continue construction of the Gippsland Regional Aquatic Centre.

MI11) Continue construction of the Traralgon Sports Stadium redevelopment.

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

#### Service Performance Outcome Indicators

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

## 2019/20 Budget

### Services & Service Performance Indicators

#### 2.10 Performance statement

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

#### 2.11 Reconciliation with budgeted operating result

	Net Cost/ (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Support job creation and industry diversification to enable economic growth in Latrobe City.	1,839	2,675	(836)
Encourage improved education & training outcomes in Latrobe City.	4,790	13,966	(9,176)
Improve the liveability and connectedness of Latrobe City	14,605	17,858	(3,252)
Improve the amenity and accessibility of Council services	2,770	2,903	(132)
Provide a connected, engaged and safe community environment, which is improving the the well-being of all	16,000	31,560	(15,560)
Ensure Council operates openly, transparently and responsibly	14,526	14,990	(465)
Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.	11,048	14,638	(3,590)
<b>Total</b>	<b>65,579</b>	<b>98,589</b>	<b>(\$33,011)</b>
<b>Expenses added in:</b>			
Depreciation and amortisation	28,367		
Finance costs	615		
<b>Deficit before funding sources</b>	<b>94,561</b>		
<b>Funding sources added in:</b>			
Rates & charges revenue	(\$66,957)		
Waste charge revenue	(\$13,143)		
Capital Grants & Contributions	(\$41,925)		
Victoria Grants Commission General Purpose funding	(\$9,457)		
Developer contributions	(\$3,090)		
Interest income	(\$1,900)		
<b>Total funding sources</b>	<b>(\$136,472)</b>		
<b>Operating (surplus)/deficit for the year</b>	<b>(\$41,911)</b>		

## 2019/20 Budget Financial Statements

### 3. Financial Statements

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

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

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

## 2019/20 Budget Financial Statements

### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2018/19 \$'000	2019/20 \$'000	Projections 2020/21 2021/22 2022/23 \$'000 \$'000 \$'000		
<b>Income</b>						
Rates and charges	4.1.1	77,941	<b>80,100</b>	81,832	83,600	85,407
Statutory fees & fines	4.1.2	2,127	<b>2,266</b>	2,311	2,358	2,405
User fees	4.1.3	13,359	<b>12,657</b>	12,910	13,168	13,432
Grants - Operating	4.1.4	22,410	<b>25,858</b>	26,117	26,378	26,642
Grants - Capital	4.1.4	72,442	<b>41,925</b>	6,577	2,360	2,360
Contributions - Monetary	4.1.5	1,660	<b>90</b>	92	94	96
Contributions - Non-Monetary	4.1.5	3,000	<b>3,000</b>	3,060	3,121	3,184
Net gain on disposal of property, infrastructure, plant & equipment		-	-	-	-	-
Other Income	4.1.6	4,672	<b>3,587</b>	3,629	3,671	3,715
<b>Total income</b>		<b>197,611</b>	<b>169,483</b>	<b>136,528</b>	<b>134,750</b>	<b>137,241</b>
<b>Expenses</b>						
Employee costs	4.1.7	58,203	<b>60,267</b>	61,929	63,292	64,684
Materials and services	4.1.8	43,412	<b>35,429</b>	35,467	36,111	36,592
Depreciation and amortisation	4.1.9	28,018	<b>28,367</b>	29,696	31,657	32,188
Bad and doubtful debts		7	<b>9</b>	10	11	11
Borrowing Costs		704	<b>615</b>	690	627	566
Other Expenditure	4.1.10	3,590	<b>2,885</b>	2,944	3,001	3,063
<b>Total expenses</b>		<b>133,934</b>	<b>127,572</b>	<b>130,736</b>	<b>134,699</b>	<b>137,104</b>
<b>Surplus (deficit) for the year</b>		<b>63,677</b>	<b>41,911</b>	<b>5,792</b>	<b>51</b>	<b>137</b>
<b>Other comprehensive income</b>						
Net Asset Revaluation movement		500	<b>23,836</b>	25,978	26,449	26,597
<b>Total comprehensive result</b>		<b>64,177</b>	<b>65,747</b>	<b>31,770</b>	<b>26,500</b>	<b>26,734</b>

## 2019/20 Budget Financial Statements

### 3.2 Balance Sheet

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2018/19 \$'000	2019/20 \$'000	Projections 2020/21 2021/22 2022/23 \$'000 \$'000 \$'000		
<b>Current assets</b>						
Cash and cash equivalents		21,173	19,884	20,516	25,153	29,664
Trade and other receivables		8,454	8,623	9,616	9,589	9,787
Other financial assets		90,000	49,000	31,850	31,850	31,850
Other Assets		2,956	3,015	3,015	3,015	3,015
<b>Total current assets</b>	4.2.1	<b>122,583</b>	<b>80,522</b>	<b>64,997</b>	<b>69,607</b>	<b>74,316</b>
<b>Non-current assets</b>						
Trade and other receivables		13	8	8	8	8
Other financial assets		2	2	2	2	2
Property, infrastructure, plant and equipment		1,191,793	1,298,919	1,338,531	1,357,382	1,376,290
Intangible assets		1,562	796	93	1,500	797
<b>Total non-current assets</b>	4.2.1	<b>1,193,370</b>	<b>1,299,725</b>	<b>1,338,634</b>	<b>1,358,892</b>	<b>1,377,097</b>
<b>Total assets</b>		<b>1,315,953</b>	<b>1,380,247</b>	<b>1,403,631</b>	<b>1,428,499</b>	<b>1,451,413</b>
<b>Current liabilities</b>						
Trade and other payables		8,172	8,336	6,632	6,756	6,856
Trust funds & deposits		2,104	2,146	2,189	2,233	2,277
Provisions		18,047	18,334	15,927	16,227	15,733
Interest bearing liabilities	4.2.3	9,639	2,060	1,954	2,015	1,944
<b>Total current liabilities</b>	4.2.2	<b>37,962</b>	<b>30,876</b>	<b>26,702</b>	<b>27,231</b>	<b>26,810</b>
<b>Non-current liabilities</b>						
Provisions		22,084	17,126	14,869	14,723	13,268
Interest bearing liabilities	4.2.3	10,421	21,012	19,057	17,042	15,098
<b>Total non-current liabilities</b>	4.2.2	<b>32,505</b>	<b>38,138</b>	<b>33,926</b>	<b>31,765</b>	<b>28,366</b>
<b>Total liabilities</b>		<b>70,467</b>	<b>69,014</b>	<b>60,628</b>	<b>58,996</b>	<b>55,176</b>
<b>Net assets</b>		<b>1,245,486</b>	<b>1,311,233</b>	<b>1,343,003</b>	<b>1,369,503</b>	<b>1,396,237</b>
<b>Equity</b>						
Accumulated surplus		761,082	802,902	808,602	808,559	808,600
Reserves		484,404	508,331	534,401	560,944	587,637
<b>Total equity</b>		<b>1,245,486</b>	<b>1,311,233</b>	<b>1,343,003</b>	<b>1,369,503</b>	<b>1,396,237</b>

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**3.3 Statement of Changes in Equity**

For the four years ending 30 June 2023

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2019 Forecast Actual</b>					
Balance at beginning of the financial year		1,181,309	697,515	480,390	3,404
Surplus for the year		63,677	63,677	-	-
Net asset revaluation increment		500	-	500	-
Transfer to other reserves		-	(122)	-	122
Transfer from other reserves		-	12	-	(12)
<b>Balance at end of the financial year</b>		<b>1,245,486</b>	<b>761,082</b>	<b>480,890</b>	<b>3,514</b>
<b>2020</b>					
Balance at beginning of the financial year		1,245,486	761,082	480,890	3,514
Surplus for the year		41,911	41,911	-	-
Net asset revaluation increment		23,836	-	23,836	-
Transfer to other reserves	4.3.1	-	-	-	-
Transfer from other reserves	4.3.1	-	(91)	-	91
<b>Balance at end of the financial year</b>	<b>4.3.2</b>	<b>1,311,233</b>	<b>802,902</b>	<b>504,726</b>	<b>3,605</b>
<b>2021</b>					
Balance at beginning of the financial year		1,311,233	802,902	504,726	3,605
Surplus for the year		5,792	5,792	-	-
Net asset revaluation increment		25,978	-	25,978	-
Transfer to other reserves		-	(92)	-	92
Transfer from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>1,343,003</b>	<b>808,602</b>	<b>530,704</b>	<b>3,697</b>
<b>2022</b>					
Balance at beginning of the financial year		1,343,003	808,602	530,704	3,697
Surplus for the year		51	51	-	-
Net asset revaluation increment		26,449	-	26,449	-
Transfer to other reserves		-	(94)	-	94
Transfer from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>1,369,503</b>	<b>808,559</b>	<b>557,153</b>	<b>3,791</b>
<b>2023</b>					
Balance at beginning of the financial year		1,369,503	808,559	557,153	3,791
Surplus for the year		137	137	-	-
Net asset revaluation increment		26,597	-	26,597	-
Transfer to other reserves		-	(96)	-	96
Transfer from other reserves		-	-	-	-
<b>Balance at end of the financial year</b>		<b>1,396,237</b>	<b>808,600</b>	<b>583,750</b>	<b>3,887</b>

## 2019/20 Budget Financial Statements

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2018/19	2019/20	2020/21	2021/22	2022/23
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>						
Rates and charges		77,981	<b>79,931</b>	82,598	84,646	86,439
Statutory fees & fines		2,127	<b>2,267</b>	2,333	2,387	2,434
User Fees		13,359	<b>13,256</b>	13,031	13,333	13,594
Grants - operating		22,765	<b>25,924</b>	26,361	26,708	26,963
Grants - capital		72,088	<b>41,925</b>	6,639	2,389	2,388
Contributions - monetary		1,660	<b>90</b>	92	94	96
Interest received		2,210	<b>1,500</b>	1,500	1,500	1,500
Trust funds and deposits taken		-	<b>42</b>	43	44	45
Other Receipts		2,462	<b>2,244</b>	2,150	2,200	2,243
Net GST refund/payment		2,000	<b>3,069</b>	5,557	4,323	4,217
Employee costs		(57,838)	<b>(60,243)</b>	(65,008)	(65,284)	(66,724)
Materials and services		(49,238)	<b>(43,893)</b>	(37,434)	(37,451)	(37,952)
Trust funds and deposits repaid		(10)	<b>.</b>	-	-	-
Other payments		(3,590)	<b>(2,906)</b>	(8,106)	(5,413)	(5,475)
<b>Net cash provided by operating activities</b>	<b>4.4.1</b>	<b>85,976</b>	<b>63,206</b>	<b>29,756</b>	<b>29,476</b>	<b>29,768</b>
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment		(66,298)	<b>(108,605)</b>	(44,324)	(23,075)	(23,508)
Proceeds from sale of property, infrastructure, plant and equipment		795	<b>714</b>	801	817	833
Payments for investments		(200,000)	<b>(150,000)</b>	(100,000)	-	-
Proceeds from sale of investments		174,518	<b>191,000</b>	117,150	-	-
<b>Net cash used in investing activities</b>	<b>4.4.2</b>	<b>(90,985)</b>	<b>(66,891)</b>	<b>(26,373)</b>	<b>(22,258)</b>	<b>(22,675)</b>
<b>Cash flows from financing activities</b>						
Finance costs		(704)	<b>(615)</b>	(690)	(627)	(566)
Proceeds from borrowings		5,000	<b>12,650</b>	-	-	-
Repayment of borrowings		(1,573)	<b>(9,639)</b>	(2,061)	(1,954)	(2,015)
<b>Net cash used in financing activities</b>	<b>4.4.3</b>	<b>2,723</b>	<b>2,396</b>	<b>(2,751)</b>	<b>(2,581)</b>	<b>(2,581)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>		<b>(2,286)</b>	<b>(1,289)</b>	<b>632</b>	<b>4,637</b>	<b>4,512</b>
Cash & cash equivalents at beginning of year		23,459	<b>21,173</b>	19,884	20,516	25,153
<b>Cash &amp; cash equivalents at end of year</b>		<b>21,173</b>	<b>19,884</b>	<b>20,516</b>	<b>25,153</b>	<b>29,664</b>

## 2019/20 Budget Financial Statements

### 3.5 Statement of Capital Works

For the four years ending 30 June 2023

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



## 2019/20 Budget Financial Statements

### 3.6 Statement of Human Resources

For the four years ending 30 June 2023

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

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

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

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

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

## 2019/20 Budget Notes to the financial statements

### 4. Notes to the financial statements

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

#### 4.1 Comprehensive Income Statement

##### 4.1.1 Rates and charges

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

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

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

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.5% in line with the rate cap. The overall increase in general rates of 2.7% includes a 0.2% increase resulting from growth.

The garbage charge has increased by 2.3% or \$8.50 including the State Government imposed EPA levy, this increase is in line with expected CPI increases. The overall increase of 3.4% includes growth of 1.1%. The garbage charge was increase in 2018/19 by 8.5% due to the significant increase in the cost of recycleables processing resulting from the import ban implemented by the Chinese government. No change in this situation has occurred to date and the budget assumes that costs will increase largely in line with CPI. Council continues to monitor this situation and explore avenues to reduce the cost of recycling and waste services into the future.

This will raise total rates and charges for 2019/20 to \$80.1 million.

## 2019/20 Budget

### Notes to the financial statements

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

	2018/19 Budget	2019/20 Budget	Change	%
	\$'000	\$'000	\$'000	
General Rates*	52,207	53,626	1,419	2.7%
Municipal Charges*	5,250	5,367	117	2.2%
Garbage Charges	11,992	12,394	402	3.4%
Landfill Levy	724	749	25	3.5%
Payments in lieu of rates	7,671	7,862	191	2.5%
Supplementary rates & charges	256	102	(154)	(60.2%)
<b>Total rates and charges</b>	<b>78,100</b>	<b>80,100</b>	<b>2,000</b>	<b>2.6%</b>

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

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

Type or class of land	2018/19 cents/\$CIV	2019/20 cents/\$CIV	Change
General rate for rateable residential properties	0.00468373	0.00466070	(0.5%)
General rate for rateable commercial properties	0.00468373	0.00466070	(0.5%)
General rate for rateable industrial properties	0.00468373	0.00466070	(0.5%)
General rate for rateable farm properties	0.00351280	0.00349553	(0.5%)
General rate for rateable derelict properties	0.01405120	0.01398212	(0.5%)
Rate concession for rateable recreational properties	0.00234187	0.00233035	(0.5%)
Rate concession for rateable recreational properties with gaming facilities	0.00281024	0.00279642	(0.5%)

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

Type or class of land	2018/19 \$'000	2019/20 \$'000	Change \$'000	%
General	49,412	50,951	1,539	3.1%
Farm	2,674	2,558	(116)	(4.3%)
Derelict properties	37	33	(4)	(10.8%)
Recreational 1*	31	31	0	0.0%
Recreational 2	53	53	0	0.0%
<b>Total amount to be raised by general rates</b>	<b>52,207</b>	<b>53,626</b>	<b>1,419</b>	<b>2.7%</b>

\*Includes additional rate rebates totalling \$23,212 to be applied to two Recreational 1 properties.

## 2019/20 Budget

### Notes to the financial statements

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

Type or class of land	2018/19	2019/20	Change	
	Number	Number	No.	%
General	37,495	37,638	143	0.4%
Farm	1,064	1,061	(3)	(0.3%)
Derelict properties	10	9	(1)	(10.0%)
Recreational 1	11	11	0	0.0%
Recreational 2	4	4	0	0.0%
<b>Total number of assessments</b>	<b>38,584</b>	<b>38,723</b>	<b>139</b>	<b>0.4%</b>

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

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

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

Type or class of land	2018/19	2019/20	Change	
	\$'000	\$'000	\$'000	%
General	10,549,720	10,932,060	382,340	3.6%
Farm	761,095	731,705	(29,390)	(3.9%)
Derelict properties	2,626	2,380	(246)	(9.4%)
Recreational 1	23,135	23,135	0	0.0%
Recreational 2	18,923	18,923	0	0.0%
<b>Total value of land</b>	<b>11,355,499</b>	<b>11,708,203</b>	<b>352,704</b>	<b>3.1%</b>

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

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

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

Type of Charge	2018/19	2019/20	Change	
	\$	\$	\$	%
Municipal	5,249,566	5,367,180	117,614	2.2%

## 2019/20 Budget

### Notes to the financial statements

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

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

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

Type of Charge	2018/19	2019/20	Change	
	\$	\$	\$	%
Garbage collection	11,992,060	12,394,255	402,195	3.4%
Landfill levy	724,339	748,689	24,350	3.4%
<b>Total</b>	<b>12,716,399</b>	<b>13,142,944</b>	<b>426,545</b>	<b>3.4%</b>

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

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

## 2019/20 Budget Notes to the financial statements

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

	2018/19 \$'000	2019/20 \$'000	Change \$'000	%
General Rates	52,207	53,626	1,419	2.7%
Municipal Charges	5,250	5,367	117	2.2%
Garbage Charges	11,992	12,394	402	3.4%
Landfill Levy	724	749	25	3.5%
Payments in lieu of rates	7,671	7,862	191	2.5%
Supplementary rates and charges	256	102	(154)	(60.2%)
<b>Total Rates and charges</b>	<b>78,100</b>	<b>80,100</b>	<b>2,000</b>	<b>2.6%</b>

### 4.1.1(l) Fair Go Rates System Compliance

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

	2018/19	2019/20
Total Base Rates & Municipal Charge	\$ 56,108,020	\$ 57,472,419
Number of rateable properties	38,569	38,708
Base Average Rates	1,457.02	1,484.77
Maximum Rate Increase (set by the State Government)	2.25%	2.50%
Capped Average Rate	\$ 1,489.80	\$ 1,521.89
Maximum General Rates and Municipal Charges Revenue	\$ 57,460,096	\$ 58,909,318
Budgeted General Rates and Municipal Charges Revenue	\$ 57,372,111	\$ 58,909,232

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

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

- The making of supplementary valuations (2019/20: estimated \$0.102 million and 2018/19:\$0.257 million)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential, commercial or industrial land becomes farm or derelict land and vice versa.

## 2019/20 Budget

### Notes to the financial statements

#### 4.1.1(n) Differential rates

##### Rates to be levied

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

- A farm rate of 0.00349553 for all rateable farm properties.
- A derelict properties rate of 0.01398212 for all rateable derelict properties.

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

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

##### Farm Land

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

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

that is used by a business:

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

The reasons for the use of this rate are that:

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

## 2019/20 Budget Notes to the financial statements

### **Derelict Properties**

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

#### Objective

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

#### Definition/Characteristics

Properties will be considered derelict where 1 and 2 apply –

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

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

and

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

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

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

(b) The property adversely affects public amenity;

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

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

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

#### Types and Classes of land subject to the differential rate

Any land having the relevant characteristics described above.

#### Geographic Location

Wherever located within the boundaries of the municipality.

#### Use of Land

Any use permitted or described under the relevant planning scheme.

#### Planning Scheme Zoning

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



## 2019/20 Budget Notes to the financial statements

### Types of Buildings

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

### "Use and Level of Differential Rate

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

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

The actual amount of the differential rate for derelict properties will be four times the amount of the lowest differential rate, which is the Farm Rate, which is 75% of the General Rate. The rate in the dollar for the derelict properties will be 0.01398212 and will generate \$33,277, which represents 0.04% of total rates and charges revenue.

### **Recreational Land**

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

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

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

### **General Rate**

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

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

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

## 2019/20 Budget Notes to the financial statements

### 4.1.2 Statutory fees and fines

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

### 4.1.3 User fees

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

## 2019/20 Budget

### Notes to the financial statements

#### 4.1.4 Grants

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

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

## 2018/19 Budget

### Notes to the financial statements

#### 4.1.4 Grants (contd.)

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

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

## 2019/20 Budget

### Notes to the financial statements

#### 4.1.4 Grants (contd.)

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

#### 4.1.5 Contributions

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

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

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

#### 4.1.6 Other income

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

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

## 2019/20 Budget

### Notes to the financial statements

#### 4.1.7 Employee costs

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

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

#### 4.1.8 Materials and services

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

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

## 2019/20 Budget

### Notes to the financial statements

#### 4.1.9 Depreciation and amortisation

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

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

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

#### 4.1.10 Other expenses

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

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

## 2019/20 Budget

### Notes to the financial statements

#### 4.2 Balance Sheet

##### 4.2.1 Assets

Current assets (\$42.061 million decrease) - mainly due to reduced cash and other financial assets (being cash investments) as a result of capital funding received in advance in 2018/19 that will be spent in the 2019/20 financial year. A more detailed analysis of this change is included in section 4.4. "Statement of Cash Flows".

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

##### 4.2.2 Liabilities

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

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

##### 4.2.3 Borrowings

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

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



## 2019/20 Budget Notes to the financial statements

### 4.3 Statement of changes in Equity

#### 4.3.1 Reserves

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

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

#### 4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$41.820 million results directly from the surplus for the year together with the movement in statutory reserves.

### 4.4 Statement of Cash Flows

#### 4.4.1 Net cash flows provided by/used in operating activities

A decrease in cash flows from operating activities of \$22.770 million is mainly due to decreased capital grants \$30.163 million due to one off grants received mainly for the major recreation projects.

#### 4.4.2 Net cash flows provided by/used in investing activities

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

#### 4.4.3 Net cash flows provided by/used in financing activities

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

## 2019/20 Budget Capital Works Program

### 4.5 Capital works program

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

#### 4.5.1 Summary

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

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

## 2019/20 Budget Capital Works Program

### Capital works program

For the year ending 30 June 2019

#### 4.5.2 Current Budget

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

## 2019/20 Budget Capital Works Program

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

## 2019/20 Budget Capital Works Program

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

## 2019/20 Budget Capital Works Program

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

## 2019/20 Budget Capital Works Program

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

## 2019/20 Budget Capital Works Program

### 4.5.3 Works carried forward from the 2018/19 year

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



## 2019/20 Budget Capital Works Program

### 4.5.3 Works carried forward from the 2018/19 year

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

## 2019/20 Budget Capital Works Program

### 4.6 CAPITAL WORKS (OPERATING)

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

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

#### 4.6.1 Current Budget

##### PROPERTY

<b>Buildings</b>									
Demolition of Dilapidated Council Buildings	100	-	-	-	-	-	-	100	-
<b>Total Buildings</b>	<b>100</b>	-	-	-	-	-	-	<b>100</b>	-
<b>TOTAL PROPERTY</b>	<b>100</b>	-	-	-	-	-	-	<b>100</b>	-

## 2019/20 Budget Capital Works Program

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

## 2019/20 Budget Capital Works Program

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

## 2019/20 Budget Financial Performance Indicators

### 5. Financial performance indicators

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

Indicator	Measure	Notes	Forecast		Budget 2019/20	Strategic Resource Plan Projections			Trend +/-
			Actual 2017/18	Actual 2018/19		2020/21	2021/22	2022/23	
<b>Operating Position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	(11.2%)	(10.1%)	(1.4%)	(2.1%)	(3.3%)	(3.2%)	-
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	2	321.7%	322.9%	260.8%	243.4%	255.6%	277.2%	+
Unrestricted Cash	Unrestricted cash / current liabilities	3	(4.6%)	50.2%	57.4%	68.6%	84.2%	102.2%	+
<b>Obligations</b>									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	4	22.1%	25.7%	28.8%	25.7%	22.8%	20.0%	+
Loans & Borrowings	Interest and principal repayments / rate revenue		3.5%	2.9%	12.8%	3.4%	3.1%	3.0%	+
Indebtedness	Non-current liabilities / own source revenue		39.0%	33.1%	38.7%	33.7%	30.9%	27.0%	+
Asset renewal	Asset renewal expenditure / depreciation	5	72.5%	68.8%	63.5%	75.8%	61.0%	61.1%	-
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	6	59.4%	64.0%	63.7%	63.9%	64.1%	64.3%	o
Rates effort	Rate revenue / property values (CIV)		0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	o

## 2019/20 Budget

### Financial Performance Indicators

Indicator	Measure	Notes	Forecast		Budget 2019/20	Strategic Resource Plan Projections			Trend +/-
			Actual 2017/18	Actual 2018/19		2020/21	2021/22	2022/23	
<b>Efficiency</b>									
Expenditure level	Total expenditure / no. of assessments		\$3,690	\$3,471	<b>\$3,294</b>	\$3,353	\$3,430	\$3,467	-
Revenue level	Residential rate revenue / No. of residential assessments		\$1,608	\$1,692	<b>\$1,728</b>	\$1,763	\$1,798	\$1,834	+
Workforce turnover	No. of resignations & terminations / average no. of staff		9.8%	10.0%	<b>10.0%</b>	10.0%	10.0%	10.0%	o

Key to Forecast Trend:

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

#### Notes to indicators

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

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

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

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

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

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

**FEES AND CHARGES 2019/20****COMMENTARY**

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

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

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

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

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

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

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

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

## FEES AND CHARGES 2019/20

### Public Libraries (Pages 69-70)

recovery.

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

### Children Services (Pages 71-72)

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

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

### Family Health Service (Pages 73)

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

## INFRASTRUCTURE & RECREATION (Pages 74-90)

### Sports Stadiums, Grounds & Reserves (Pages 74-76)

All fees have generally been reviewed in line with CPI.

### Indoor Sports Centres (Pages 77-81)

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



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

All fees have generally been reviewed in line with CPI.

**Latrobe City Traffic School (Pages 83)**

All fees have generally been reviewed in line with CPI.

**Hire of Portable Toilet (Pages 83)**

All fees have generally been reviewed in line with CPI.

**Caravan Parks (Pages 84)**

All fees have generally been reviewed in line with CPI.

**Asset Protection (Pages 85-87)**

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

**Transfer Stations (Pages 88-89)**

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

**Landfill Fees (Pages 90)**

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

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

The proposed fees take into account the CPI increase.

**Local Laws (Pages 94-96)**

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

**Building Services (Pages 97)**

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

**Statutory Planning (Pages 98-101)**

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

**Latrobe Regional Gallery (Pages 102)**

All fees have generally been reviewed in line with CPI.

**Performing Arts and Community Halls (Pages 103)**

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

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

All fees have generally been reviewed in line with CPI.

**Visitor Information Centre (Pages 110)**

Copying fees have been maintained at existing levels.

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

All fees are in accordance with regulations

**Community Public/Product Liability Insurance (Pages 111)**

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

**Property and Legal (Pages 112)**

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

**Off Street Car Parks (Page 112)**

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

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



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

<b>COMMUNITY SERVICES</b>				
<i>Public Libraries</i>				
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)	
Consumables	USB Drive – 2GB	<i>Each</i>	9.40	9.50
	Individual Head Sets	<i>Per set</i>	6.40	6.50
Research Fee	Public Request.	<i>Per half hour.</i>	14.40	14.70
	Commercial/Community Group Request.	<i>(Charged in 30 minute blocks, with a minimum 1 block to be charged)</i>	28.90	29.50
Moe Library Meeting Room	Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
	Commercial.	<i>Per hour</i>	30.00	31.00
	Commercial.	<i>Full day – 10am-6pm.</i>	146.00	150.00
Fees	Replacement Cards.		3.60	3.70
	Inter Library Loan	<i>Other Victorian Public Libraries; All Academic Institutions; Interstate / International Loans.</i>	No Charge POA POA	No Charge POA POA
Damaged or Lost Items	Replacement Cost	<i>Minimum Charge</i>	7.70	7.90
		<i>Additional costs will apply for the replacement of covers, cases, barcodes, repairs and replacements</i>		
	Beyond Repair Magazine Talking Books	<i>Replacement cost plus processing fee Replacement cost per CD</i>	3.90 N/A	4.00 17.00
Photocopying	Black & White A4	<i>Per side</i>	0.20	0.20
	Black & White A3	<i>Per side</i>	0.40	0.40
	Colour Printing A4	<i>Per side</i>	0.70	0.70
	Colour Printing A3	<i>Per side</i>	0.90	0.90
Laminating	A4	<i>Per sheet.</i>	2.60	2.70
	A3	<i>Per sheet.</i>	3.60	3.70

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

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

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

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

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

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



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

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

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

^ Bar hire is subject to Liquor License and other conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

<b>INFRASTRUCTURE &amp; RECREATION</b>			
<i>Asset protection</i>			
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2018/19 \$ (GST Inc)	2019/20 \$ (GST Inc)
<b>Asset Protection Fees</b>			
Road Openings.	<i>Provision of traffic management.</i>	185.00	189.00
Road Openings.	<i>No traffic management required.</i>	95.00	97.00
Occupation of Parking Bays.	<i>Per bay per day</i>	47.50	48.50
Road Occupations.	<i>Provision of traffic management.</i>	187.50	191.50
Road Occupations.	<i>No traffic management required.</i>	92.50	94.50
Building Site Asset Inspections: Cost of Works < \$15,000	<i>Excluding all Reblocking, Urban Front Fencing &amp; Demolitions</i>		
Cost of Works > \$15,000	<i>Including all Reblocking, Urban Front Fencing &amp; Demolitions</i>	185.00	189.00
<b>Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents</b>			
Road Length less than 100m.		187.50	191.50
Each Additional 100m of Road Length.		100.00	102.00
<b>Asset Protection Fee for Vehicle Crossing Works</b>		100.00	102.00
<b>Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage Information</b>		100.00	102.00
<b>Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy</b>		1,500.00	1,500.00
<b>Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy</b>		3,500.00	3,500.00

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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



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

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

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

<b>CITY DEVELOPMENT</b>				
<i>Latrobe Regional Gallery</i>				
<b>SERVICE TYPE</b>		<b>BASIS</b>	<b>2018/19</b>	<b>2019/20</b>
<b>LATROBE REGIONAL GALLERY</b>			<b>\$ (GST Inc)</b>	<b>\$ (GST Inc)</b>
<b>Gallery Project Space</b>	Rental. Bond.	<i>Per week.</i>		Free N/A
<b>Meeting Room :</b> Room with board table	Commercial Rental	<i>Half day.</i> <i>Full day.</i>	112.00 197.00	115.00 200.00
	Community Rental	<i>Half day.</i> <i>Full day.</i>	52.00 99.00	53.00 101.00
<b>Meeting Room 2 - Friends Room:</b> Room with kitchen table and lounge	Commercial Rental	<i>Half day.</i> <i>Full day.</i>	112.00 197.00	115.00 200.00
	Community Rental	<i>Half day.</i> <i>Full day.</i>	52.00 99.00	53.00 101.00
<b>Studio Workshop - Commercial</b> Not available on Public Holidays	Rental.	<i>Half day (4 hours)</i>	112.00	250.00
		<i>Full day.(10am - 5pm)</i>	240.00	400.00
		<i>Evening (After 5pm)</i>	298.00	POA
		<i>Weekend</i>		POA
<b>Studio Workshop - Community</b> Not available on Public Holidays	Rental.	<i>Half day (4 hours)</i>	52.00	53.00
		<i>Full day.(10am - 5pm)</i>	110.00	112.00
		<i>Evening (After 5pm)</i>	151.00	POA
		<i>Weekend</i>		POA

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

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

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

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

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



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

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

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

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

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

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

# Latrobe City Council



## Draft RATING STRATEGY

2019-20





# LATROBE CITY COUNCIL

## Rating Strategy 2018-2019

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LATROBE CITY

## Introduction

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

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

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

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

## Executive Summary and Recommendations

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

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

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

This proposed strategy recommends that Council adopts the following approach to rating for 2018/19.

## DRAFT RATING STRATEGY 2019-20

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

LATROBE CITY



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## What is a Rating Strategy and why have one?

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

### What is a Rating Strategy?

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

### The importance of a rating strategy

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

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

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



## Rating – the Legislative Framework

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

### 2.1 LEGISLATIVE FRAMEWORK

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

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

### 2.2 CONSIDERATION OF EQUITY

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

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

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

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

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

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

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

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

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

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

## LATROBE CITY

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

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

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

### What Rates and Charges may a Council declare?

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

- General Rates under section 158;
- Municipal Charges under section 159;
- Service Rates and Charges under section 162; and
- Special Rates and Charges under section 163.

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

### Valuation Methodology available to Council

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

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

### Declaring Rates and Charges

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

- the amount which Council intends to raise by way of general rates, municipal charges, service rates and service charges;
- whether the general rates will be raised by application of –
  - a uniform rate; or
  - differential rates (if Council is permitted to do so under section 161(1) of the Act; or
  - urban farm rates, farm rates or residential use rates (if Council is permitted to do so under Section 161A of the Act).

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





## Understanding the rating framework at Latrobe City Council

Latrobe City Council currently applies the Capital Improved Valuation method of valuation in order to levy its rates. Council applied three differential rating categories for 2017/18.

Council rates are calculated as follows:

Rate in the dollar X Property Value = Council rates

As an example the "rate in the dollar" for a residential occupied property valued at \$300,000 in 2017/18 would be \$1,426.67

(\$300,000 X 0.00475557 = \$1,426.67) plus municipal charge, waste charges and State Government charges

### RATING CATEGORIES 2018/19 YEAR

2018/19 RATING CATEGORY	NO. OF RATING UNITS	CAPITAL IMPROVED VALUE	RATES REVENUE
Residential	34,952	\$9,109,869,000	\$42,458,388
Commercial	1,765	\$1,328,675,000	\$6,192,559
Industrial	921	\$493,516,001	\$2,300,131
Farm	1,061	\$731,705,000	\$2,557,697
Derelict Buildings	9	\$2,380,000	\$33,277
Recreational & Cultural Lands A	11	\$23,135,000	\$30,700
Recreational & Cultural Lands (Gaming)	4	\$18,923,000	\$52,917
<b>Total Rateable Properties</b>	<b>38,723</b>	<b>\$11,708,203,001</b>	<b>\$53,625,669</b>

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

RATING CATEGORY	2017/18 RATE IN \$	2017/18 RELATIVE TO GENERAL	2018/19 PROPOSED RATE IN \$	PROPOSED 2018/19 RELATIVE TO GENERAL
Residential	0.00468373	1.00	0.00466070	1.00
Commercial	0.00468373	1.00	0.00466070	1.00
Industrial	0.00468373	1.00	0.00466070	1.00
Farm	0.00351280	0.75	0.00349553	0.75
Derelict Buildings	0.01405120	3.00	0.01398212	3.00
Recreational & Cultural Lands A	Various	Various	Various	Various
Recreational & Cultural Lands (Gaming)	0.00281024	0.60	0.00279642	0.60

## LATROBE CITY

UNDERSTANDING THE RATING FRAMEWORK AT LATROBE CITY COUNCIL  
 RATING CATEGORIES 2018/19 YEAR  
 (Continued)

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

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

CHARGE DESCRIPTION	NUMBER OF SERVICES	PROPOSED UNIT RATE 2018/19	ESTIMATED TOTAL INCOME 2018/19
Garbage Charge-120L	32,740	\$225.00	\$7,366,570
Garbage Charge-240L	1,178	\$332.00	\$391,229
Garbage Charge-240L-Special	1,237	\$256.00	\$316,672
Recycle	35,241	\$77.00	\$2,713,576
Green Waste	32,124	\$50.00	\$1,606,208
Landfill Levy	35,150	\$21.30	\$748,689
<b>TOTAL</b>			<b>\$13,142,944</b>

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

CHARGE DESCRIPTION	NUMBER OF SERVICES	PROPOSED UNIT RATE 2018/19	ESTIMATED TOTAL INCOME 2018/19
Municipal Charge	38,337	\$140.00	\$5,367,180





## Determining which valuation base to use

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

They are:

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

### 4.1 CAPITAL IMPROVED VALUE

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

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

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

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

#### Advantages of using CIV

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

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

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

#### Disadvantages of using CIV

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

### 4.2 SITE VALUE

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

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

#### Advantages of Site Value

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

#### Disadvantages in using Site Value

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



## LATROBE CITY

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

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

### 4.3 NET ANNUAL VALUE

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

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

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

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

### 4.4 SUMMARY

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

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





## Determining the Rating System - Uniform or Differential?

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

### 5.1 UNIFORM RATE

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

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

### 5.2 DIFFERENTIAL RATES

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

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

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

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

### Advantages of a differential rating system

The perceived advantages of utilising a differential rating system are:

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

### Disadvantages of Differential Rating

The perceived disadvantages in applying differential rating are that:

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

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## What Differential Rates should be applied?

### 6.1 GENERAL RATE

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

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

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

### 6.2 FARM RATE

Council currently has 1,061 farm assessments.

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

Farm properties represent 2.7% of Council's assessments, contributing 4.8% of rate revenue. Council recognises their responsibility to ensure that the farm rate is enjoyed by deserving ratepayers. The problem arises in identifying "genuine" farms, as opposed to "hobby farms".

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

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

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

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

In summary, it is Council's opinion that:

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

### 6.3 DERELICT PROPERTIES

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

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

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

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

and

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

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

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

### 6.4 RETIREMENT VILLAGES

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

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

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

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

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## Cultural & Recreational Land:

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

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

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

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

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

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

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

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

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

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

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





## Special Rates & Charges

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

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

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

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

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



## Municipal Charge

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

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

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

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



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## Service Rates and Charges

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

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

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

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

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## EPA Levy Charge

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

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

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

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



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## Rate Payment Options

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

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

The current profile of rate payments shows a reasonably steady history over the last four years of approximately 60% of council's 38,723 ratepayers paying by the traditional means of instalments or annual payments with the balance being either agreed payment arrangements or other non-agreed payment arrangements.

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

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

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

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

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

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

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

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



# Latrobe City Council

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

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# CITY DEVELOPMENT

**14. CITY DEVELOPMENT**

**Agenda Item: 14.1**

**Agenda Item: Animal Welfare Advisory Committee Terms of Reference**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Improve the amenity and accessibility of Council services.**

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Adopts the Animal Welfare Advisory Committee Terms of Reference as detailed in Attachment 1; and**
- 2. Appoints Cr. \_\_\_\_\_ and Cr. \_\_\_\_\_ to the Animal Welfare Advisory Committee; and**
- 3. Proceed with an Expression of Interest process to fill community representative positions on the Animal Welfare Advisory Committee.**

**MOTION**

**Moved: Cr O'Callaghan**

**Seconded: Cr Gibson**

**That Council:**

- 1. Amends the Term of Reference to read: 2 Latrobe City Council Officers (ex officio);**
- 2. Adopts the amended Animal Welfare Advisory Committee Terms of Reference see Attachment 1;**
- 3. Appoints Cr. O'Callaghan and Cr. Gibson to the Animal Welfare Advisory Committee; and**
- 4. Proceed with an Expression of Interest process to fill community representative positions on the Animal Welfare Advisory Committee.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

At the Ordinary Council Meeting of 5 November 2018 Council requested, in part, that a further report be presented to Council on the establishment of a reference group to advise Council on animal welfare and management issues.

Attached is a draft of the proposed Terms of Reference for the Animal Welfare Advisory Committee for consideration.

**Background:**

During a review of the Morwell Pound operations during 2018, a number of community members who were directly contacted provided feedback about the operations of the service.

In some cases, there was a perception of a “closed door” approach which left some community members and 84Y agreement holders (volunteer foster care providers) questioning the appropriate level of care being provided for the animals in the pound.

To address these perceptions, a recommendation is now presented to Council to create an Animal Welfare Advisory Committee comprising of up to 9 members being:

- (a) up to 2 Councillors;
- (b) up to 4 representatives from the community who may be appointed as individuals or as representatives of local community organisations;
- (c) 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
- (b) 2 Latrobe City Council Officers.

The intention of this committee is to hear from community members that are invested in the welfare of animals within our community and support them to provide direct feedback to the Animal Management team and Council. This feedback may be about issues in relation to operations of the Pound service or questions or concerns about the retrieval or adoption process.

The committee will also be engaged to support the delivery of the Domestic Animal Management Plan (DAMP) yearly actions and participate in the review of the DAMP due in 2021.

**Issues:**

*Strategy Implications*

Ensuring that Council committees exist and function for the right reasons, that there is a proper reason for them to continue and that they are appropriately structured is consistent with several of the goals in the Council plan. These are:

- Open, transparent and responsible – ensuring that committees, specifically special committees, comply with the requirements of the Act.
- Connected community – committees provide a way in which members of the community can participate and contribute to the overall wellbeing of the community by maintaining and ensuring that community facilities are available for use.

### *Communication*

If adopted, the ToR will be made available to the community during the process of inviting interested parties to apply to be on the committee.

### *Financial Implications*

It is not expected that there will be any additional costs to Council for adopting the approach identified in the proposed resolution. Costs are also incurred for advertising involved with the expression of interest process for community representatives and for officer level support but these are costs already within relevant budgets.

### *Risk Analysis*

It is essential that Council committees are appropriately appointed and authorised and that their activities are monitored by Council. Inadequate monitoring of committees, the way in which they operate and the functions that they undertake can be a risk to Council.

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
The Committee may act outside the Terms of Reference.	3	Councillor to chair meetings and clearly outline purpose and intent of the committee.
Reputational risk if committee is not established.	3	Ensure Council resolution of 5 November 2018 is implemented.

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

### *Legal and Compliance*

There are no legal implications of this report as the proposed committee is of an advisory nature only with no delegated decision making powers.

### *Community Implications*

*The Local Government Act 1989* (the Act) contains detailed requirements for special committees of Council which are effectively an extension of the Council. They may

be delegated some functions and powers of the Council and for that reason, meetings are required to operate in the same way as Councils (requirements for open meetings, keeping minutes, disclosure of interests).

Requirements applying to advisory committees which carry out limited functions (research, engagement, providing advice/feedback etc) are not specifically applied under the Act, but good governance practices necessitate that their functions are kept under review, their terms of reference remain relevant and appropriate and that and that they act within these.

Most of the operating documents of the committees require that there be community representation or group representation on them. Community representatives are usually appointed following an expression of interest.

#### *Environmental Implications*

No direct environmental impacts have been identified.

#### *Consultation*

Further community engagement, other than that achieved through the direct conversations with nominated representatives of local 84Y agreement holders (volunteer foster care providers), veterinary specialists and pet shops owners is not considered necessary at this point.

#### **Declaration of Interests:**

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

#### **Supporting Documents:**

Nil

#### **Attachments**

1 [↓](#). Animal Welfare Advisory Committee Terms of Reference (draft)

## **14.1**

### **Animal Welfare Advisory Committee Terms of Reference**

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# Animal Welfare Advisory Committee

## *Terms of Reference*







## CONTENTS:

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2. **Objectives**
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  - Length of appointment
  - Selection of members and filling of vacancies
  - Co-option of members
  - Attendance at meetings
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  - Minutes
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6. **Authority and Compliance Requirements**



## 1. Establishment of the Committee

- 1.1 The Animal Welfare Advisory Committee (“the Committee”) is a formally appointed Advisory Committee of Latrobe City Council (“Council”) for the purposes of the *Local Government Act 1989* (“the Act”).
- 1.2 The Committee is an advisory committee only and has no delegated decision making authority.
- 1.3 The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

## 2 Objectives

- 2.1 The Committee’s primary role is to provide advice, information and feedback to the Council in relation to the functions described in these Terms of Reference.
- 2.2 The Committee will:
  - (a) provide advice to Council on domestic animal management matters including ways in which animal welfare can be continuously improved in the Council pound.
  - (b) assist with the review of Council’s Domestic Animal Management Plan and provide advice on the implementation of actions in the Domestic Animal Management Plan;
  - (c) review progress of the actions in the Domestic Animal Management Plan; and
  - (d) assist in promoting a positive view on options of responsible pet ownership and investigate, provide advice and recommendations relevant to programs that achieve this.
- 2.3 The Committee will undertake any other activities relating to these Terms of Reference or as requested by Council.
- 2.4 The Committee may establish sub committees to undertake specific tasks allocated to it by the Committee but any such subcommittee has no delegated power or authority and is limited in its role to the task allocated.

## 3 Membership

### Composition of the Committee

- 3.1 The Committee will comprise of up to 9 members being:
  - (a) up to two Councillors;
  - (b) up to four representatives from the community who may be appointed as individuals or as representatives of local community organisations;



- (c) One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
- (d) Two Latrobe City Council Officers.

Length of appointment

- 3.2 While a Committee will be in place for as long as the Council sees fit, the term of appointment of members will be for three years.
- 3.3 Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.

Selection of members and filling of vacancies

- 3.4 Council will determine the membership of a Committee following expressions of interest received from members of the community and nominations received from community groups.
- 3.5 The Committee may fill any vacancies that occur within the period of appointment, subject to the approval of the General Manager City Development and endorsement of Council. Where a vacancy is filled in this way, the appointment is limited to the remainder of the period of the original appointment.

Co-option of members

- 3.6 With the approval of the Chair, organisational representatives may co-opt a temporary member to fulfil their duties and attend meetings.
- 3.7 With the approval of the Chair, the Committee may invite other individuals to participate in the proceedings of the Committee on a regular or an occasional basis and including the proceedings of any sub-committees formed.

Attendance at meetings

- 3.8 All Committee members must attend each meeting.
- 3.9 A member who misses two consecutive meetings without a formal apology may have their appointment revoked by Council.

Resignations

- 3.10 All resignations from members of the Committee must be submitted in writing to the General Manager City Development, Latrobe City Council, PO Box 264, Morwell VIC 3840.

**4 Proceedings**

Chair

- 4.1 The nominated Councillor will Chair the meetings.



- 4.2 If that Councillor is not able to attend the meeting, the alternate Councillor appointed by the Council must chair the meeting.
- 4.3 If neither Councillor is available, or if no alternate Councillor has been appointed by the Council, the members may nominate a replacement from the Committee members present to chair the meeting.

#### Meeting schedule

- 4.4 The Committee must hold three meetings during a 12 month period on such dates as the Chair appoints with the first meeting of the Committee to be held within one month of the Committee's appointment.
- 4.5 The duration of each Committee meeting should generally not exceed two hours.
- 4.6 Meetings of the Committee will be held once every four months or as may be deemed necessary by Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held if required.

#### Meeting procedures

- 4.7 Meetings will follow standard meeting procedures as established in any guidance material and outlined in these Terms of Reference for Advisory Committees (See Appendix 1 for the agenda template).
- 4.8 All Committee meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.
- 4.9 All recommendations, proposals and advice must be directed through the Chair.

#### Quorum

- 4.10 A majority of the members constitutes a quorum.
- 4.11 If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting will be adjourned.

#### Voting

- 4.12 There will be no official voting process, but if a formal decision is required to enable an Advisory Committee position to be submitted to Council, all members will have equal voting rights. Majority and minority opinions will be reflected in Advisory Committee minutes.

#### Minutes of the Meeting

- 4.13 The Chair must ensure that minutes of each meeting are kept and are 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 Committee (See Appendix 2 for the minutes template).



- 4.14 Where this meeting is also considered an Assembly of Councillors under the *Local Government Act 1989*, an Assembly of Councillors record must also be submitted in accordance with the requirements of that Act.
- 4.15 The minutes must be stored in the Latrobe City Council corporate filing system (currently ECM electronic document and records management system).
- 4.16 The agenda must be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.17 A copy of the minutes must be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

#### Reports to Council

- 4.18 With the approval of the Chair, a report to Council may be tabled on the Committee's progress towards the objectives included in this Terms of Reference.
- 4.19 Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20 Reports to Council will be co-ordinated through the General Manager City Development

### **5 Review of Committee and Duration of the Committee**

- 5.1 The Committee will cease to exist by resolution of the Council or once the objectives in clause 2 can be demonstrated as having been met, whichever occurs first.
- 5.2 A review of the Committee 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 Committee members, management and any other stakeholders, as determined by Council.
- 5.4 The review must consider:
  - (a) the Committee's achievements;
  - (b) whether there is a demonstrated need for the Committee to continue; and
  - (c) any other relevant matter.

### **6 Authority and Compliance Requirements**

- 6.1 The Committee is a consultative committee only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2 The Committee must comply with the Assembly of Councillor provisions provided for in *the Act*.



- 6.3 Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



## Appendix 1: Agenda Template



<b>[Name] Advisory Committee</b>			
Meeting Day, XX Month Year Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm Location: (include specific meeting room and address)			
<small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small>			
AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	<b>Welcome &amp; introduction</b>	Chair	N/a
2.	<b>Apologies</b>	All	
3.	<b>Declarations of Interest</b> <i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>	All	
4.	<b>Confirmation of Minutes</b> <i>Confirmation of the previous minutes of the meeting.</i>		
5.	<b>Matters arising from previous meeting</b> <i>Review of action progress from previous meetings</i>	All	
6.	<b>Items for Consideration</b> <i>Matters being presented for discussion in accordance with the terms of reference</i> • • • •		
7.	<b>General Business</b> • • •	All	



**Appendix 2: Minutes Template**



**[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 >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
1.	<b>Present</b>		
2.	<b>Apologies</b>		
3.	<b>Interest Disclosures</b>		
	<p><i>Members of the Committee declare any Conflicts of interest or Interests in matters discussed at the meeting.</i>                      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>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,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 >

*NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.*

No.	Item	Responsible Person	Timeframe
4.	<b>Confirmation of Minutes</b>		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	<b>Matters arising from previous meeting</b>		
	<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.	<b>Items for Consideration</b>		
	<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): •		



**[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 >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
	3. Item Heading Action(s): •		
<b>7.</b>	<b>General Business</b>		
	<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): •		

**Next Meeting:** <Provide details of the next meeting date, time and location>.



**Agenda Item:** 14.2

**Agenda Item:** Domestic Wastewater Management Plan 2019

**Sponsor:** General Manager, City Development

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

**Status:** For Decision

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Law

**That Council:**

- 1. Endorse the 2019 Domestic Wastewater Management Plan; and**
- 2. Make the plan available on Council's website and at all Council service centres.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Latrobe City Council first developed their Domestic Wastewater Management Plan (DWMP) in 2006. Since then there has been significant changes to legislation and technology around wastewater management. The 2019 DWMP has been developed to take these changes into account.

Domestic wastewater contains high levels of bacteria and viruses, as well as high levels of phosphorus and nitrogen. Poorly managed wastewater poses a serious risk to both public health and the environment.

The DWMP outlines how Council will:

- identify, assess and manage cumulative risks in relation to onsite domestic wastewater systems;
- support appropriate development of land where reticulated sewer is not available within the municipality;
- identify existing unsewered allotments which do not retain wastewater on site or are not capable of preventing the discharge of wastewater beyond allotment boundaries; and
- minimises impacts on groundwater beneficial uses for inclusion in the domestic wastewater management plan.

The plan gives guidance in to relation potential costs and options for potential solutions to prevent discharge of wastewater beyond allotment boundaries, as well as outlining a wastewater compliance assessment and appropriate enforcement options for on-site domestic wastewater systems in accordance with the plan.

Reference has been made to the Guidelines for Planning Permit Applications in Open, Potable Water Supply Catchments, the EPA Code of Practice: On-site Wastewater Management (2016) and the current review of the State Environment Protection Policy (Waters of Victoria).

This report is seeking Council endorsement of the 2019 DWMP.

### **Background:**

Council is responsible under the Environment Protection Act (1970) for the approval of on-site wastewater management systems ('septic systems'). This includes the approval of alterations to existing systems and consideration of wastewater management risks associated with new unsewered development. The Latrobe Planning Scheme and Victorian Planning Provisions include reference to the relevant provisions of the Environment Protection Act and require consideration of the capability to contain wastewater within property boundaries when approving new development.

Council are required to ensure existing on-site systems to not adversely impact on human health or the environment under the Health and Wellbeing Act (2008) and State Environment Protection Policy (Waters of Victoria).

Council are required to prepare a Domestic Wastewater Management Plan (DWMP) under the State Environment Protection Policy (Waters of Victoria). This DWMP must assess wastewater systems (often referred to as on-site wastewater or septic tank) that generate less than 5000L of wastewater per day, the risks in the municipality in relation to management of wastewater systems and develop prioritised actions to address potential impacts.

Specifically, Council are required to identify properties where wastewater is discharging off-site and develop actions to prevent this discharge from occurring.

The DWMP includes on-site wastewater hazard mapping that identifies the risk associated with on-site wastewater management on each property based on land capability and lot size.

In September 2018 the Victorian Auditor General's Office (VAGO) released the report titled Managing the Environmental Impact of Domestic Wastewater . This audit focused on two metropolitan councils and water authorities as case studies, however, many of the outcomes are relevant state wide. Key outcomes included:

- an overly complex, onerous and duplicative regulatory framework;
- a continued lack of clarity around roles and responsibilities;
- regulatory barriers and gaps in governance and approval processes are hindering the timely implementation of alternative management approaches to sewer;
- regulatory tools that do not adequately drive property owners' compliance with planning permits and legislation;
- significant information gaps across a whole range of important on-site wastewater management strategies;
- lack of a consistent, robust and transparent risk assessment process;
- lack of systematic inspection / oversight program; and
- councils not being held to account for their role in domestic wastewater management.

**Issues:**

*Strategy Implications*

Managing wastewater systems to ensure poorly treated effluent doesn't impact on the lives of those living and working within the municipality, as well as protecting the environment will improve the liveability and connectedness of those working and living within Latrobe City.

A number of Council strategies identify how future development of land within Latrobe City are supported with appropriate wastewater management, including;

- implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City; and
- provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.

*Communication*

Using Latrobe City's Community Consultation Toolkit:

- Five community engagement meetings were held;
  - o Traralgon South, Tyers and Traralgon
  - o Forty three people attended the five engagement meetings with a couple of people attending two sessions to obtain clarification on details within the draft DWMP
- Broader community feedback was invited through Council website; and

- Written submissions were received on the recommendations within the draft DWMP.

Refer to the attached table of written submissions and responses for those issues raised for further clarification (attachment 2 and on page 75 of the 2019 DWMP).

### *Financial Implications*

Previous investigations and engagement with Gippsland Water and the EPA have indicated the viability of a more traditional water authority managed reticulated sewerage scheme are limited for any towns and areas within Latrobe City at this stage. As such a key component of the draft DWMP looks at alternative funding, delivery and management models that have a realistic chance of achievement, to ensure future unsewered development is safe and sustainable (Planning and Septic Tank Approval Process).

There are a number of other localities where on-site containment can be achieved subject to management of constraints. Some examples include Yallourn North, Glengarry North, Moe South, Hernes Oak and other areas. Constraints include soil, incised watercourses (watercourses formed in through gully erosion) and soils with poor suitability for effluent land application. In addition to this, the LCC's Rural Land Use Strategy (draft) currently identifies a number of areas for potential Rural Living zones for consideration.

The management of the DWMP, including the education and compliance processes associated with the issuing or permit approvals can be undertaken within current budget operations.

Applications to install or alter septic systems occurs through permit system where the application is assessed for approval or rejection following site visit to ensure compliance with the Environment Protection Act 1970. Property owners and plumbers can be issued an infringement notice for failing to apply for a permit or failing to maintain the septic system as per the permit issued by Council.

For smaller townships, such as Tyers and Traralgon South, where the development of these townships is limited through the reliance on septic tank treatment systems the DWMP will be used by the Water Authorities to identify high priority areas where wastewater solutions or extension of reticulated sewer services is critical, as well as to source State and Federal funding, as well as be used.

### *Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Offsite discharge into waterways and neighbouring property	4	Implementation of DWMP and introduction of compliance program to ensure systems are being managed in accordance with permit conditions. Implementation of property

		owner education program will highlight the risks associated with poorly managed systems both in relation to environment and public health; and in relation to possible costs for property owners in relation to rectification works.
Nuisance (odour, amenity) where poorly managed systems present	5	Implementation of DWMP and associated education and compliance programs will identify failing or poorly managed systems and ensure property owners undertake appropriate maintenance or rectification works to minimise the nuisance events.

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

### *Legal and Compliance*

The Environment Protection Act 1970 designates Council as the Responsible Authority for the issuing of permits for septic tank systems treating less than 5000 litres per day. It also outlines the responsibilities of property owners in complying with permit conditions to manage septic tank wastewater systems to minimise the risk to public health and the environment. Under the Public Health and Wellbeing Act 2008 Council has a duty to remedy, as far as is reasonably possible, all nuisances existing in its municipality. Nuisances may arise from premises, water, refuse, noise or emission or activity.

Latrobe City should implement an appropriate DWMP to ensure that approved septic tank wastewater systems are being maintained in line with the permit conditions to minimise the risk to public and environmental impacts.

### *Community Implications*

The community implications as a result of the Plan are as follows:

- Improved understanding for property owners where a septic tank wastewater system is located will be gained through the roll out of the education program that forms part of the draft 2018 DWMP.
- Improved property development outcomes for landowners where planning and environmental health controls identify appropriate land development within the municipality.

- Latrobe City will have more transparent processes in relation to wastewater management and compliance implications for property owners where septic tanks are located.
- Identification of properties where mains reticulated sewer or other novel small town wastewater treatment systems may allow for development of land to occur which had previously been restricted due to being located outside of a reticulated sewer district.

#### *Environmental Implications*

Improvement in amenity and public and environmental health standards within the municipality through:

- reduction of pollution of land and waterways;
- reduction of weed growth through the reduction of nitrogen and phosphorous entering land and waterways; and
- reduction in odour emissions from poorly managed septic tank wastewater systems.

#### **Declaration of Interests:**

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

#### **Supporting Documents:**

Nil

#### **Attachments**

1. [2019 Domestic Wastewater Management Plan](#)
2. [DWMP 2019 Community Consultation Table](#)



## **14.2**

### **Domestic Wastewater Management Plan 2019**

<b>1</b>	<b>2019 Domestic Wastewater Management Plan .....</b>	<b>186</b>
<b>2</b>	<b>DWMP 2019 Community Consultation Table.....</b>	<b>268</b>



DECENTRALISED WATER CONSULTING

## Latrobe City Domestic Wastewater Management Plan

Public Draft Prepared for Latrobe City Council





**LatrobeCity**  
*a new energy*

8/03/2019

**DOCUMENT CONTROL SHEET**

Decentralised Water Australia Pty Ltd trading as Decentralised Water Consulting  Unit 2, 12 Channel Rd MAYFIELD WEST NSW 2304 0408 023 265 <a href="mailto:enquires@decentralisedwater.com.au">enquires@decentralisedwater.com.au</a>	Document	R.0193.002.03_Latrobe_DWMP_V4_Publicdraft
	Title	Latrobe City Domestic Wastewater Management Plan
	Project Manager	Ben Asquith
	Author(s)	Ben Asquith, Jack Sharples, Deni Hourihan
	Client	Latrobe City Council
	Client Contact	Robyn Duffy
	Client Reference	

**REVISION / CHECKING HISTORY**

Revision History	Date	Checked By		Issued By	
0	17 July 2018	JS		BAA	
1	6 Sept 2018	BAA		JS	
2	8 Nov 2018	BAA		JS	
3	8 Mar 2019	BAA		JS	

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The outcomes and recommendations contained in this report may have relied upon a range of information and data sources including information and discussions with the client, field investigations (limited to those described in this report), publicly available information and other sources. DWC have not verified the accuracy of third party data and any inaccuracies or inadequacies may influence the accuracy of our findings. Similarly, both the inherent variability of environmental and ground conditions and the passage of time can lead to changes in ground conditions and other factors which may affect the accuracy of our findings. The Client should seek advice from DWC on the accuracy of findings after more than six months has passed or where changes in relevant conditions are known to have occurred. Data and information collected during field investigations should not be taken as accurate and complete for all depths and locations across the site.

The report and services have been completed in accordance with relevant industry standards, guidelines and government legislation as of the date of publication unless stated otherwise. Where an engineering design is included, this design has been based on site and construction plans as provided by the Client and/or their representative and documented in the report. DWC accepts no liability for the impact of any changes to site conditions and / or building layout and extents on our design where DWC were not notified of the changes prior to completing our services. Additional costs may be incurred where work has already been completed.

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PUBLIC DRAFT

## 1 Introduction

Latrobe City Council ('Council') are responsible for the approval and on-going oversight of on-site wastewater management systems (traditionally described as 'Septic Tanks' and more recently described as 'On-site Systems') within the municipality. On-site systems are the traditional method for managing sewage and other forms of wastewater on properties that are not connected to a Gippsland Water reticulated (or town) sewerage system. They are also the preferred method of wastewater management for new developments in Low Density Residential (4,000 m<sup>2</sup>), Rural Living and Rural land use zonings.

When designed, constructed and operated correctly, on-site systems can provide a safe, cost effective and sustainable wastewater management service. Unfortunately, not all on-site systems meet community expectations in this regard. This can occur due to a variety of factors including;

- Topography, soil and climate constraints (land capability constraints);
- Small lot size associated with older subdivisions;
- Older septic systems that discharge sewage off-site; and
- A lack of management and maintenance.
- Septic systems incorrectly installed; and
- Wastewater load exceeding septic system capacity.

In some circumstances the impact of failing on-site systems can be significant, particularly with regards to risk to human health. Under the State Environment Protection Policy (Waters of Victoria or 'WOV') Council are required to prepare and implement a Domestic Wastewater Management Plan (DWMP). The SEPP (WOV) requires a DWMP to identify and prioritise wastewater risks in a municipality and develop actions to manage those risks.

### 1.1 Purpose

This is the second revision of the Latrobe City DWMP which coincides with a recent update of the EPA *Code of Practice: On-site Wastewater Management* (2016) and a current review of the SEPP (WOV). In the twelve years since the initial DWMP, there have also been a range of new technologies and approaches to on-site wastewater management.

The primary purpose of this DWMP is to:

- identify, assess and manage cumulative risks of onsite domestic wastewater systems discharging waste beyond allotment boundaries;
- engage with the EPA and Gippsland Water to identify existing unsewered allotments which do not retain wastewater on site or are not capable of preventing the discharge of wastewater beyond

allotment boundaries, or preventing impacts on groundwater beneficial uses for inclusion in the domestic wastewater management plan; and

- identify, cost, prioritise and evaluate options to —
  - provide solutions to prevent discharge of wastewater beyond allotment boundaries; and
  - provide for the compliance assessment and enforcement of on-site domestic wastewater systems in accordance with the plan; and
  - where applicable have regard to the Guidelines for Planning Permit Applications in Open, Potable Water Supply Catchments and any relevant guidelines authorised by the EPA.

PUBLIC DRAFT



## 2 What do Residents need to know about this Plan?

- Council are required to prepare a Domestic Wastewater Management Plan (DWMP) under the State Environment Protection Policy (Waters of Victoria). This DWMP must assess domestic wastewater (often referred to as on-site wastewater or septic tank) risks in the municipality and develop prioritised actions to address potential impacts.
- Specifically, Council are required to identify properties where wastewater is discharging off-site and develop actions to prevent this discharge from occurring.
- This DWMP includes on-site wastewater hazard mapping that identifies the risk associated with on-site wastewater management on each property based on land capability and lot size.
- Investigations have also involved an evaluation of existing septic tanks and other on-site systems to identify high risk townships and areas.
- Tyers and Traralgon South are the two main areas identified as in need of improved or potentially alternative wastewater management strategies.
- There are a small number of additional isolated lots that may also pose a risk of off-site discharge and should be investigated to confirm.
- The majority of unsewered areas in Latrobe are moderately well suited to on-site wastewater management subject to meeting the requirements of the EPA Code of Practice for On-site Wastewater Management.
- Domestic Wastewater Management Planning has included an evaluation of existing and potential future lot sizes in unsewered residential areas in conjunction with the broader (draft) Rural Land Use Strategy.
- The outcomes suggest that the proposed Rural Living Zone changes contained in the Draft Rural Land Use Strategy are appropriate in the context of domestic wastewater management provided some site specific investigations are completed for any potential future Rural Living zoned land.
- It is recommended that higher levels of scrutiny are applied to proposed unsewered developments proposing new allotments that are less than one hectare in size. The presence of constraints such as slope, gullies and watercourses can increase risk and limit options on lots below this size.
- The DWMP proposes a set of "Minimum Standards" for Land Capability Assessment and design information that needs to be submitted with Septic Tank or Planning Permits in unsewered areas classified as high risk.
- The DWMP also recommends that consideration be given to potential funding mechanisms for increased on-going oversight of on-site wastewater management system compliance.

### 3 Background

Council is responsible under the *Environment Protection Act (1970)* for the approval of on-site wastewater management systems ('septic systems'). This includes the approval of alterations to existing systems and consideration of wastewater management risks associated with new unsewered development. The *Latrobe Planning Scheme* and *Victorian Planning Provisions* include reference to the relevant provisions of the *Environment Protection Act* and require consideration of the capability to contain wastewater within property boundaries when approving new development.

Council are also required to ensure existing on-site systems to not adversely impact on human health or the environment under the *Health and Wellbeing Act (2008)* and *State Environment Protection Policy (Waters of Victoria)*. This has historically proven to be a challenging outcome for local councils to achieve due to constraints in the ability to resource oversight and enforce upgrades to failing or inappropriate systems.

#### 3.1 Victorian Context

The following legislation is relevant to Domestic Wastewater Management in Victoria and has been considered in the development of this plan.

- Local Government Act 1989;
- Environment Protection Act 1970;
- Water Act 1989;
- Safe Drinking Water Act 2003 and Regulation 2005;
- Planning and Environment Act 1987;
- Public Health and Wellbeing Act 2008;
- State Environmental Protection Policy (Waters);
- Catchment and Land Protection Act 1994; and
- Victorian Building Regulations 2006.

The State Environment Planning Policy (SEPP) *Waters of Victoria* has recently undergone a review and has recently been gazetted (now known as SEPP – Waters). Therefore there is a need to review the domestic wastewater management elements of the SEPP in relation to Latrobe municipality. This review involves a consolidation of the current SEPP (Waters of Victoria) and SEPP (Groundwaters of Victoria).

The design, operation and management of on-site systems are supported by a number of standards and guidelines. Namely:

- EPA Code of Practice – Onsite Wastewater Management, Publication 891.4 (2016);

- MAV Land Capability Assessment Framework (2014) – replacing EPA Publication 746.1;
- AS/NZS 1547:2012 Onsite Domestic Wastewater Management (updated since last DWMP);
- AS/NZS 3500:2003 Plumbing and Drainage; and
- Guidelines – Planning Permit Applications in Open, Potable Water Supply Catchment Areas (DSE, 2012) – released since last DWMP.

Note: Since July 2016 EPA no longer award a Certificate of Approval to individual on-site wastewater systems. EPA now approves four system types in line with Australian Standards;

- AS/NZS 1546.1 Septic tanks
- AS/NZS 1546.2 Waterless composting toilets
- AS/NZS 1546.3 Aerated wastewater treatment systems
- AS/NZS 1546.4 Domestic greywater treatment systems (draft)

Council Officers can only approve the installation of an on-site wastewater system that is certified to comply with the relevant Australian Standard by an accredited conformity assessment body (CAB). As part of a permit application to council, the applicant will need to include a copy of the certificate of conformity from a CAB.

### 3.1.1 VAGO Audit of Domestic Wastewater Management

In September 2018 the Victorian Auditor General's Office (VAGO) released the report titled *Managing the Environmental Impact of Domestic Wastewater*. This audit focused on two metropolitan councils and water authorities as case studies. However, many of the outcomes are relevant state wide and specifically to Latrobe City Council. Key outcomes included.

- an overly complex, onerous and duplicative regulatory framework
- a continued lack of clarity around roles and responsibilities
- regulatory barriers and gaps in governance and approval processes are hindering the timely implementation of alternative management approaches to sewer.
- regulatory tools that do not adequately drive property owners' compliance with planning permits and legislation
- significant information gaps across a whole range of important on-site wastewater management strategies
- lack of a consistent, robust and transparent risk assessment process.
- Lack of systematic inspection / oversight program
- councils not being held to account for their role in domestic wastewater management.

These outcomes coincided with the changes to the SEPP requiring councils to address some of these issues. The DWMP Risk Assessment and developed Action plan have been described and incorporated into the documents.

### 3.2 Domestic Wastewater Management in Latrobe City

Consideration has been given to the following LCC plans and policies during this DWMP review.

- Latrobe 2026: The Community Vision for Latrobe Valley
- Latrobe City Council Plan 2017-2021
- Strategic Resource Plan 2018 – 2022
- Living Well Latrobe – Municipal Public Health and Wellbeing Plan (2017-2021).

### 3.3 Land Use Planning Context

The Latrobe Planning Scheme is currently under a broadscale review as part of the Live Work Latrobe Planning Scheme Amendment (C105).

Live Work Latrobe strategy is a land use policy aimed at creating greater employment and investment opportunities and ensuring sufficient housing and development for the future of Latrobe. It consists of the following strategies;

- Rural Land Use Strategy
- Housing Strategy
- Industrial and Employment Strategy

Live Work Latrobe strategy is a key strategic planning document which aims to identify where growth will be targeted into the future. This includes growth and development within Rural Living Zone (RLZ) which is key planning zone across Latrobe municipality. LCC are currently in the processing of consolidating the RLZ subdivision minimum lot areas which currently consist of the following;

- Schedule 1 – 4,000m<sup>2</sup>
- Schedule 2 – 1 hectare
- Schedule 3 – 2 hectare
- Schedule 4 – 4 hectare
- Schedule 5 – 5 hectare
- Schedule 6 – 8 hectare

The current intention is to reduce to only three minimum lot sizes (consolidated to Schedules 3, 4, 6) starting at 2 hectare minimum lot area. Schedule 2 (1 hectare) will be incorporated into the Low Density Residential Zone (LDRZ).

Bushfire Management Overlay (BMO) is a constraint across a large proportion of Latrobe municipality, which has potential impacts for on-site wastewater management systems on unsewered properties. The land capability hazard mapping (discussed in Section 5.2) provides an indication of overall constraints to on-site wastewater management and therefore provide supporting information to be considered in combination with BMO. There is not an Erosion Management Overlay (EMO) for Latrobe municipality, however slope and landslip risk (assessed on a site specific basis) is also a recognised constraint to development that can have a significant influence on the ability to contain on-site. This has been included in the onsite hazard mapping.

### 3.4 Integrated Water Management

Integrated Water Management (IWM) aims to provide a holistic and forward thinking approach to all elements of the water cycle (movement of water through its various phases) including wastewater in addition to stormwater, potable / non-potable water supply and local watercourses. The intention is for this approach to be adaptive to temporal changes over the long-term and designed in conjunction with end users (community) with a place based element to design.

The recently developed IWM Framework (DELWP, 2017) is aimed at assisting government agencies and the community in planning and implementation of these IWM concepts / options in the future. This includes the establishment of a number of new Victorian IWM Forums of which Latrobe municipality is part of (Gippsland region).

## 4 Review of 2006 Domestic Wastewater Management Plan

The 2006 DWMP was a more generalised management plan for wastewater management that was developed during early implementation of the SEPP (WoV) provisions requiring Councils to prepare Domestic Wastewater Management Plans. Furthermore, there have been significant changes in the following areas in the ensuing 12 years. On-site and decentralised wastewater management technologies and management approaches.

- Victorian and national guidelines and standards pertaining to on-site wastewater management.
- Victorian and national policy and research into Integrated Water Management and Water Sensitive development.
- The availability of funding through the Victorian Country Towns Water Supply and Sewerage Program has since ceased.

As a result, Council has decided that a wholesale review of the DWMP is warranted. The following table contains a summary of progress in implementation of the Action Plan from the 2006 DWMP.

**Table 1 Implementation Progress for the 2006 DWMP**

Action	Status	Reason
1a Tyers – “Investigate Innovative Waste Disposal Strategies”	Preferred option identified. On hold since 2008	No viable business case or delivery and management model could be identified at the time.
1b Tyers – Community Information and Education Strategy	Completed in 2008-2010	
1c Tyers – Obtain Funding for continued septic tank and environmental monitoring program.	Not pursued further.	Unable to identify a suitable funding source.
2 Development of a septic tank monitoring program for council owned properties	Partially completed.	
3. Review Domestic Wastewater Information Management System	Partially completed. Permit data now imported into system.	Still underway and on-going.
4 Development and review of operational policies and procedures	Partially completed	
5 Development of a septic tank monitoring program for Traralgon South and other priority localities	Not completed	Unable to identify a suitable funding source.
6 Review of Action Plan	Being undertaken as part of DWMP.	
7 Development of a compliance auditing regime	Not completed	Unable to identify a suitable funding source.
8 Evaluation of DWMP	Underway	

## 5 Revised Wastewater Management Risk Assessment

The risk assessment completed in 2006 was a largely qualitative evaluation based on limited available data. Best practice DWMP risk assessment involves a number of more quantitative methods to identify the presence, likelihood and magnitude of any risk factors associated with on-site wastewater management. Council have recently been actively working to review and collate Septic Tank Permit data into their Environmental Health and property databases which has improved issues around data availability.

In addition, the availability of more comprehensive Geographical Information System (GIS) data has also created opportunity for a spatial risk assessment to be undertaken. This includes consideration of cumulative impacts from both existing on-site wastewater systems and potential unsewered subdivisions.

There are two components to the DWMP Risk Assessment. The assessment has been completed using an On-site Hazard / Containment Framework developed by DWC in conjunction with Yarra Valley Water that applied the legislative and EPA Code of Practice definition and principles for on-site containment in a spatial (GIS) framework. The Framework has been modified in the context the Latrobe DWMP.

The first component is the preparation of a land capability hazard or risk map;

- to ensure future development is sustainable;
- to recognise where past development practices prevent safe and sustainable DWM; and
- to identify areas where the environment may be sensitive to DWM impacts and requires special protection.

The second component is an infrastructure based assessment (looking at existing on-site systems);

- to identify risks associated with older, inappropriate DWM technologies or approaches (such as direct off-site discharge);
- to geographically identify areas where there are a high number of off-site discharge or failing systems.

There are some areas in the municipality where both land capability constraints (such as slope, poor soils or proximity to waterways) and the presence of older off-site discharge systems combine to create significant immediate risks and place limits on the feasibility of achieving adequate levels of health and environmental protection with on-site systems. An example is the Tyers township.

The DWM risk assessment process has identified these high risk areas and developed recommended strategies for alternative wastewater management. This can range from traditional reticulated sewerage to improved / managed DWM programs.

## 5.1 Review of Available Data and Information

Data were sourced from both Latrobe City Council and the Victorian Government online data portal for undertaking the onsite hazard mapping for the Latrobe municipality. These data are summarised in the following table.

**Table 2 Summary of Available Data and Sources**

Data	Description	Source
Topographic / Elevation Data	Contours (1 and 2m) and Digital Elevation Model (DEM) points were available for sections of the LGA (no complete coverage available).  Contours and slope grid were created within QGIS based on the Vicmap 10m Digital Terrain Model (DTM) which provides consistent coverage across the entire LGA.	Victorian Government / LCC
Ortho-photography	High resolution ortho-photography tiles for the entire LCC LGA (from Feb 2017).	Latrobe City Council
Soil type (landscape) data	Soil landscape mapping for the Gippsland region (1:100,000 scale).  General soil landscape data also provided by client.	Department of Economic Development, Jobs, Transport and Resources (previously DEPI)  LCC
Watercourses (All)	State-wide watercourse (hydroline) layer – 1:25,000 scale trimmed to LGA.  Used to define both partially vegetated / rehabilitated intermittent drainage lines and permanent watercourses.	Latrobe City Council
Hydroareas (waterbodies)	State-wide waterbodies layer trimmed to LGA.  Used to define farm dams and other larger waterbodies.	Latrobe City Council
Groundwater bores	Groundwater bore locations and available data (potable / non-potable).	BoM Australian Groundwater Explorer online mapping ( <a href="http://www.bom.gov.au/water/groundwater/explorer/map.shtml">http://www.bom.gov.au/water/groundwater/explorer/map.shtml</a> )
Planning Overlay	Planning overlay used to isolate Environmental Significant Overlay (ESO), Floodways / Land Subject to Inundation and Bushfire Management Overlay (BMO).	Latrobe City Council
Bio Region Conservation Areas	Bio-conservation vegetation layer used to define environmentally significant vegetation (in combination with ESO layer).  <i>Native Vegetation - Modelled 2005 Ecological Vegetation Classes (with Bioregional Conservation Status) - NV2005_EVCBCS</i> layer utilised.	Victorian Government (online data portal)



Data	Description	Source
PROPERTY_PRIMARY_APPROVED	Cadastral boundaries for current properties across Latrobe LGA.	Latrobe City Council
Stormwater Drainage	Stormwater pipes and pits for LGA.	Latrobe City Council
Erosion Management Overlay (EMO)	Erosion Management Overlay which identifies areas in which a geotechnical assessment is required to ensure landslip is not a risk.  There is no EMO for the LGA and landslip is assessed on a site specific basis.	Latrobe City Council

Key guidelines and sources of criteria for the mapping are summarised in Table 3.

**Table 3 Guidelines / Standards: On-site Wastewater Risk Framework**

Organisation	Resource	Purpose
Victorian government	SEPP (WoV)	Overarching regulatory performance objectives relating to protection of surface waters.
	SEPP (Groundwater)	Regulatory performance objectives with respect to protection of groundwater beneficial uses.
EPA Victoria	EPA CoP (2016)	Sets out specific means of compliance recognised as "deemed to comply" with the SEPP.  Setback distances adopted for risk classification Framework.
MAV	Victorian Land Capability Framework (2014)	Documents the state government endorsed land capability hazard framework for on-site wastewater management in Victoria.  Used as the basis for the land capability elements of the risk classification.
Standards Australia	ASNZS1547:2012 On-site domestic wastewater management	Provides additional design, siting and operational guidance that has been applied within the risk classification Framework.

## 5.2 On-site Containment / Land Capability Hazard Mapping

DWC has previously developed an agreed definition of on-site containment as part of the Park Orchards Trial project (on behalf of Yarra Valley Water). This definition took the legal terminology from the SEPP (WoV) "*containment of effluent within the boundaries of the allotment and protection of any beneficial uses of groundwater*" and translated that initially into measurable hydraulic, nutrient and pathogen performance targets that can be validated through field monitoring and numerical modelling. This work confirmed that an effluent Land Application Area (LAA) that has been sized to the most limiting of a water, nitrogen or phosphorus balance (as per the MAV Land Capability

Assessment Framework – 2014) and meets standard setback distances to sensitive receptors (from the EPA Code of Practice) can be considered capable of on-site containment.

As part of this DWMP, DWC has evaluated a range of on-site LAA design scenarios in addition to typical levels of development on unsewered properties to nominate a series of property size ranges that represent increasing levels of containment on-site (CoS) potential. These on-site containment criteria are proposed as a *conservative benchmark* to ensure on-site systems do not pose a risk to human health and the environment with all wastewater contained on-site. Appendix C outlines previous minimum lot size and cumulative impact data analysis undertaken by DWC which has been utilised to support these lot ranges.

**Table 4 On-site Containment Lot Size Criteria**

Lot Size Criteria	On-site Containment Capacity
<2,000 m <sup>2</sup>	<p><b>Generally not capable of on-site containment:</b> Properties under 2,000 m<sup>2</sup> do not typically have sufficient available area to fit an adequately sized on-site system for a contemporary dwelling (e.g. a 4-5 bedroom house) whilst meeting recommended setback distances to waterways, groundwater bores and other sensitive receiving environments.</p> <p>Partial or full off-site wastewater management is the preferred strategy for these properties (e.g. reticulated sewerage, cluster system or centrally / authority managed on-site systems). Where owner managed on-site systems are the only available option, specialist design will be required along with increased oversight in order to achieve containment.</p>
2,001 m <sup>2</sup> – 3,999 m <sup>2</sup>	<p><b>Detailed Land Capability Assessment required to confirm ability to contain on-site:</b> Properties in this size range are likely to have sufficient available area to fit an adequately sized on-site system for a contemporary dwelling (e.g. 4-5 bedroom house). However, this will be highly dependent on-site specific land capability constraints and proximity to sensitive receiving environments. A more detailed LCA and design process is likely to be required to ensure full containment in addition to higher level treatment and greater construction and operational oversight.</p> <p>Where possible these properties should be considered for partial or full off-site wastewater management (e.g. reticulated sewerage, cluster system or centrally / authority managed on-site systems). Where owner managed on-site systems are the only available option, increased regulatory oversight is strongly recommended in order to ensure containment.</p>
≥ 4,000 m <sup>2</sup>	<p><b>Generally capable of full on-site containment:</b> Owner managed on-site systems are the appropriate wastewater servicing strategy for most properties of this size (subject to site specific land capability constraints). Cumulative impacts are negligible where EPA setback distances are met.</p>

These definitions relate to the *long-term sustainability* of on-site wastewater management. For properties greater than 2,000 m<sup>2</sup>, consideration must also be given to land capability constraints such as soil characteristics, slope, landslip and proximity to creeks, drains and groundwater bores. To address this, DWC have also completed a GIS based broad scale Land Capability Assessment (LCA) of unsewered properties in the Latrobe municipality.

This LCA is consistent with the EPA CoP (2016) and the MAV Land Capability Assessment Framework (2014) with a detailed methodology provided in Appendix A. A summary of the hazard classes and what they mean is provided in Table 5 below.

**Table 5 Land Capability Hazard Map Summary**

Classification	CoS?	EPA CoP?	Derivation	Description
Low Risk / Hazard	Likely (Refer Table 4)	Yes	Final Risk Score <1	Few/minor constraints to on-site wastewater management and low risk receiving environment. Periodic (e.g. 3 years) oversight as per current Septic Tank Permit conditions likely to manage risk.
Medium Risk / Hazard			Final Risk Score 1 < > 2	Individual and/or cumulative hazards slightly elevate the likelihood and/or consequence of on-site system failure. A higher level of design, construction, maintenance and oversight (e.g. annual inspection) input may be necessary to manage risk and meet regulatory objectives for health and ecosystem protection.
High Risk / Hazard	TBC On-site (Refer Table 4)		Final Risk Score >3	Individual and/or cumulative hazards significantly elevate the likelihood and/or consequence of on-site system failure. Best practice design, construction, maintenance and oversight essential to manage risk and meet regulatory objectives for health and ecosystem protection.
Very High Risk / Hazard		Very constrained (MAV, 2014)	Slope >30% (on average) / landslip risks	Significant Land Capability constraints (steep slope / landslip risk) across the majority of suitable land available within the property. On-site containment may be possible subject to advanced engineering and oversight where the provision of an off-site solution is cost prohibitive.
Non CoS	Unlikely (Refer Table 4)	No	Lot size < 2,000m <sup>2</sup>	Generally no suitable land available for CoS. Full off-site solution is highly likely to meet the objectives of the SEPP.

After the development of the broad scale land capability hazard map, lot size was utilised to determine likely potential for containment on-site (CoS) for each property as outlined in

Table 4. This resulted in an overall On-site Hazard Class for each lot.

The following logic was applied to all unsewered lots to develop the final On-site Hazard Class.

- Lot size <2,000m<sup>2</sup> = Non CoS Classification (regardless of land capability);
- Lot size 2,001 m<sup>2</sup> – 3,999 m<sup>2</sup> = Greater of High Hazard or land capability hazard (as per mapping);
- ≥ 4,000 m<sup>2</sup> = Land capability hazard used (as per mapping).

The Wastewater Land Capability Hazard Map is presented below along with close up maps of key unsewered areas across Latrobe municipality.

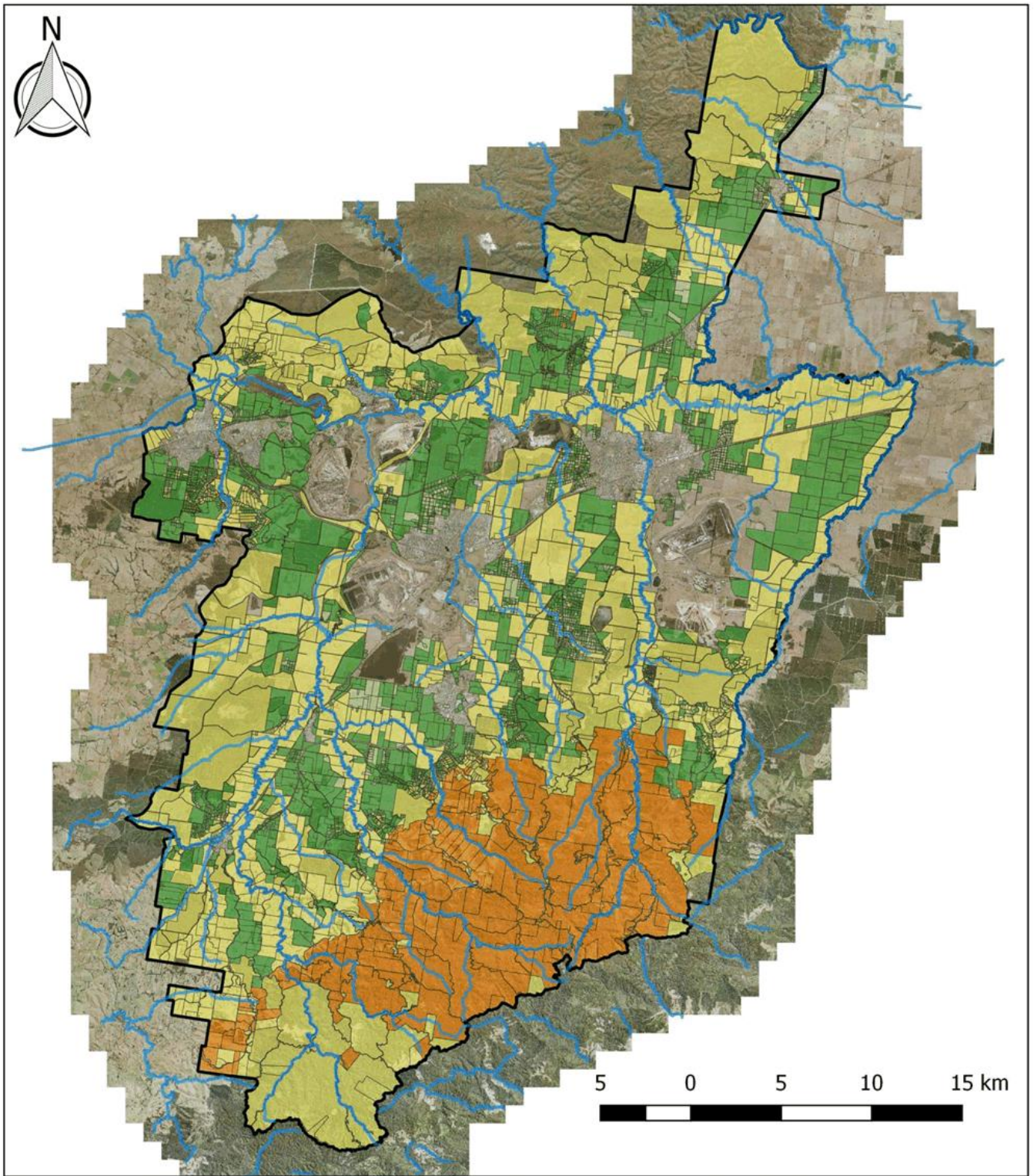
Table 6 presents a breakdown of the hazard class for unsewered lots in Latrobe including properties zoned specifically Rural Living. These numbers are approximate as they may include some unsewered lots that are currently vacant / undevelopable. Sewerage alignment data was utilised to isolate properties that are serviced by reticulated sewer. However the odd sewer property may still be present in the hazard mapping of unsewered lots. As can be seen a large proportion are classified Low to Medium Hazard both within the Rural Living Zone and across the Latrobe municipality.

**Table 6 Land Capability Hazard Breakdown including Rural Living Zone Only**








Hazard Class	Latrobe City Area	Occurrence in Rural Living Zone
Low Hazard	796 (13%)	389 (16%)
Medium Hazard	2,678 (44%)	1,330 (55%)
High Hazard	2,091 (35%)	641 (26%)
Very High Hazard	193 (3%)	47 (2%)
Non CoS	279 (5%)	31 (1%)
<b>Total</b>	<b>6,037</b>	<b>2,438</b>

It can be seen that the majority of the unsewered properties in Latrobe are capable of achieving on-site containment *subject to design, installation and operation of an on-site wastewater management system that meets the EPA CoP*. Approximately one third of properties are likely to be capable of on-site containment but feature one or more significant constraints that may require more detailed LCA, design, installation and operational input. Approximately 8% of properties are considered highly constrained or highly unlikely to be capable of safe and sustainable on-site wastewater management in the long-term.

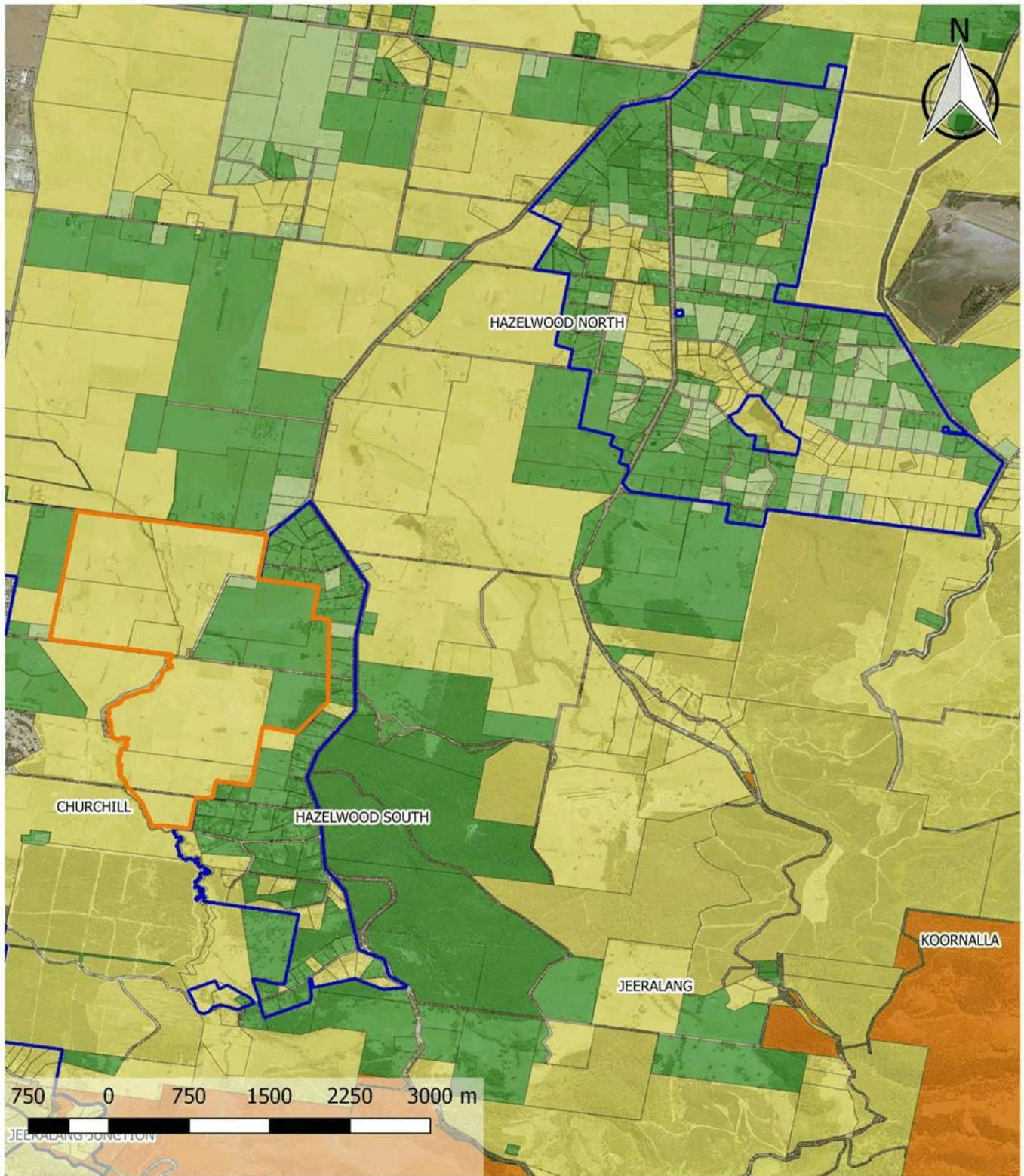
An evaluation of the existing Rural Living Zone land suggest that land capability for on-site wastewater management is not a major issue in these zones. Notwithstanding, the majority of RLZ land does feature one or more constraints to on-site containment with ~84% of properties being identified as Medium Hazard to Non-Containment (Non CoS).



**Figure 5-1: Latrobe City Land Capability Hazard Classification Map**

 LGA	<b>Land Capability Hazard Class [6037]</b>
 Watercourse	 Non CoS [279]
	 Very High Hazard [193]
	 High Hazard [2091]
	 Medium Hazard [2678]
	 Low Hazard [796]

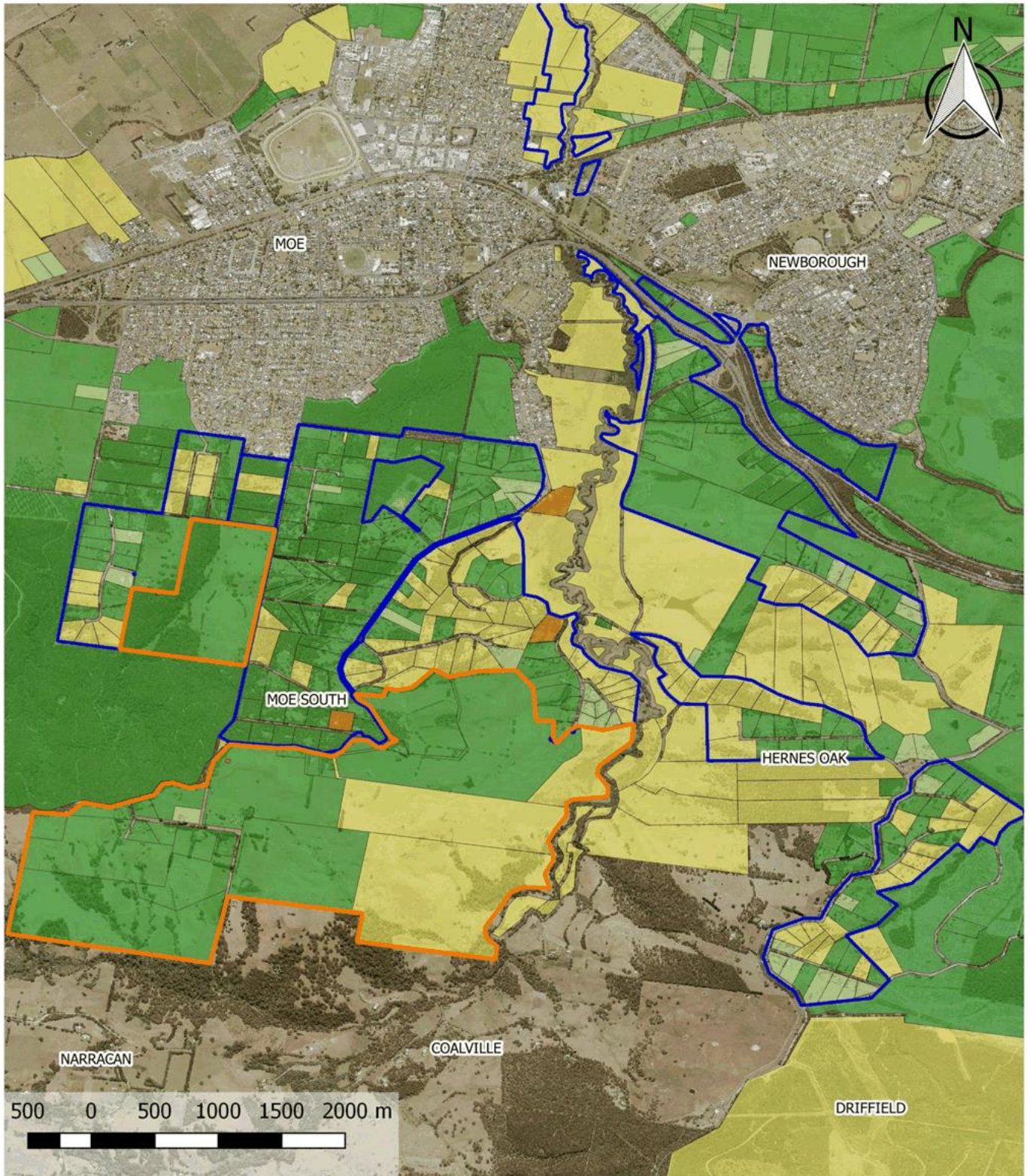




**Figure 5-2 Land Capability Hazard Focus Area: Hazelwood / Churchill**

- |                                  |   |
|----------------------------------|---|
| LC Hazard Mapping Classification | Existing Rural Living Zone                  |
| Non CoS                          | Future Rural Living Zone Investigation Area |
| Very High Hazard                 |   |
| High Hazard                      |   |
| Medium Hazard                    |   |
| Low Hazard                       |   |

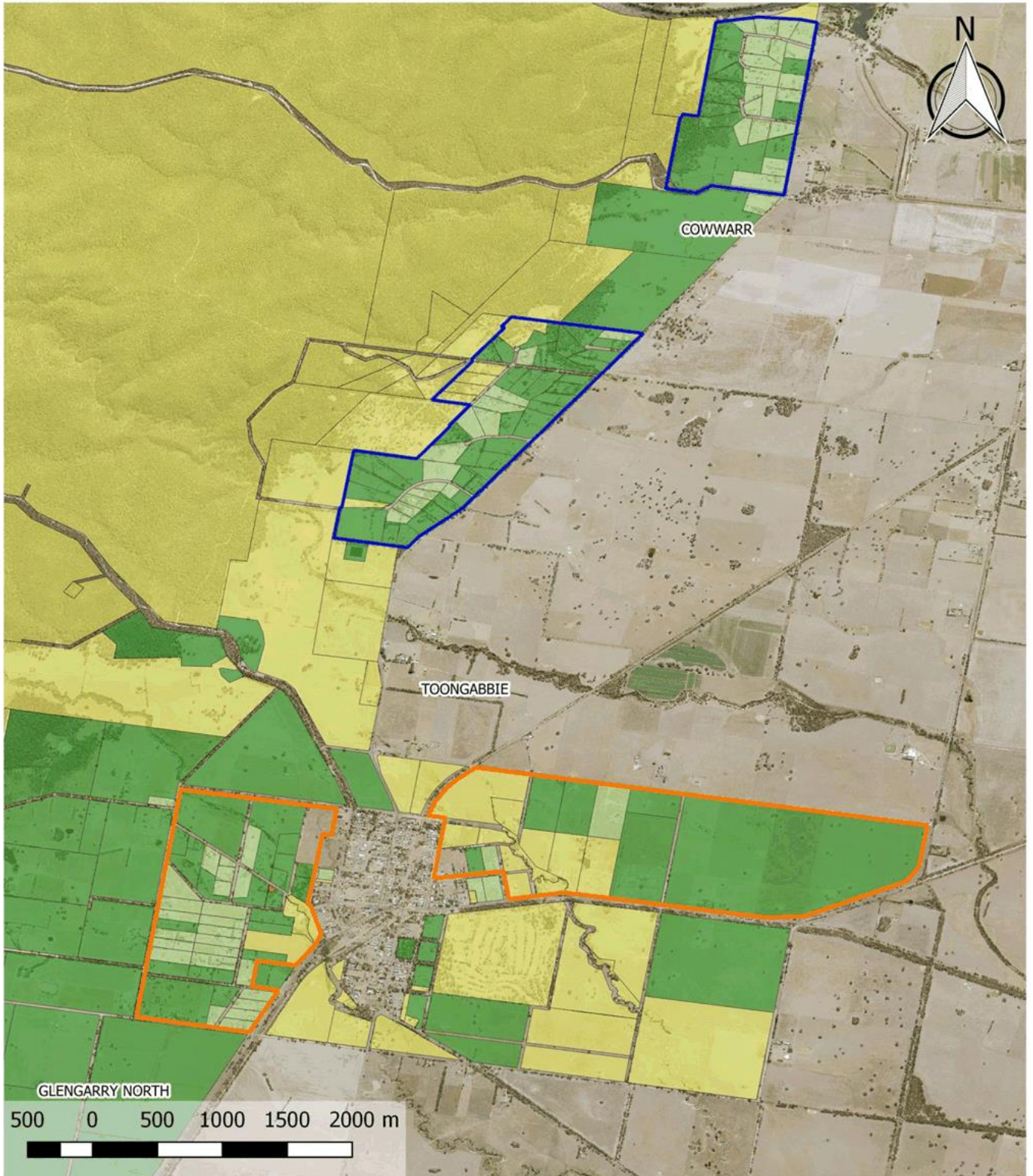




**Figure 5-3 Land Capability Hazard Focus Area: Moe / Hernes Oak**

- |                                  |   |
|----------------------------------|---|
| LC Hazard Mapping Classification | Existing Rural Living Zone                  |
| Non CoS                          | Future Rural Living Zone Investigation Area |
| Very High Hazard                 |   |
| High Hazard                      |   |
| Medium Hazard                    |   |
| Low Hazard                       |   |



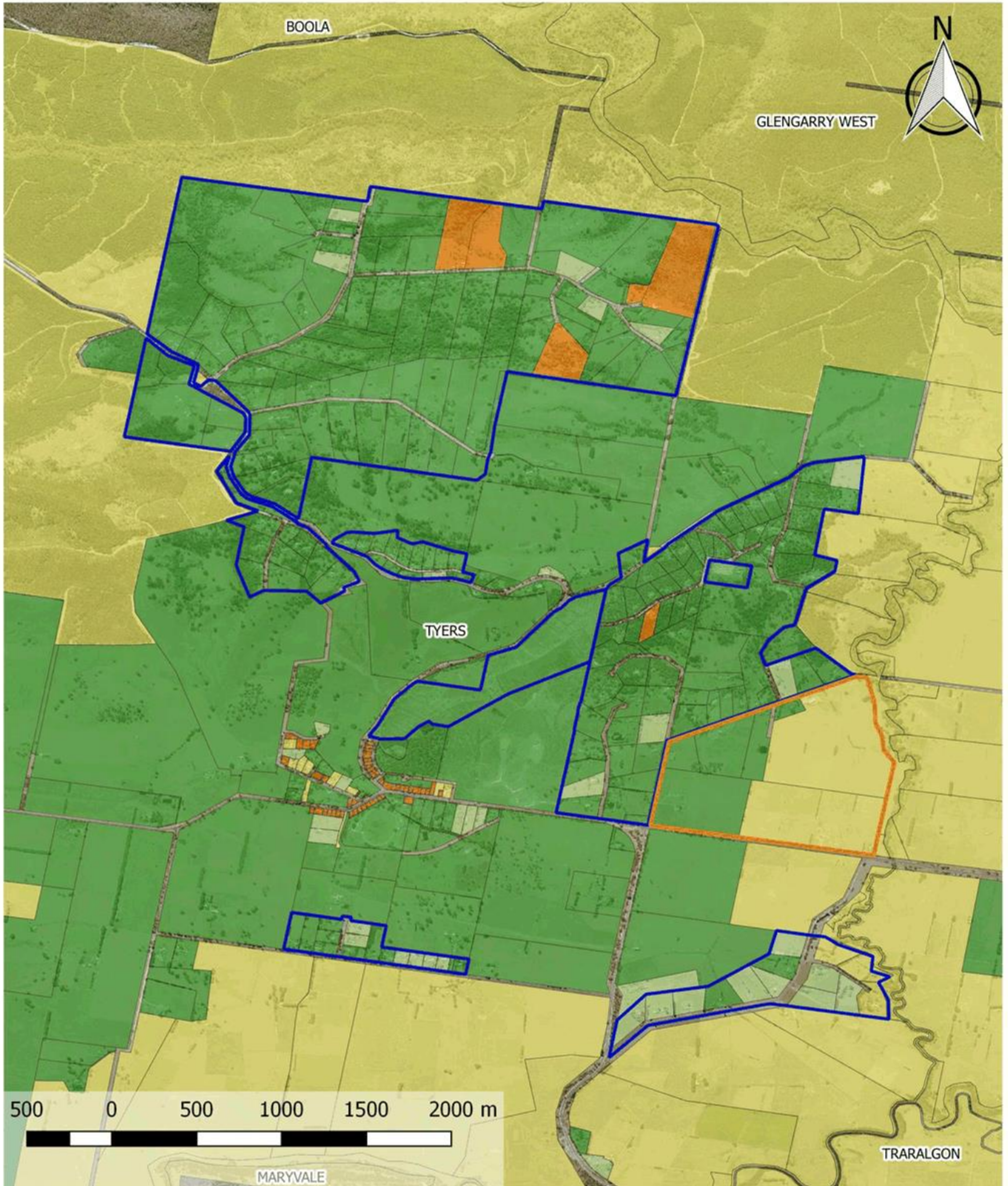


**Figure 5-4 Land Capability Hazard Focus Area: Toongabbie / Cowwarr**

- |                                  |   |
|----------------------------------|---|
| LC Hazard Mapping Classification | Existing Rural Living Zone                  |
| Non CoS                          | Future Rural Living Zone Investigation Area |
| Very High Hazard                 |   |
| High Hazard                      |   |
| Medium Hazard                    |   |
| Low Hazard                       |   |







**Figure 5-5 Land Capability Hazard Focus Area: Tyers**

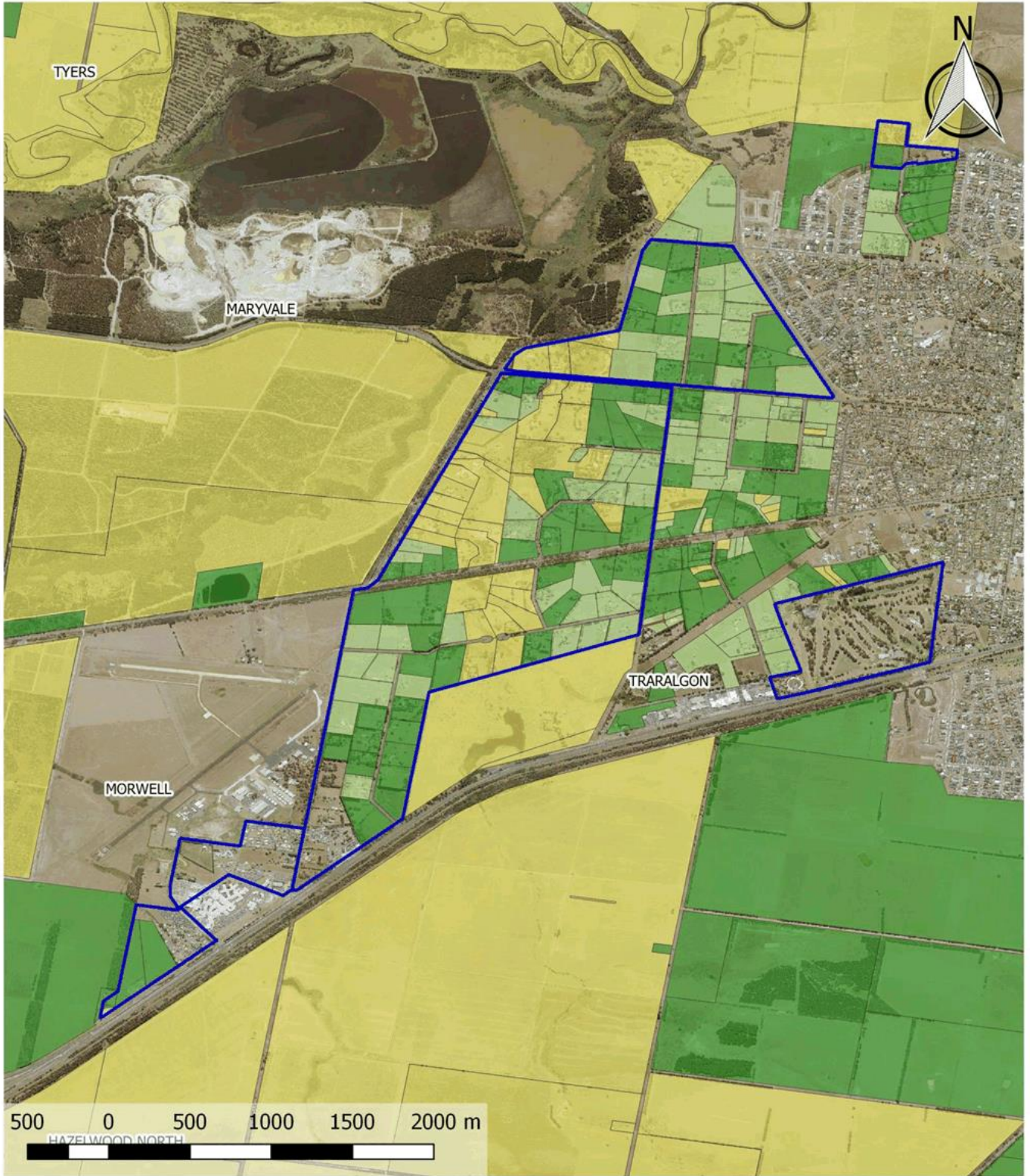
LC Hazard Mapping Classification

- Non CoS
- Very High Hazard
- High Hazard
- Medium Hazard
- Low Hazard

Existing Rural Living Zone

Future Rural Living Zone Investigation Area

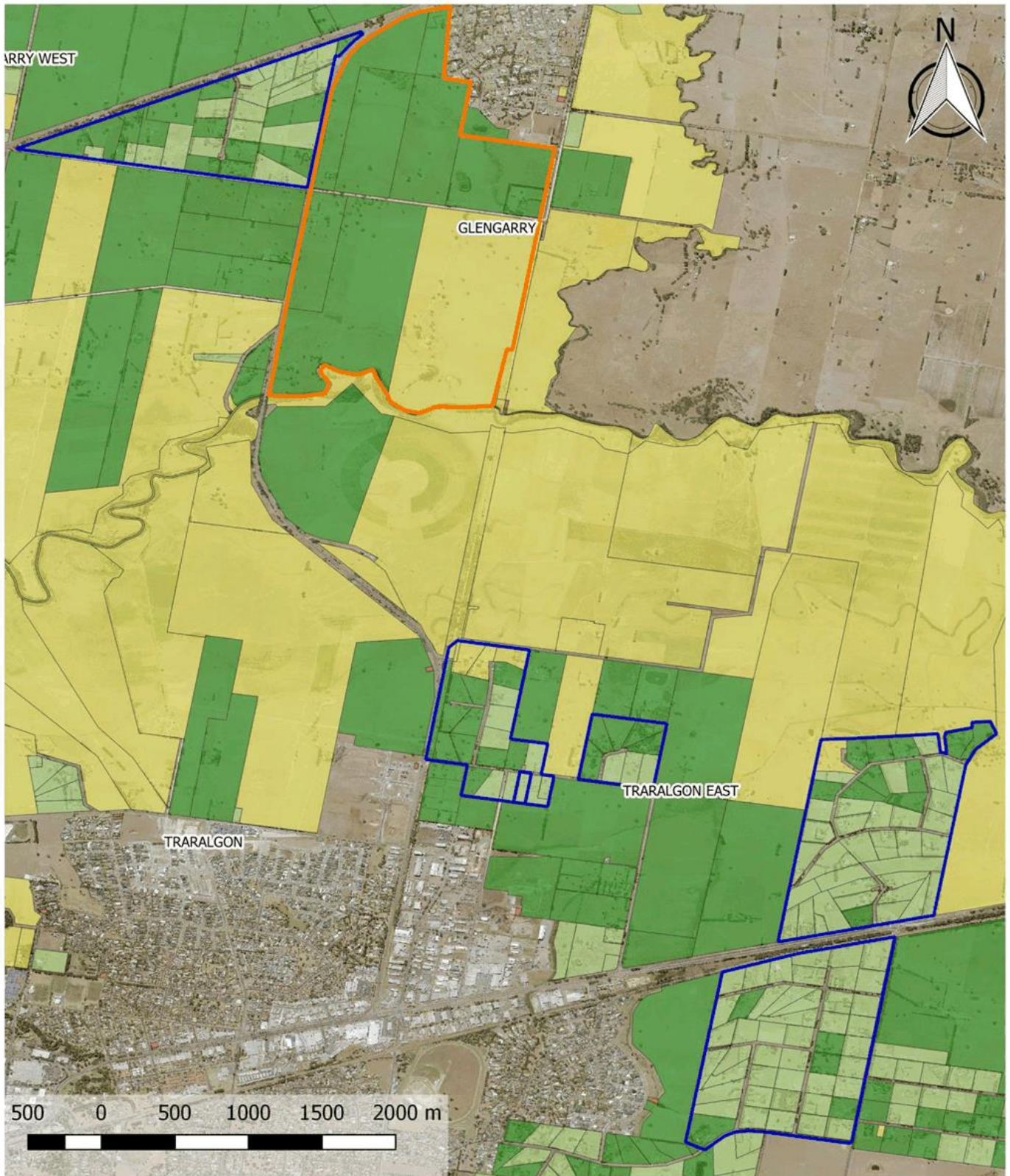











**Figure 5-6 Land Capability Hazard Focus Area: Traralgon**

- |                                  |   |
|----------------------------------|---|
| LC Hazard Mapping Classification | Existing Rural Living Zone                  |
| Non CoS                          | Future Rural Living Zone Investigation Area |
| Very High Hazard                 |   |
| High Hazard                      |   |
| Medium Hazard                    |   |
| Low Hazard                       |   |

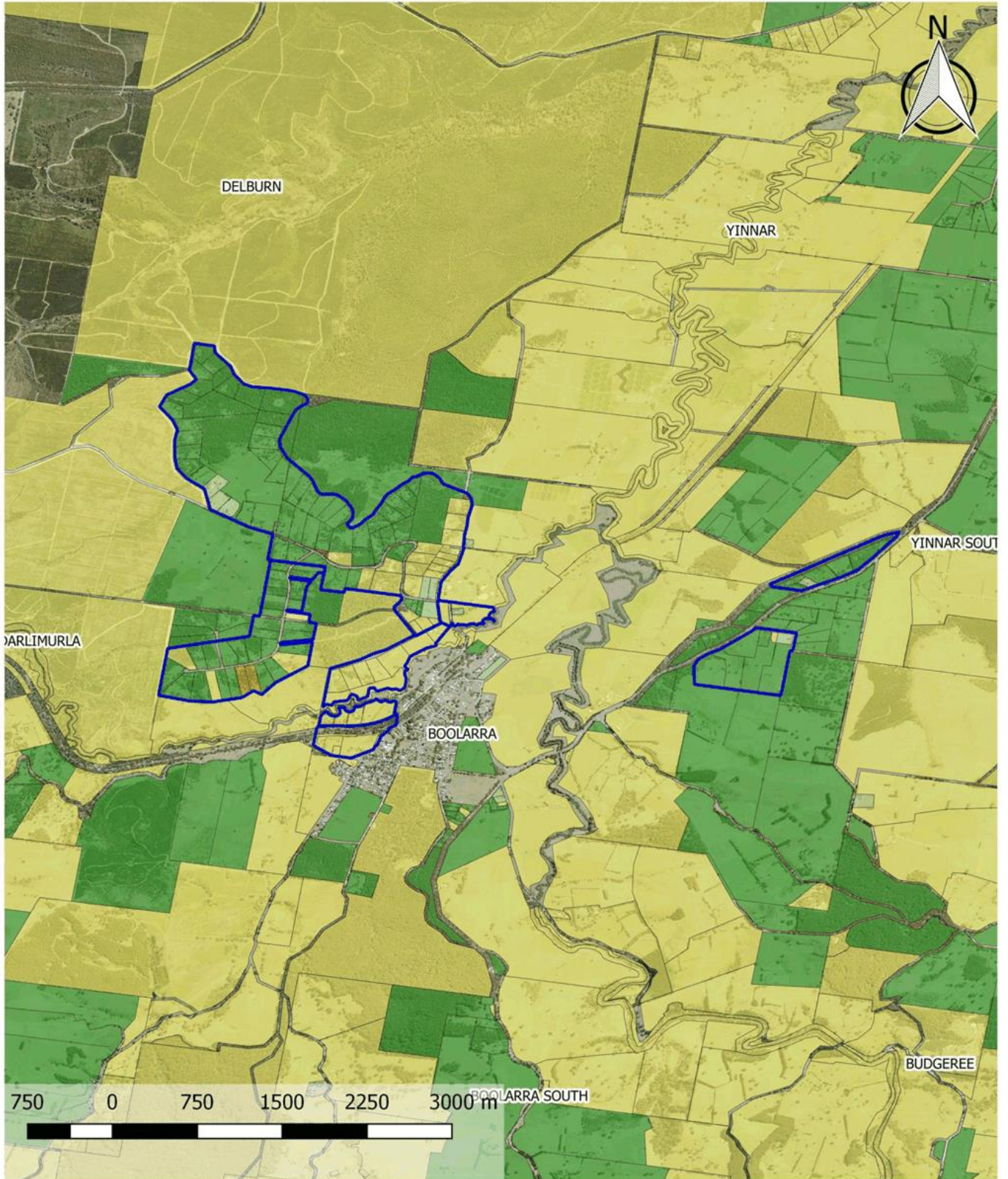




**Figure 5-7 Land Capability Hazard Area: Traralgon East / Glengarry**

- |  |   |
|--|---|
| LC Hazard Mapping Classification   |  Existing Rural Living Zone                  |
|  Non CoS          |  Future Rural Living Zone Investigation Area |
|  Very High Hazard |   |
|  High Hazard      |   |
|  Medium Hazard    |   |
|  Low Hazard       |   |





**Figure 5-8 Land Capability Hazard Focus Area: Boolarra**

- |                                  |   |
|----------------------------------|---|
| LC Hazard Mapping Classification | Existing Rural Living Zone                  |
| Non CoS                          | Future Rural Living Zone Investigation Area |
| Very High Hazard                 |   |
| High Hazard                      |   |
| Medium Hazard                    |   |
| Low Hazard                       |   |

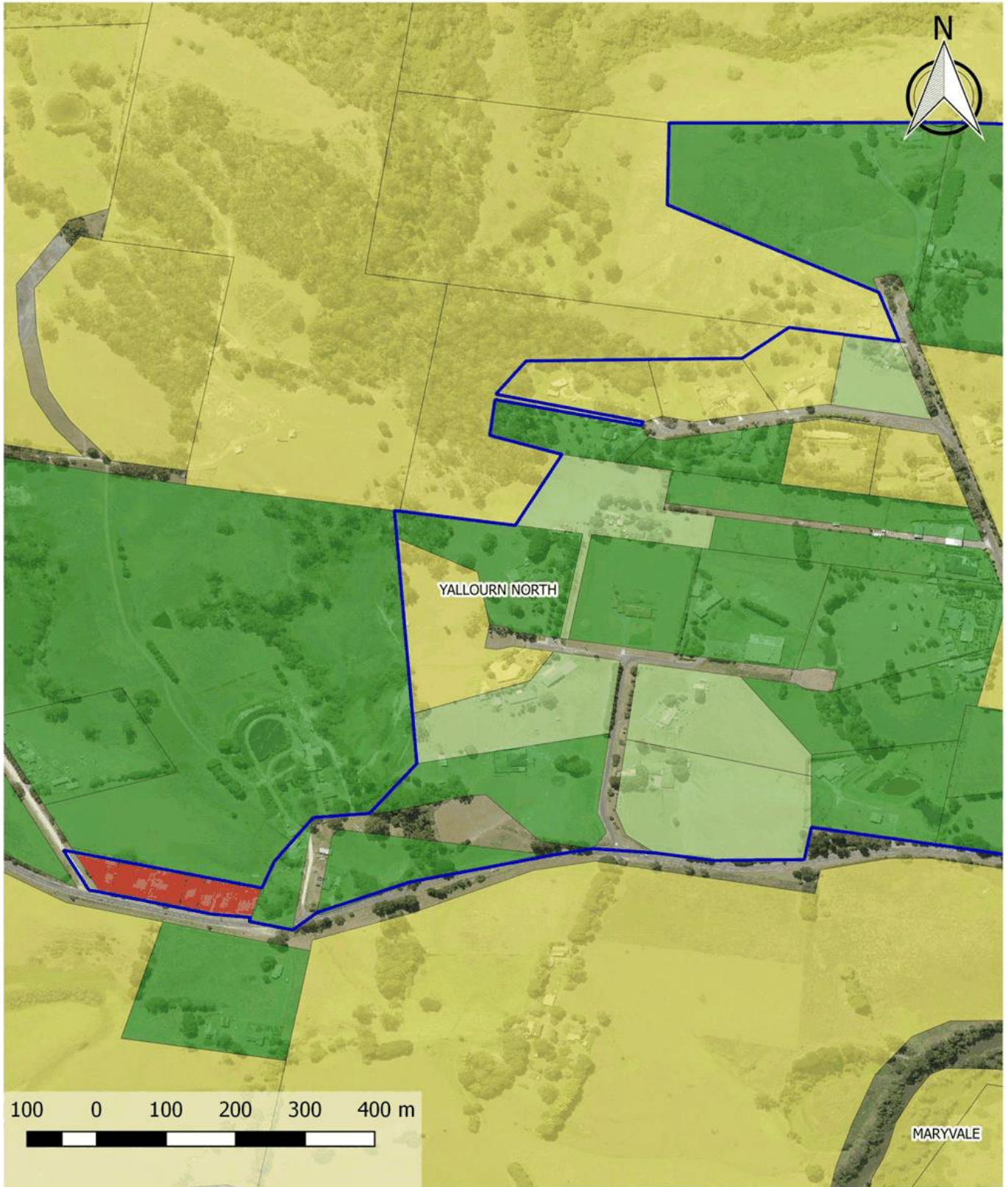









**Figure 5-9 Land Capability Hazard Focus Area, Traralgon South**

- |                                  |   |
|----------------------------------|---|
| LC Hazard Mapping Classification | Existing Rural Living Zone                  |
| Non CoS                          | Future Rural Living Zone Investigation Area |
| Very High Hazard                 |   |
| High Hazard                      |   |
| Medium Hazard                    |   |
| Low Hazard                       |   |

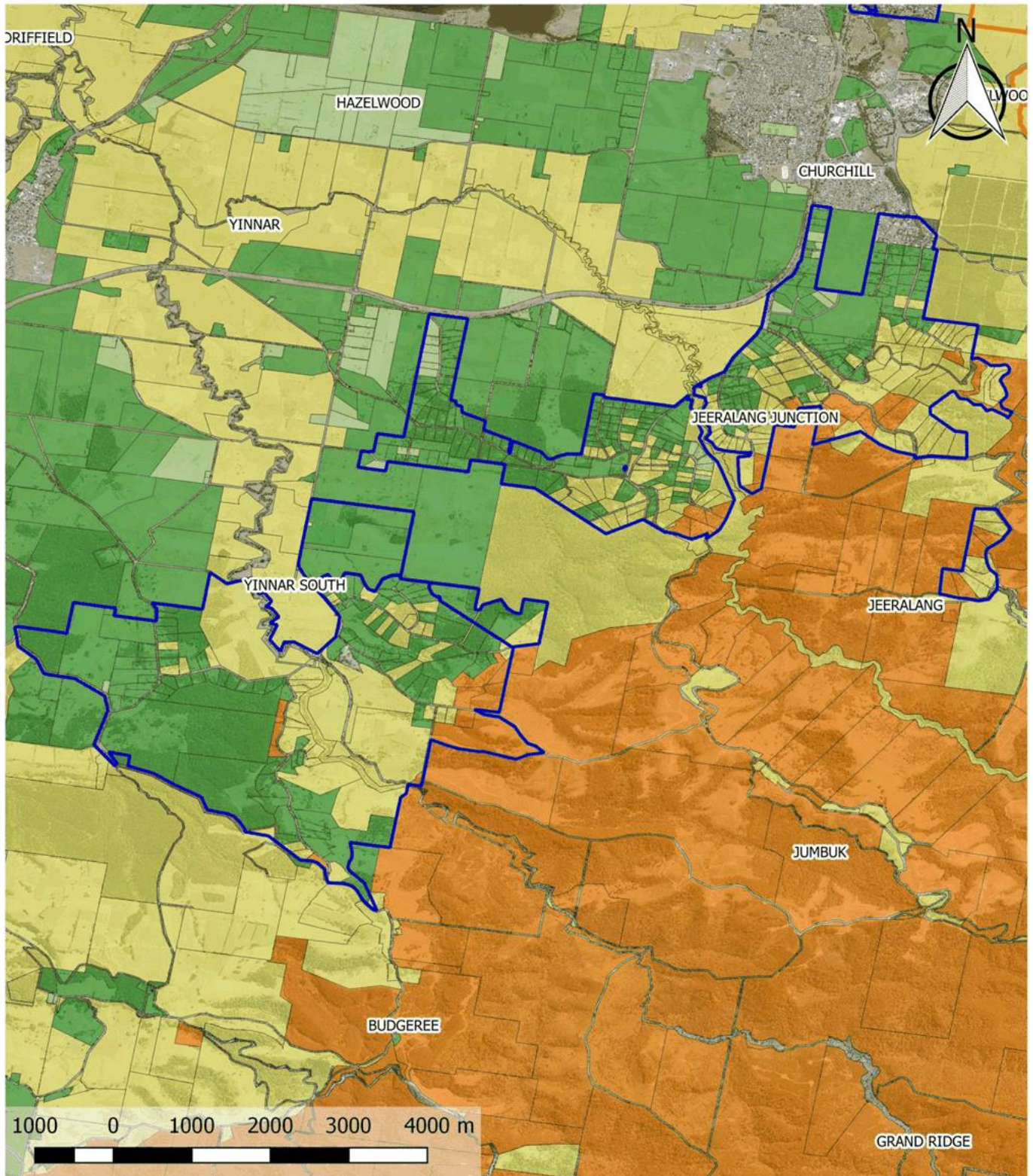




**Figure 5-10 Land Capability Hazard Focus Area: Yallourn North**

- |  |   |
|--|---|
| LC Hazard Mapping Classification   |  Existing Rural Living Zone                  |
|  Non CoS          |  Future Rural Living Zone Investigation Area |
|  Very High Hazard |   |
|  High Hazard      |   |
|  Medium Hazard    |   |
|  Low Hazard       |   |





**Figure 5-11 Land Capability Hazard Focus Area: Yinnar South / Jeeralang Junction**

- |                                  |   |
|----------------------------------|---|
| LC Hazard Mapping Classification | Existing Rural Living Zone                  |
| Non CoS                          | Future Rural Living Zone Investigation Area |
| Very High Hazard                 |   |
| High Hazard                      |   |
| Medium Hazard                    |   |
| Low Hazard                       |   |



### 5.3 On-site Wastewater System (Management) Hazards

DWC are currently undertaking analysis of available data on the type, age and spatial distribution of the various types of on-site wastewater management systems in the Latrobe municipality. Given Council are still in the process of importing permit data into their health and property data management systems, the analysis being undertaken as part of the DWMP process is preliminary only. The DWMP includes a recommend actions relating to both on-going data collection and incorporation into the quantitative domestic wastewater risk assessment.

Of primary interest is the location and number of systems that incorporate some form of off-site discharge. This typically occurs with older 'split' systems where greywater is directed to stormwater drains or older sand filter systems where treated sewage was permitted under EPA guidelines to discharge off-site on properties considered unsuitable for full on-site containment predominantly in the 1980's. Off-site discharge systems should form the focus of Council actions and efforts to understand and manage wastewater risks.

Based on best available data at the time of this DWMP preparation, there are approximately 5,000 on-site systems in the Latrobe Municipality. Table 7 summarises the breakdown of on-site system types in Latrobe. Table 8 and Table 9 summarise on-site system types for some of the key unsewered townships and localities. Council are continuing to import Septic Tank Permit data into the Health Manager system which will improve the accuracy and detail of these data.

**Table 7 Summary of Existing On-site Wastewater Management Systems in Latrobe**

System Types	Number	Percentage
Composting System	19	0.4%
Primary Treatment - Trenches/Beds	2,197	43.5%
Primary Treatment - Unknown	6	0.1%
Sand Filter – Subsurface Irrigation	198	3.9%
Sand Filter - Trenches/Beds	40	0.8%
Sand Filter - Unknown	3	0.1%
Secondary Treatment – Subsurface Irrigation	53	1.0%
Secondary Treatment – Surface Irrigation	29	0.6%
Secondary Treatment - Trenches/Beds	4	0.1%
Secondary Treatment - Unknown	19	0.4%
Split System	308	6.1%
Unknown	2,179	43.1%
<b>Total</b>	<b>5,055</b>	



Table 8 On-site Wastewater Management System Types for Localities

Suburb / Locality	Composting System	Primary Treatment - Trenches/ Beds	Primary Treatment - Unknown	Sand Filter - Subsurface	Sand Filter - Trenches/ Beds	Sand Filter - Unknown	Secondary Treatment - Subsurface	Secondary Treatment - Surface	Secondary Treatment - Trenches/ Beds	Secondary Treatment - Unknown	Split System	Unknown	Total
Boolarra	4	114	1	8	1	0	1	2	0	2	31	187	351
Budgerie	1	18	0	0	0	0	1	0	0	0	7	43	70
Callignee	1	117	0	7	3	0	1	1	0	2	2	42	176
Churchill	0	21	0	1	2	0	1	0	0	0	22	62	109
Cowwarr	0	10	0	2	1	0	0	0	0	0	0	15	28
Darlimurla	0	1	0	0	0	0	0	0	0	0	0	4	5
Driffield	0	15	1	1	1	0	1	0	0	0	1	41	61
Flynn	0	28	0	2	0	0	1	0	0	1	1	22	55
Glengarry	1	53	0	4	0	0	1	0	0	2	1	155	217
Grand Ridge	0	3	0	0	1	0	0	0	0	0	0	11	15
Hazelwood	0	534	1	31	5	0	12	4	0	3	13	216	819
Hernes Oak	0	53	1	1	1	0	1	1	0	1	21	64	144
Jeeralang	0	74	0	9	2	1	1	0	0	0	62	128	277
Jumbuk	0	6	0	0	0	0	0	0	0	0	4	14	24
Koornalla	0	26	0	3	3	0	3	2	0	0	0	8	45
Loy Yang	0	3	0	0	0	0	0	0	0	0	0	8	11
Maryvale	0	4	0	0	0	0	0	0	0	0	0	26	30
Mirboo	1	6	0	1	0	0	0	1	0	0	3	30	42
Moe	0	97	0	5	0	0	0	3	0	1	1	200	307

Suburb / Locality	Composting System	Primary Treatment - Trenches/ Beds	Primary Treatment - Unknown	Sand Filter - Subsurface	Sand Filter - Trenches/ Beds	Sand Filter - Unknown	Secondary Treatment - Subsurface	Secondary Treatment - Surface	Secondary Treatment - Trenches/ Beds	Secondary Treatment - Unknown	Split System	Unknown	Total
<b>Morwell</b>	0	35	0	9	1	0	5	1	1	1	4	84	<b>141</b>
<b>Mount Tassie</b>	0	0	0	0	0	0	0	0	0	0	0	3	<b>3</b>
<b>Narracan</b>	0	0	0	0	0	0	0	0	0	0	0	1	<b>1</b>
<b>Newborough</b>	1	35	0	5	1	0	2	1	0	0	0	88	<b>133</b>
<b>Tanjil South</b>	2	23	0	1	2	0	0	1	0	0	1	66	<b>96</b>
<b>Toongabbie</b>	0	69	0	10	3	0	1	1	0	0	1	112	<b>197</b>
<b>Traralgon</b>	4	164	0	34	2	2	9	1	1	2	14	83	<b>316</b>
<b>Traralgon East</b>	2	148	1	11	0	0	3	3	0	0	7	34	<b>209</b>
<b>Traralgon South</b>	0	159	0	10	4	0	5	2	0	0	0	17	<b>197</b>
<b>Tyers</b>	0	231	0	24	2	0	1	1	1	1	4	66	<b>331</b>
<b>Yallourn</b>	0	53	1	11	2	0	1	2	0	1	26	114	<b>211</b>
<b>Yinnar</b>	2	93	0	8	3	0	2	2	1	2	82	230	<b>425</b>
<b>Unknown</b>	0	4	0	0	0	0	0	0	0	0	0	5	<b>9</b>

Table 9 Percentages of On-site System Type by Locality

Suburb	Composting System	Primary Treatment - Trenches/Beds	Primary Treatment - Unknown	Sand Filter - Subsurface	Sand Filter - Trenches/Beds	Sand Filter - Unknown	Secondary Treatment - Subsurface	Secondary Treatment - Surface	Secondary Treatment - Trenches/Beds	Secondary Treatment - Unknown	Split System	Unknown	% of Total Systems
Boolarra	1%	32%	0%	2%	0%	0%	0%	1%	0%	1%	9%	53%	7%
Budgerie	1%	26%	0%	0%	0%	0%	1%	0%	0%	0%	10%	61%	1%
Callignee	1%	66%	0%	4%	2%	0%	1%	1%	0%	1%	1%	24%	3%
Churchill	0%	19%	0%	1%	2%	0%	1%	0%	0%	0%	20%	57%	2%
Cowwarr	0%	36%	0%	7%	4%	0%	0%	0%	0%	0%	0%	54%	1%
Darimurla	0%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	80%	0%
Driffield	0%	25%	2%	2%	2%	0%	2%	0%	0%	0%	2%	67%	1%
Flynn	0%	51%	0%	4%	0%	0%	2%	0%	0%	2%	2%	40%	1%
Glengarry	0%	24%	0%	2%	0%	0%	0%	0%	0%	1%	0%	71%	4%
Grand Ridge	0%	20%	0%	0%	7%	0%	0%	0%	0%	0%	0%	73%	0%
Hazelwood	0%	65%	0%	4%	1%	0%	1%	0%	0%	0%	2%	26%	16%
Hernes Oak	0%	37%	1%	1%	1%	0%	1%	1%	0%	1%	15%	44%	3%
Jeeralang	0%	27%	0%	3%	1%	0%	0%	0%	0%	0%	22%	46%	5%
Jumbuk	0%	25%	0%	0%	0%	0%	0%	0%	0%	0%	17%	58%	0%
Koornalla	0%	58%	0%	7%	7%	0%	7%	4%	0%	0%	0%	18%	1%
Loy Yang	0%	27%	0%	0%	0%	0%	0%	0%	0%	0%	0%	73%	0%
Maryvale	0%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	87%	1%
Mirboo	2%	14%	0%	2%	0%	0%	0%	2%	0%	0%	7%	71%	1%
Moe	0%	32%	0%	2%	0%	0%	0%	1%	0%	0%	0%	65%	6%
Morwell	0%	25%	0%	6%	1%	0%	4%	1%	1%	1%	3%	60%	3%

Suburb	Composting System	Primary Treatment - Trenches/Beds	Primary Treatment - Unknown	Sand Filter - Subsurface	Sand Filter - Trenches/Beds	Sand Filter - Unknown	Secondary Treatment - Subsurface	Secondary Treatment - Surface	Secondary Treatment - Trenches/Beds	Secondary Treatment - Unknown	Split System	Unknown	% of Total Systems
Mount Tassie	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%
Narracan	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%
Newborough	1%	26%	0%	4%	1%	0%	2%	1%	0%	0%	0%	66%	3%
Tanjil South	2%	24%	0%	1%	2%	0%	0%	1%	0%	0%	1%	69%	2%
Toongabbie	0%	35%	0%	5%	2%	0%	1%	1%	0%	0%	1%	57%	4%
Traralgon	1%	52%	0%	11%	1%	1%	3%	0%	0%	1%	4%	26%	6%
Traralgon East	1%	71%	0%	5%	0%	0%	1%	1%	0%	0%	3%	16%	4%
Traralgon South	0%	81%	0%	5%	2%	0%	3%	1%	0%	0%	0%	9%	4%
Tyers	0%	70%	0%	7%	1%	0%	0%	0%	0%	0%	1%	20%	7%
Yallourn	0%	25%	0%	5%	1%	0%	0%	1%	0%	0%	12%	54%	4%
Yinnar	0%	22%	0%	2%	1%	0%	0%	0%	0%	0%	19%	54%	8%
Unknown	0%	44%	0%	0%	0%	0%	0%	0%	0%	0%	0%	56%	0%

It can be seen that the majority of systems are traditional septic tank and absorption trench systems. More recently new Approvals to Installs have included a higher proportion of secondary treatment systems and sand filters. Based on advice from Council, it is understood that a large proportion of Permits entered into the database did not contain sufficient information to classify the type of system (currently classified "Unknown"). These are typically older septic tank systems (mostly more than 30 years old) and are expected to include a reasonable number of split systems with some level of direct off-site discharge.

Existing on-site systems that typically pose a significant risk to human health and the environment are in higher proportions in Tyers, Yinnar and Jeeralang and moderate numbers in Yallourn, Herne's Oak, Churchill and Boolara. The majority are older (i.e. more than 30 years) "split" systems where greywater is typically piped off site via stormwater and only the blackwater is treated by septic tank and applied to land. These systems (especially when located in an area with small allotment sizes) have been shown to pose a significant risk to human health and water quality (BMT WBM, 2016). Implementation of alternative wastewater management solutions should be a priority for these sites.

While more traditional septic tank to absorption trench / bed systems can be a reliable and effective on-site wastewater management option, land capability characteristics in a number of unsewered areas in Latrobe do not favour this approach. Specifically, the combined impact of low permeability soils, climate, topography and presence of intermittent watercourses combine to make both the constructability and operational reliability of septic tank to trench / bed system limited. Comprehensive Land Capability Assessment (LCA) and on-going oversight are therefore critical to their effective performance.

The number and proportion of secondary treatment systems (including sand filters) will continue to grow in Latrobe as existing on-site systems are replaced and new unsewered development occurs. While these technologies are necessary on many sites to meet EPA Code of Practice requirements and overcome land capability constraints, they do inevitably require higher levels of maintenance to ensure effective operation. Scheduled maintenance and three yearly inspections are a condition of approval for secondary treatment systems.

It is recommended that on-site wastewater management system (on-site system) data continue to be refined and developed to enable Council to maintain an active register of higher risk existing on-site systems. Ideally, this should be linked with a spatial (GIS) mapping layer that enables Council to clearly identify hotspot areas that may warrant higher levels of operational oversight. As inspection data for existing systems grow, it can also be incorporated into this database.

This work will also enable operational risk to be overlaid with land capability risk to highlight the areas where the two types of hazard have the potential to create very high risk conditions. The most significant of these areas based on this DWMP Risk Assessment is Tyers with an alternative wastewater management solution essential to meeting regulatory requirements. Traralgon South has

also been identified as facing a combination of land capability and operational (on-site system) risks that require further investigation.

#### 5.4 Unsewered Development and Septic Tank Permit Approvals

DWC have been consulting with Council's Strategic Planning staff to ensure the DWMP adequately aligns with current Planning Scheme and the Live Work Latrobe Strategy. This Strategy includes a number of Rural Living land use zones that are currently proposed as unsewered areas and therefore would depend on owner managed on-site systems for wastewater management.

The DWMP work discussed in Sections 5.2 and 5.3 will inform the development of recommended minimum standards for both subdivision and future Septic Tank Permit applications in relation to;

- Land Capability Assessment (LCA) standards;
- Cumulative impacts in constrained and/or sensitive areas; and
- Potential for deemed to comply rules that could be applied to these Rural Living developments.

DWC have also flagged some areas earmarked for unsewered development where land capability constraints may warrant further investigation prior to any rezoning. The DWMP contains Minimum Standards in Appendix B for LCAs and Septic Tank Permit applications that are risk based and applicable to the on-site wastewater risk classification assigned to each unsewered property in Latrobe. This will provide Council with a consistent framework and clear expectations for applicants to follow when preparing Permit applications for both unsewered subdivision or individual systems.

##### 5.4.1 Lot Size

Statistics were developed for property size across Latrobe municipality and these are summarised below in Table 10. As can be seen the typical lot size across Latrobe City area is large to very large, which is consistent with the low to moderate land capability hazard class identified for a large proportion of properties. DWC consolidated comprehensive minimum lot data (for sustainable on-site system installation) from previous projects undertaken for areas similar to Latrobe (large rural properties). Details of the data are provided in Appendix C.

The extensive data collated / analysed consistently indicates that lot sizes greater than 4,000 m<sup>2</sup> are likely to be capable of fitting a sustainable on-site sewage management system within the property assuming aspects such as native vegetation protection can be managed through site specific design and communication between relevant Council staff. This equates to the 10%ile lot size across Latrobe municipality and aligns with the low to moderate land capability hazard observed overall as there is typically sufficient useable land to manage these constrained and setbacks (if present).

**Table 10 Latrobe Unsewered Property Size Statistics**

Statistics	Approximate Lot Size (hectares)
10%ile	0.45
Median	2.2
Mean	20.1
90%ile	41.7

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## 5.5 Key Outcomes of Risk Assessment

### 5.5.1 Land Capability Hazards

- Land Capability in Latrobe is generally moderately constrained with respect to safe and sustainable on-site wastewater management. However climate, low permeability soils, steep slopes and incised watercourses do pose a greater constraint in specific locations.
- Constraints can typically be managed through;
  - adequate minimum lot size (2ha is a recommended benchmark with 0.4 and 1ha by exception and with consideration of cumulative impacts);
  - increased Land Capability Assessment (LCA) and design detail on constrained properties to support Septic Tank and Planning Permit applications;
  - provision of secondary treatment to enable a wider array of land application options on more constrained lots with respect to soil, slope and watercourses; and
  - adequate maintenance and performance auditing (currently constrained by resources and regulatory powers).

### 5.5.2 Existing On-site Wastewater Management System Risks

There are approximately 5,000 existing On-site Wastewater Management Systems in the municipality. An initial compilation and cleaning of historical Septic Tank Permit data has been undertaken that identifies some gaps in understanding of the nature and condition of systems in Latrobe. Council are continuing to improve the accuracy and completeness of these data and the outcomes will be incorporated into the final DWMP.

Understandably, limited information is currently available on older systems which are anecdotally known to include a higher proportion of "split" systems that discharge wastewater off-site. It is recommended that Council undertake investigations to confirm the number and location of all off-site discharge systems in the municipality as a matter of priority. This will ensure resources are directed to the areas of highest risk.

The majority of existing systems in Latrobe are more traditional septic tank (primary treatment) systems that drain to an absorption or Evapo-transpiration / absorption (ETA) trench or bed. This approach remains to reliable option for larger properties (indicatively greater than 1ha) due to the lack of moving parts and reduced reliance on maintenance. However, many of the soils and climate in Latrobe pose challenges to the design and construction of trench / bed systems in accordance with the EPA Code of Practice and *AS1547:2012*. It is recommended that Council consider the development of a clear and consistent set of minimum standards for the design and construction of primary treatment to trench / bed systems to ensure that good quality outcomes are achieved for



Council and the property owner. This should include clear guidance on when septic tank to trench / bed systems will be considered and when they are not considered an acceptable long-term solution.

Notwithstanding, the primary risk factor associated with existing on-site systems is consistently the level of management and oversight applied to them on an on-going basis. Almost any on-site system will fail to meet community standards in the absence of an on-going operation, maintenance and monitoring program. Under current legislation, responsibility for operation and maintenance rests with the property owner whilst regulatory oversight rests with Council (for systems <5,000 L/day).

Under the impending revision of the SEPP (WoV), a DWMP is to "provide for the compliance assessment and enforcement of on-site domestic wastewater systems in accordance with the plan." It is recommended that Council investigate opportunities and funding mechanisms and potential legal options for establishment of a more comprehensive operational oversight program for on-site systems.

### 5.5.3 New Unsewered Developments

There have recently been approximately 25-35 new unsewered allotments created per annum in Latrobe which is a relatively modest number compared to other jurisdictions. The Rural Land Use Strategy (Planisphere, 2017) has identified the limited remaining Rural Living Zone land available for further subdivision to be a constraint to new unsewered dwellings.

There are also specific Rural Living Zone areas where slope / land stability and bushfire constraints limit or prevent the ability to meet the EPA Code of Practice with respect to on-site system approval. Land capability hazard mapping indicates that existing Rural Living Zones are moderately suited to unsewered development and diligent LCA and consideration of cumulative impacts is considered important to ensure both land use planning and environmental objectives can be met.

The evaluation of sustainable lot sizes for on-site wastewater management conducted as part of this DWMP support the recommended consolidation and refinement of Rural Living Zone Schedules in the Planning Scheme. While sustainable on-site wastewater management is achievable on lots that are 0.4 - 1ha in size, past experience in Latrobe and other jurisdictions has shown that site specific constraints and a greater reliance on diligent owner management can increase the risk of human health and environmental impact. As such, planning permit applications for new unsewered development proposing lot sizes less than 1 ha should be subject to a higher degree of scrutiny with respect to Land Capability Assessment and potential for cumulative / off-site impacts. They may also warrant a higher level of operational accountability.

DWC have previously applied the concept of "Useable Land" to provide a basis for increased levels of scrutiny and assessment for unsewered development. Useable Land can be defined as:

*total allotment area excluding dams, intermittent and permanent watercourses, wetlands or waterbodies and open stormwater drains and pits in addition to the relevant buffer distances prescribed in the EPA Code of Practice for On-site Wastewater Management.*

Where a proposed allotment can demonstrate 4,000 m<sup>2</sup> of Useable Land, Council can be comfortable that the objectives of the SEPP (WoV) will be achieved subject to typical on-site system design, construction and operational practices. Where this cannot be demonstrated, a higher level of assessment detail and Council scrutiny may be warranted. When used in conjunction with the Land Capability Risk Class, Useable Land enables constrained sites in close proximity to receiving environments to be targeted for this higher level of assessment including cases where site constraints render large portions of an allotment unavailable for effluent management.

DWC has also reviewed the Future Rural Living Zone Investigation Zones identified in the Rural Land Use Strategy using the Land Capability Risk Mapping developed as part of the DWMP (refer to Section 5.2 for details - in particular Figures 5-1 to 5-11). It is recommended that the Risk Mapping be used to inform further investigations into land capability and minimum lot sizes for these areas. The Toongabbie, Tyers and Glengarry Investigation Areas are considered to be well suited to future Rural Living development (subject to refinement of the RLZ Schedules as proposed). The Churchill Investigation Area is moderately suited and requires consideration of the presence of intermittent and permanent waterways to confirm an appropriate and sustainable minimum lot size. The Moe South Investigation Area features moderate to high constraints to on-site wastewater management. More detailed investigation is recommended should rezoning be progressed.

#### 5.5.4 Risk Based Prioritisation

The limited availability of data confirming the type, age and condition of on-site systems in Latrobe limits the ability to incorporate Management Hazard into a quantitative prioritisation process. It is recommended that this be completed as data availability and accuracy improves. DWC have provided Council with a tool for calculating this order of priority as information is gathered during DWMP implementation (Appendix D). As an initial prioritisation process, land capability (using the proportion of Non-CoS and High/Very High on-site wastewater hazard class to set thresholds) has been used in conjunction with available Septic Tank Permit data and field inspections to group localities into "bands" of priority for inspection and development of alternative wastewater management solutions.

**Table 11 Initial Prioritisation of Domestic Wastewater Risk Management Actions**

Priority Band	Localities	Key Actions in this DWMP Period
Very High	Tyers, Traralgon South	<p>Inspection ASAP to confirm existing system type and condition.</p> <p>Investigate alternative solutions or pursue rectification.</p> <p>Potential water quality monitoring of impact zones.</p>
High	<p>Isolated Non-containment (Non-CoS) properties and properties &lt;4,000m<sup>2</sup>.</p> <p>Yallourn North</p> <p>Jeeralang / Jeeralang Junction</p> <p>Boolarra</p>	<p>Inspection to confirm existing system type and condition.</p> <p>Seek rectification of failures to maximise containment.</p> <p>Implement finalised Minimum Standards in Appendix B for new Permits.</p>
Medium	<p>Moe South</p> <p>Yinnar South</p> <p>Traralgon (west)</p> <p>Hernes Oak</p> <p>Strzelecki Hills localities</p>	<p>Inspection to confirm existing system type and condition.</p> <p>Implement finalised Minimum Standards in Appendix B for new Permits.</p>
Low	All other localities	<p>Inspect if resources permit.</p> <p>Implement finalised Minimum Standards in Appendix B for new Permits.</p>

These priority bands are considered an indicative guide to risk priority which can be strongly influenced by the age, type and condition of the existing system. A Priority Action has been put forward in Section 6 to investigate options for resourcing an on-going risk based inspection program. As part of this, it is recommended that the quantitative risk prioritisation tool be used to prioritise inspections based on site specific property characteristics.

The outcomes of the Domestic Wastewater risk assessment (as documented in Section 5) have identified two clear priorities in terms of managing off-site wastewater impact risks in the form of

Tyers and Traralgon South. In addition there are some more isolated non containment properties dispersed throughout other areas that should be inspected as a priority to confirm actual on-site system performance. It is estimated that approximately 10-15% of unsewered properties in Latrobe would be failing to contain wastewater on-site or pose a high risk of non-containment. Relative to other council areas, this is a modest number and likely to be strongly influenced by the much lower amount of Low Density Residential Zone (LDRZ) land in the municipality.

The remaining 85-90% of unsewered properties are able to contain on-site subject to adequate on-going management and consideration of site specific land capability constraints. It is recommended that a risk based on-site system inspection program and Minimum Standards are developed for Septic Tank and Planning Permit applications (initial examples of Minimum Standards are provided in Appendix B) to address this.

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## 6 Domestic Wastewater Management Action Plan

The revised risk assessment documented in Section 5 has been used to identify priority areas and properties for improved wastewater management. Where high proportions of properties are at risk of not containing wastewater on-site, priority actions focus on progressing strategies, potential management frameworks and funding models for some form of managed wastewater service. For medium and lower risk areas / properties, actions focus on resourcing and implementing improved levels of oversight for on-site system operation and management.

### 6.1 Priority Actions

The following Actions are the 'highlight' or priority actions that have been identified through the DWMP process.

#### 6.1.1 Review / Re-align an Alternative Wastewater Management Strategy for Tyers

Risks to human health and the environment from off-site discharges in Tyers remain very high and should be considered unacceptable. It remains the highest priority issue with respect to domestic wastewater management in Latrobe. It is understood that previous investigations and initiatives (some of which were completed by DWC's Director when employed by others) were progressed as far as possible with both the EPA and Gippsland Water.

It is recommended that the previous investigations be reviewed and updated to reflect the current state of legislation, technology and potential funding sources. Based on previous engagement with Gippsland Water, a revised business case may be warranted that considers alternative governance structures given the health and environmental risks associated with on-site systems in Tyers are significant and on-going. Appendix E contains an outline of potential alternative wastewater management strategies and management models that may warrant further investigation as part of DWMP implementation.

#### 6.1.2 Traralgon South Wastewater Investigation

The risk assessment documented in Section 5 has identified Traralgon South as another area where the risk of off-site discharge would likely be elevated. This is the result of slightly smaller lot sizes combined with land capability constraints. Given the isolated nature of the community, the viability of connection to the Gippsland Water sewerage network is likely to be low. Initial desktop evaluation as part of the DWMP by DWC indicates that Traralgon South is likely to be well suited to a decentralised solution that may involve partial management on site with excess recycled water managed as a communal facility. Alternatively, more active management and oversight of existing on-site systems may be adequate to manage risk.

It is recommended that investigations be undertaken in relation to Traralgon South to;

- better understand and quantify the risk posed by existing on-site systems and the sustainability of owner managed on-site systems;
- engage with residents to understand the extent of concern over wastewater management and willingness to participate in a community wastewater solution;
- investigate options for improved wastewater management in Traralgon South and develop a business case for potential access to external funding assistance.

### 6.1.3 Develop and Implement an On-site Wastewater Oversight Program

Of primary importance throughout most of Latrobe's unsewered areas is the need for on-going compliance oversight of on-site systems. The intention would be for a grading of inspection frequency and degree of enforcement action based on the broader priority bands presented in this DWMP (Table 11). It is recognised that this oversight regime would need to focus on higher risk properties as per the On-site Wastewater Risk Class developed from the land capability mapping layer and existing on-site inspection data (where available).

It is recommended that an initial inspection of all properties (excluding those already inspected) is completed in order of risk priority (see Table 11) for the following purpose.

- To obtain accurate data on type, age, condition, location and size of each system; and
- (Where possible) to engage with the resident on the importance of managing their system, guidance on the 'do's and don'ts' and why Council are conducting inspections.

Once this initial inspection has been completed, Table 12 summarises a recommended inspection / oversight program for Latrobe.

**Table 12 Proposed On-site Wastewater Oversight Program**

Inspection Frequency	Priority Band (See Table 11)	Follow Up on Required Works
Annual	Very High (excluding Non-containment properties <sup>1</sup> ). Any property identified as having a major non-compliance requiring rectification <sup>2</sup> .	Follow up within 3 months to ensure completion of required works.
Two-yearly	High Risk (excluding Non-containment properties <sup>1</sup> ).	Follow up within 6 months to ensure completion of required works (minor non-compliances only).
Three-yearly	Medium Risk Any system with Permit condition requiring a 3-yearly inspection.	Follow up within 12 months to ensure completion of required works (minor non-compliances only).
Five-yearly	Low Risk <sup>3</sup>	

- 1. Non-containment properties will be considered as part of development of any whole town solution or mitigation strategy.*
- 2. Major non-compliances typically involve the failure of land application areas and off-site discharge of wastewater that was not originally approved or major structural / operational failure.*
- 3. Where a new system is approved and installed on a Low Risk property, it may be adequate to rely on a 3-5 yearly check by a licenced plumber or drainlayer.*

The biggest challenge for all Victorian council's is the establishment of a long-term funding mechanism for this oversight and enforcement capability. This DWMP includes a small number of potential options for resourcing of the oversight program that will require further examination to confirm feasibility and acceptability to Council and the community.

It is recommended that Council prepare a business case for increased Domestic Wastewater Management oversight that strikes a balance between cost burden on the community, management of risk and fulfilment of Council's legislative obligations. This should include community engagement on both the risks / impacts of on-site systems and seeking feedback on community willingness to pay for improved oversight.

While this business case may not progress to implementation, as a minimum it enables Council to demonstrate it has actively sought to meet its domestic wastewater management obligations under the SEPP (WoV).

Three potential DWMP funding models are currently being considered for Latrobe City (noting these are to be finalised as part of DWMP implementation).

- Utilise general Council revenue based on the human health and environment protection benefits to the community.

- Increase in Septic Tank Permit fees to allow for oversight of Permit condition compliance.
- Potential establishment of a Local Law to enable a levy to be charged.

There are other, external funding mechanisms that may also be available such as application of a charge associated with septic tank desludging and disposal. Additionally, systems approved since (approximately) 1999 typically have a condition on their Permit requiring three yearly checks by a licenced drainlayer. For these systems, the cost of this inspection would be borne by the property owner. This approach does not always provide the community with the best value for money and can be challenging to enforce and oversee (resulting in higher costs also).

#### 6.1.4 DWM Information Collection and Management

Council have been steadily progressing an information audit of Septic Tank Permit data and importation into both Environmental Health and Property Management Systems. This process is critical to improved management of Domestic Wastewater Management (DWM) risks. The DWMP also puts forward some additional options to streamline information collection and management for DWM as new Permit Applications are submitted or system inspection undertaken.

The DWM Hazard Mapping can potentially form the basis for an Area wide information management system for DWM systems. As information is input into Health Manager, it could be also directly updated in a mapping layer on intranet mapping.

#### 6.1.5 Ensuring Future Unsewered Development is Safe and Sustainable

There are a number of other localities where on-site containment can be achieved subject to management of constraints. Some examples include Yallourn North, Glengarry North, Moe South, Hernes Creek and other areas. Constraints include soil, incised watercourses and soils with poor suitability for effluent land application. In addition to this, the Live, Work, Latrobe Strategy (draft) currently identifies a number of areas for potential Rural Living zoning through a Plan Change.

Section 5.4 and 5.5.3 of this DWMP utilised the DWM Hazard Mapping prepared as part of risk assessment activities to set risk based Minimum Standards for the following (but not limited to) elements of DWM. Indicative examples of these Minimum Standards are provided in Appendix B and will be refined and finalised as part of DWMP implementation.

- Investigation, design and impact assessment requirements for unsewered Planning Permit and Septic Tank Permit applications.
- Triggers for completion of Cumulative Impact Assessments for new unsewered development that considers the impact of land capability of the amount of "useable land" on a site for DWM (as discussed and defined in Section 5.5.3).
- Additional requirements for non-residential DWM systems approved under the Septic Tank Permit system (<5,000 L/day).



- Policy positions for common challenges / constraints that impact on the ability to contain wastewater on-site (e.g. water supply catchments, land stability, bushfire management, flood risk, vegetation protection overlays)
- Risk based Septic Tank Permit conditions for on-going operational compliance requirements.
- Risk based requirements for designer certification of new DWM systems.

## 6.2 Full Action Plan

At present, resourcing for Domestic Wastewater Management (DWM) obligations is limited primarily to Septic Tank Permit application assessment, response to complaints and addressing high risk on-site system failures that pose an immediate health risk. The following Action Plan has been developed with a view to balancing cost of implementation against Council's DWMP obligations under the SEPP (WoV) and the outcomes of the DWM Risk Assessment documented in Section 5. Implementation of the Action Plan will require resourcing beyond the existing situation. Consequently, investigations into potential long-term funding models is identified as a High Priority Action under the DWMP.

Table 13 Latrobe Domestic Wastewater Management Action Plan

Action	Action Steps	Responsibility	Resourcing	Timing
<b>Very High Priority</b> Review and progress an alternative wastewater management strategy for the Tyers township.	1. Review and refresh previous investigation and business case.	LCC Environmental Health	TBC (\$10k-\$15k)	DWMP Year 1
	2. Engage with Council, Victorian Agency and Community Stakeholders to identify potential funding and management opportunities.	LCC, EPA, Gippsland Water, DELWP		DWMP Year 1
	3. Seek approval for a preferred governance and business case.	LCC Environmental Health		DWMP Year 1-2
	4. Develop and implement or mitigate impacts.		Approx. \$1.5-1.8M (adjusted for inflation) <sup>†</sup>	DWMP Year 3-5?
<b>High Priority</b> Develop Funding Models for On-site Wastewater Oversight / Compliance Program and Implement	1. Evaluate potential funding models and make recommendation to LCC.	LCC Environmental Health	No additional	DWMP Year 1
	2. Seek approval for funding model.			DWMP Year 1
	3. Implementation (prioritised based on Permit Data analysis and risk)		Approx. 1 FTE staff + vehicle (approx. \$120k p.a. including overheads)	DWMP Year 2
<b>High Priority</b> Investigate the need for an alternative wastewater servicing strategy for Traralgon South.	1. Conduct a town specific on-site containment risk assessment that builds on DWMP.	LCC Environmental Health	TBC (\$15k-\$20k)	DWMP Year 2
	2. Engage with the Traralgon South community to determine interest in alternative strategies.	LCC Environmental Health		DWMP Year 2
	3. Complete an options study in consultation with Gippsland Water and the EPA to confirm a preferred long-term strategy.	LCC Environmental Health, Gippsland Water, EPA		DWMP Year 3
	4. Prepare Business Case if alternative solution is identified as preferred.	LCC Environmental Health		DWMP Year 4-5
<b>High Priority</b> DWM Information Collection and Management	1. Complete importation and review of existing Septic Tank Permit data.	LCC Environmental Health	No additional	DWMP Year 1
	2. Create a baseline Septic Tank Permit mapping layer.	LCC Environmental Health / IT		

Action	Action Steps	Responsibility	Resourcing	Timing
	3. Establish procedure for direct input of all new Permits' data as they are approved.			
<b>Moderate Priority</b> Establish Minimum Standards for Septic Tank and Planning Permit Applications	<ol style="list-style-type: none"> <li>1. Refine and finalise Minimum Standards Tables in Appendix B.</li> <li>2. Conduct Consultant and Installer Information Sessions</li> <li>3. Implement and Update as Required</li> </ol>	<p>DWC</p> <p>LCC Environmental Health</p>	<p>As part of DWMP</p> <p>Existing budget</p>	<p>DWMP Finalisation</p> <p>DWMP Year 1</p> <p>DWMP Year 1</p>
<b>Moderate Priority</b> Ensure DWMP Risk Assessment Outcomes are incorporated into Live Work Latrobe Strategy	<ol style="list-style-type: none"> <li>1. Finalise DWM Risk Profiling of current and potential future RLZ areas.</li> <li>2. Undertake cumulative impact / minimum lot size assessments to confirm requirements for final proposed RLZ areas.</li> <li>3. Confirm any specific assessment requirements.</li> </ol>	<p>DWC</p> <p>LCC Environmental Health</p> <p>LCC Environmental Health</p>	<p>As part of DWMP</p> <p>TBC (\$5k-\$10k)</p>	<p>DWMP Finalisation</p> <p>As per Live Work Latrobe timing</p>
<b>Low Priority</b> DWM Impact Monitoring Program	<ol style="list-style-type: none"> <li>1. Evaluate potential for an on-going water quality monitoring program in high risk areas.</li> </ol>	LCC Environmental Health	TBC (monitoring program indicatively \$10k-\$40k p.a.)	DWMP Year 3
<b>Low Priority</b> DWMP Action Plan Review	<ol style="list-style-type: none"> <li>1. On-going evaluation against Action Plan</li> <li>2. Adapt DWMP Actions as required based on available funding and previous action outcomes.</li> <li>3. Full DWMP Review</li> </ol>	LCC Environmental Health	Existing	<p>Annually</p> <p>Annually</p> <p>DWMP Year 5</p>
<b>Indicative Budget Estimate for DWMP Action Plan Implementation</b>	<b>\$140k-\$170k p.a. over five years</b> (excludes implementation of solution for Tyers or Traralgon South)			

Note 1: Based on previous investigations by Whitehead & Associates (2008).

### 6.3 Community and Stakeholder Engagement

DWC has assisted Council in conducting community and Victoria agency engagement during the preparation of this draft version of the Domestic Wastewater Management Plan (DWMP).

Engagement activities included the following.

- Internal Council and Victoria agency workshop (November 2018).
- Completion of two sets of community information and engagement sessions in November 2018 and January 2019.
- Notification of the opportunity to make submissions on the DWMP development via mail-outs, social media and the LCC website.
- Opportunity to submit via the Council "Your Say" website or in writing up until the end of February 2019.

Appendix F contains the outcomes of consultation and engagement to date including the current actions and/or response in relation to any concerns raised. Submissions were received from 4 community members, one Land Capability Consultant and Gippsland Water. Key feedback from community engagement sessions has also been included.

A number of the proposed adjustments to the DWMP have already been made with the remaining changes to be completed following public exhibition of the Plan.

## 7 References

BMT WBM (2012) *Assessment of On-site Containment: Park Orchards Case Study*. Yarra Valley Water.

BMT WBM (2015a) *Park Orchards Trial Project: Preliminary Design Package Volume 1*. Yarra Valley Water.

BMT WBM (2015b) *Integrated Water Cycle Planning for Community Sewerage Areas Case Study – Monbulk*. Yarra Valley Water.

BMT WBM (2016) *Park Orchards Trial Project: Baseline Monitoring Program Technical Review*. Yarra Valley Water.

DELWP (2017) *Integrated Water Management Framework for Victoria*.

EPA Victoria (2016) *Code of Practice for Onsite Wastewater Management*. Publication 891.4.

Infocus Management Group (2006) *Municipal Domestic Wastewater Management Plan*. Latrobe City Council.

Municipal Association of Victoria (2014) *Victorian Land Capability Assessment Framework*.

Planisphere (2017) *Rural Land Use Strategy – Live Work Latrobe*. Latrobe City Council.

Standards Australia (2012) *AS/NZS1547:2012 On-site domestic wastewater management*. Standards Australia.

Victorian Auditor-General's Office (2018) *Managing the Environmental Impacts of Domestic Wastewater*.

Whitehead & Associates Environmental Consultants Pty Ltd (2008) *Options for an Innovative Wastewater Management Scheme for Tyers*. Latrobe City Council.

## **Appendix A On-site Containment and Land Capability Risk Assessment Methodology**

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### **A1 Weighted Hazard Score for On-site Containment**

Properties with potential for containment on-site (CoS) were classified based on the potential risks and impacts associated with on-going on-site wastewater management. A detailed description of the weighted hazard scoring system is provided in the following tables. There are three Head Criteria used to calculate the CoS Hazard Score. These scores are determined through direct GIS queries and analysis with the land capability hazard calculated using four sub-criteria.

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**A1.1 Primary On-site Containment Hazard Criteria and Risk Framework**

$$CoS\ Hazard = (Land\ capability\ hazard * 0.5) + (Receiving\ Environment: Proximity * 0.25) + (Receiving\ Environment: Sensitivity * 0.25)$$

Head Criteria	Classification	Hazard	Score	Weight	Description
Land capability hazard	Hazard score <0.95 in Land Capability hazard score	Low	0	50%	Few / minor land capability constraints to on-site wastewater management.
	Hazard score >=0.95 and <2 in Land Capability hazard	Medium	1		Some moderate land capability constraints to on-site sewage with potential to increase failure rates
	Hazard score >=2 in Land Capability hazard score	High	2		Significant land capability constraints which have a high potential to increase failure rates
Receiving Environment: Proximity	Property outside of setback area	Low	0	25%	Limited to no proximity risk
	Receiving environment setback intersects boundary	Medium	2		Risk may be elevated, particularly where other constraints exist or COS is marginal
	Receiving environment itself intersects boundary	High	3		High risk - careful design and oversight required as likelihood of impact high in failure event
Receiving Environment: Sensitivity	None present / >setback distance	Low	0	25%	Self-explanatory – acceptable risk
	Stormwater drain				Typical swale drains on street or piped system
	Degraded or cleared intermittent drainage line.				Gully lines with predominantly grass cover and some scattered trees and shrubs.
	Dam / small waterbody (Upslope)	Medium	2		Farm dams possibly used for irrigation of edible crops or watering livestock
	Partially vegetated / rehabilitated ephemeral waterways				Some ecosystem value, seeking to not degrade further.
	Open stormwater drains in public places				Adjacent to and within parks, reserves, schools, shops.
	ESO vegetation communities (non-riparian)	High	3		Non-riparian ESO (or bioregion) polygons
	Non-potable groundwater bore				Domestic stock and irrigation bores from available data
	Potable water supply catchment				Protection of human health (priority)
	Potable groundwater bore	Protection of human health (priority)			
	Permanent watercourse / waterbody (Upslope)	Perennial or near perennial streams and rivers, or large lakes and reservoirs.			
	ESO (high value) aquatic ecosystems	Riparian polygons of ESOs and bioregions			

ESO = Environmental Significance Overlay; LAA=Land Application Area



### A1.2 Land Capability Hazard Sub-criteria

Land capability hazard score equation is as follows.

$$(Slope\ hazard*0.4)+(Soil\ hazard*0.3)+(Drainage\ Hazard*0.1)+(Climate*0.2)$$

Criteria	Value	Hazard	Score	Weight	Notes
<b>Slope</b> (area weighted average)	<10%	Low	0	40%	No impact on design or function
	10-15%	Medium	2		Some constraints to land application, breakout risks
	15-30%	High	3		High risk of design failure or effluent breakout
	>30%	Prohibitive	Prohibitive		Land application prone to failure regardless of management (Very High Hazard)
<b>Soil</b>	<1.5	Low	0	30%	Soil hazard was assessed and calculated as per BMT WBM (2012, 2015a & 2015b).
	1.5-2.5	Medium	2		
	>2.5	High	3		
<b>Climate</b>	≤3 months where RF > PET	Low	0	20%	Monthly average rainfall exceeds potential evapotranspiration only for a small number of months.
	4 to 5 months where RF > PET	Medium	1		Rainfall exceeds potential evapotranspiration for close to half of the year.
	≥6 months where RF > PET	High	2		Rainfall exceeds potential evapotranspiration for half or greater of the year (soils expected to be consistently moist).
<b>Drainage Class</b>	>Mod. well	Low	0	10%	Free draining soils, ridges, upper and mid slopes
	Imperfect	Medium	1		Imperfectly drained soil profiles, lower slopes (footslopes)
	<Poor	High	2		Poorly drained landscapes, depressions, water accumulation, swamps, floodplains

### A1.3 Red flags

The need for a number of "red flags" was identified during groundtruthing and development of the Framework. Red flags represent more significant or extreme conditions associated with a specific criterion that have a significant and in some cases prohibitive impact on the ability to CoS.

**Table 14 CoS Hazard Red Flags**

Occurrence	Outcome	Purpose
Land capability = High	CoS Hazard Class = High automatically assigned.	Avoid significant and extreme (e.g. steep slopes and shallow soils) constraints on large lots that are not close to sensitive environments from being diluted.
Lot size <4,000m <sup>2</sup> = High		These sites will be highly dependent on site specific land capability constraints and proximity to sensitive receiving environments. A more detailed LCA and design process is likely to be required to ensure full containment in addition to higher level treatment and greater construction and operational oversight.
Receiving environment proximity = High		Capturing otherwise unconstrained lots that either contain or are immediately adjacent to sensitive receiving environments (i.e. if failure occurred there is limited assimilative capacity).
Receiving environment sensitivity = High		As above but capturing the need for greater vigilance where an on-site system is close to a high value or highly sensitive receiving environment (e.g. potable water supply catchment).

## A2 Receiving Environment Analysis

Receiving Environment hazards were assigned the relevant Sensitivity hazard (as defined in 0 above) and applied to each of the unsewered properties within the LGA which contained the individual hazard. A Receiving Environment Proximity hazard of 3 (high) was applied to each property in which the relevant hazard polygon or line intersected the property boundary. If the Receiving Environment (RE) hazard buffer (setback) area intersected the property boundary, a RE Proximity hazard of 2 (medium) was assigned. The flooding and ESO hazard layers were not buffered and therefore were assigned a uniform RE Proximity hazard of 2 (medium). Details of each of the specific RE constraints which were considered are discussed below.

### A2.1 Watercourses

The watercourse layer ('Hydroline') was found to correlate quite well with intermittent waterways and drainage lines across the LGA. Therefore, these were buffered by 30 metres (EPA CoP setback distance) and given the appropriate Receiving Environment Sensitivity hazard (Medium). The watercourse layer also correlated well with permanent waterways within the LGA and this was buffered by 60 metres and given an increased RE Sensitivity hazard (High). For properties  $\geq 4,000\text{m}^2$  in which a watercourse intersects the property boundary a Medium RE Proximity hazard was assigned to capture the improved ability for a land application area to be located on larger lots with sufficient setback to this constraint. High RE Proximity hazard was assigned if the property was  $< 4,000\text{m}^2$ .

## A2.2 Waterbodies

Dams and other waterbodies were mapped within the 'Hydroarea' layer provided by Council. Small waterbodies (e.g. farm dams) was buffered by 30 metres and assigned a Medium RE Sensitivity hazard whilst larger waterbodies were buffered by 60 metres and assigned a High RE Sensitivity hazard. For properties  $\geq 4,000\text{m}^2$  in which a small waterbody (farm dam) is located within the property boundary a Medium RE Proximity hazard was assigned (as discussed above for watercourses). High RE Proximity hazard was assigned if the property was  $< 4,000\text{m}^2$ .

## A2.3 Groundwater

Groundwater bore locations were sourced from the Victorian Government online data portal ('NGIS\_Bores'). All bores known to be potable water sources were buffered by 100 metres and assigned with a High RE Sensitivity hazard. There is some uncertainty around currency, accurateness and completeness of groundwater bore data and therefore bores assigned as non-potable or unknown were not included (given the board-scale nature of the mapping).

## A2.4 Environmentally Significant Vegetation

The Council planning overlay was used to extract areas classified specifically as part of the 'Environmental Significant Overlay' (ESO). This was combined with the 'Native Vegetation – Bioregional Conservation' layer obtained from Vic Gov data portal. No buffer was applied to this combined ESO / Bio-conservation region and therefore it is assigned a uniform RE Proximity hazard of 2 (medium).

In order to identify high value (Riparian) ESO / Bio-conservation areas, permanent watercourses (with 30m buffer applied) was used to identify these areas and assign a High (3) RE Sensitivity hazard to any properties within this region. All other ESO / Bio-conservation areas were assigned a Medium (2) RE Sensitivity hazard.

## A2.5 Flooding

Flood risk areas were identified via the Council planning overlay to determine properties within the 'Floodway' or 'Land subject to inundation' planning regions. Properties that were within these areas were assigned a medium RE Proximity hazard (and therefore minimum Medium Hazard classification) to flag this potential land capability constraint for installation of a suitably sized on-site wastewater management system.

## A2.6 Stormwater

Stormwater drainage infrastructure data was provided by Council and was predominantly located within areas serviced by reticulated sewer. Open stormwater drainage was not a key hazard concern in public places such as parks and reserves, and sufficient setbacks to open roadside swale drains were typically able to be achieved.

### A3 Soil Hazard

Soil hazards relevant to on-site wastewater management have been evaluated using the parameters / system documented in the tables below. Initial classification has been based on best available broad scale soil landscape mapping and data. Groundtruthing field verification includes completion of soil investigations across Latrobe at a number of representative locations. The focus was on the key / dominant soil landscapes and areas where there was uncertainty around soil characteristics and/or soil hazard was important for the overall Hazard Class. This also included collection of soil samples for laboratory analysis for a number of key soil landscapes.

**Table 15 Parameters for Soil Hazard Derivation**

Hazard Type	Parameter	Hazard Class	Description
Depth Hazard	Profile Depth	Low	Greater than 1.5 metres profile depth
		Medium	0.8 – 1.5 metres profile depth
		High	Less than 0.8 metre profile depth
Hydraulic Hazard	Texture	Low	Pedal loam to clay loam soils with mid-range permeability and moderate to free drainage.
	Structure	Medium	Generally imperfectly drained, weakly structured clay loams and light clays or deep, rapidly drained sands (e.g. sand hills).
	Indicative Permeability	High	Generally, shallow, structureless clays and sands in either very rapidly or very poorly drained landscapes.
	Drainage		
Pollution Hazard	Nutrient Retention	Low	Generally, soils with high cation exchange (CEC) and / or phosphorus sorption capacity, no sodicity potential and good organic content in topsoil.
	Sodicity	Medium	Generally, soils with moderate CEC, phosphorus sorption capacity, minor sodicity potential and moderate organic content in topsoil.
	Organic Content	High	Generally, soils with low CEC, phosphorus sorption capacity, sodicity potential and/or limited organic content.

**Table 16 Weighted Average Logic for Soil Hazard Class**

Hazard Score	Hazard Type	Weighting	Calculation
Low=1	Depth	1.5	<b>Final Hazard Class</b> = [(Depth HS x w) + (Hydraulic HS x w) + (Pollution HS x w)] / 3 <b>Weighted average hazard classes</b> 1 – 1.5 = Low Soil Hazard 1.5 – 2.5 = Medium Soil Hazard 2.5 – 3 = High Soil Hazard
Medium=2	Hydraulic	1	
High=3	Pollution	0.5	

#### A4 Slope and Drainage Hazard

Elevation contours (1 and 2 metre) and DEM data points were available for sections of the LGA but no complete data was available from LCC. Therefore contours and slope grid were created within QGIS based on the Vicmap 10m Digital Terrain Model (DTM) available for the entire LGA. This assisted with evaluation of topographical, hydrologic and landscape constraints. The slope grid created from the DTM provided a broad desktop assessment of variability in slope, from which assumptions were evaluated and verified during groundtruthing.

The drainage hazard was inferred from the general soil atlas data layer (provided by LCC) based on identifying board areas in which poor drainage was likely to be a constrain to effluent management. The High Drainage Hazard areas predominately consisted of low-lying floodplains with incised watercourses present.

#### A5 Climate Hazard

A general climate analysis across the LGA was undertaken to provide an assessment of the degree to which climate limits or enhances opportunities for the land application of effluent. The Climate Hazard analysis classifies the Latrobe LGA based on the number of average climate months where rainfall exceeds potential evapo-transpiration (PET).

This provides a general spatial representation of periods where enhanced deep drainage or surface surcharging of effluent is more likely to occur because evapo-transpiration is providing limited or no assistance in assimilating wastewater. Conversely areas (grid cells) with limited or no average months where PET is greater than rainfall generally represent sites with good evapo-transpiration capacity available for effluent assimilation.

The baseline data layers used include;

- 2.5 km<sup>2</sup> grid of mean monthly rainfall (Bureau of Meteorology Climate Atlas)  
[www.bom.gov.au/climate/averages/climatology/gridded-data-info/metadata/md\\_ave\\_rain\\_1961-90.shtml](http://www.bom.gov.au/climate/averages/climatology/gridded-data-info/metadata/md_ave_rain_1961-90.shtml)
- 10 km<sup>2</sup> grid of mean monthly areal Potential Evapo-transpiration (BoM Climate Atlas)  
[http://www.bom.gov.au/climate/averages/climatology/gridded-data-info/metadata/md\\_ave\\_et\\_1961-90.shtml](http://www.bom.gov.au/climate/averages/climatology/gridded-data-info/metadata/md_ave_et_1961-90.shtml)

The rainfall and evapotranspiration data for each month were converted from lat/long co-ordinates to an MGA projection and then converted to a 40m grid cell size for consistency.

The final output of the RF minus PET monthly grid analysis was an approximation of excess rainfall for each month of an average statistical year. The results of this were used to determine an appropriate spatial climate hazard level across the LGA.

The climate hazard layer was created through classification of grid cells in accordance with the following conditions.

Low hazard:  $\leq 3$  months where  $RF > PET$

Medium hazard: 4 to 5 months where  $RF > PET$

High hazard:  $\geq 6$  months where  $RF > PET$

## A6 Groundtruthing

DWC conducted field groundtruthing of the land capability / on-site hazard mapping in August 2018. Twenty five sites were assessed based on the risk / hazard classification Framework detailed above. Sites were selected to maximise benefits of field checking by;

- concentrating on locations where land capability inputs (i.e. the inputs subject to the most uncertainty) had the potential to influence the final CoS Hazard Class (e.g. soil landscapes which covered a large proportion of the Latrobe municipality);
- identifying sites where there was observed uncertainty in the individual parameters used to assign a hazard class (e.g. near a soil landscape boundary or area of variable slope); and
- concentrating on areas with higher densities of on-site systems or known performance issues.

Groundtruthing involved visual checking of each site against the tables in Section A1 above. It also involved some checking of soil hazard class against key criteria set out in Section A3. Hazard mapping was then checked via a laptop and GPS at each site with results recorded with supporting photography.

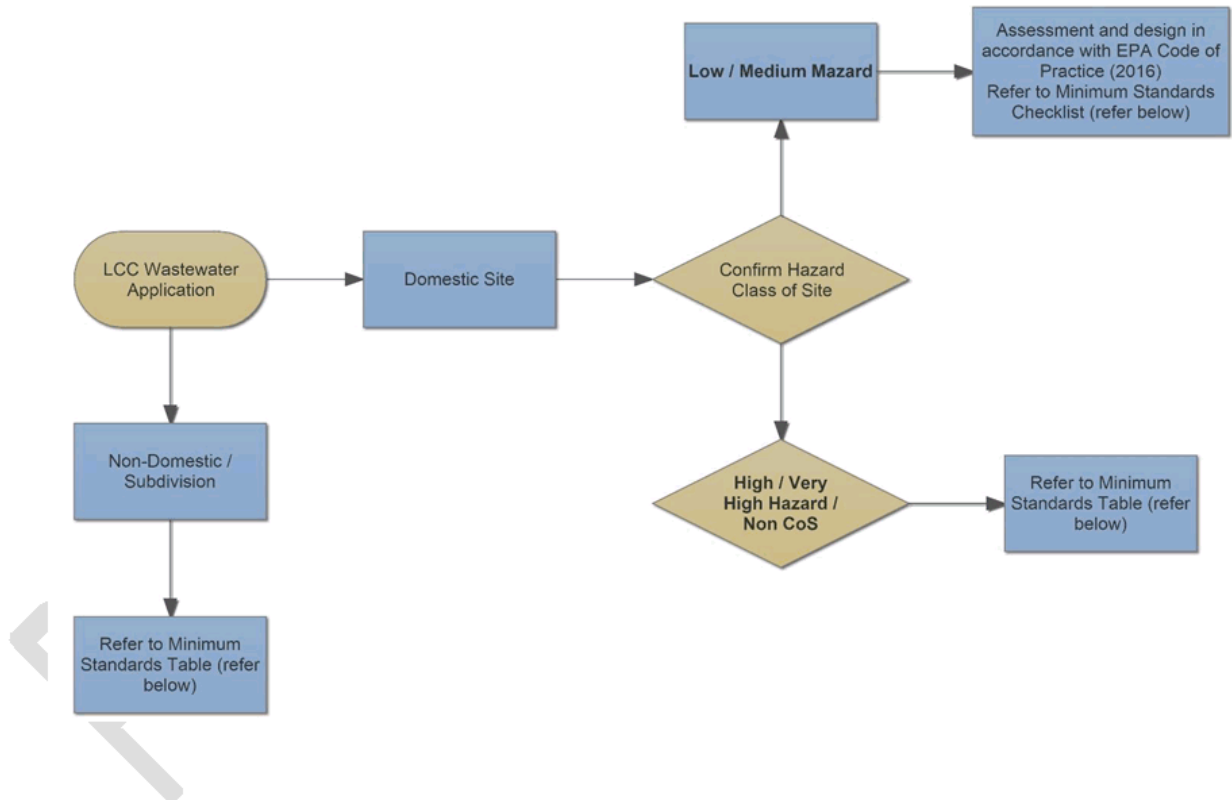
The results found no significant discrepancies in the On-site Containment Hazard Class for the groundtruthing sites. General comments / limitations were as follows.

- Slope Hazard is based on the best available and most consistent data across the municipality, however as it is based on 10m DTM grids it will not necessarily pick up subtle changes across sites. It is appropriate for broad-scale mapping such as this.
- The Native Vegetation (Bioregional Conservation) data utilised as part of the ESO vegetation hazard has variable accuracy regarding actual vegetation location, however is sufficient given the broad-scale nature of the mapping and is the best data available.

## Appendix B Minimum Standards – Septic Tank Permits & Subdivision

### Domestic Septic Tank Permit

The flow chart below outlines the pathway for assessing a septic tank permit for a new domestic system or alternation to an existing system. The Minimum Standards for assessment and design are dependent on the On-site Hazard Class (discussed in Section 5) for the specific unsewered domestic site. An example minimum standards checklist is presented below in Table 17 for Low to Medium Hazard sites. The intention is that a consultant can undertake a simple domestic wastewater system design and report provided the Minimum Standards are achieved. In addition, example minimum standards for properties classified as High / Very High Hazard and Non CoS (and where Low / Medium minimum standards are not achieved) is presented below in Table 18 .



**Table 17 Low / Medium Hazard Minimum Standards**

1. Site Assessment	Low / Medium Hazard	
	Limit	Comply (tick or cross)
Aspect/exposure of disposal area (sun and wind)	Moderate/High	<input type="checkbox"/>
Slope of disposal area	<20%	<input type="checkbox"/>
Flooding – is the property flood prone?	> 1 in 20 year ARI	<input type="checkbox"/>
Depth to bedrock or hardpan?	> 0.6metres	<input type="checkbox"/>
Depth to groundwater?	> 0.6metres	<input type="checkbox"/>
Dam, lake, reservoir or bore (potable water supply catchment)	> 300metres	<input type="checkbox"/>
Groundwater bore – distance to disposal area?	> 60 metres	<input type="checkbox"/>
Permanent waters (potable water supply) – distance to disposal area?	> 100 metres	<input type="checkbox"/>
Permanent waters (non-potable water supply) – distance to disposal area?	> 60 metres	<input type="checkbox"/>
Dams, drains, intermittent watercourses – distance to disposal area?		<input type="checkbox"/>
Vegetation - removal for disposal area?	No	<input type="checkbox"/>
Any other health or environmental constraints specific to the property?	No	<input type="checkbox"/>
Soil classification ( <i>AS/NZS 1547:2012</i> )	Cat. 1-5	<input type="checkbox"/>
<p><b>Applications must be assessed under the High Hazard Minimum Standards where site specific investigations confirm a failure to meet any of the criteria in this table.</b></p> <ol style="list-style-type: none"> <li>Slope may be estimated visually.</li> <li>Subsurface criteria must be assessed through excavation of at least one soil test pit within the proposed land application area(s).</li> <li>Soil classification shall be conducted through textural analysis as described in Appendix E of <i>AS/NZS1547:2012</i>.</li> <li>Failure to declare obvious property constraints may trigger additional investigation requirements.</li> </ol>		



**Table 18 Minimum Standard for Wastewater Management Reports: High / Very High Hazard and Non CoS Lot**

<b>SINGLE ALLOTMENT (Domestic)</b>		
<b>Minimum Standard for Wastewater Management Reports</b>		
<b>Report Element</b>	<b>Minimum Standard</b>	<b>Nominal Level of Detail</b>
Introduction and Background	<ul style="list-style-type: none"> <li>Name, contact details and qualifications of author(s).</li> <li>Site location and owner.</li> <li>Allotment size (m<sup>2</sup> or ha).</li> <li>Proposed / existing water supply.</li> <li>Number of bedrooms and occupants.</li> <li>Availability of sewer.</li> </ul>	One page of text and tables.
Site and Soil Assessment	<ul style="list-style-type: none"> <li>Broad overview of locality and landscape characteristics.</li> <li>Details of the date and time of assessment in addition to statements confirming the methods used to complete the assessment.</li> <li>Site and soil assessment accordance with MAV Land Capability Assessment Framework (2014), <i>AS/NZS 1547:2012</i> and EPA Code of Practice 2016 (CoP).</li> <li>Summary of available published soils information for the site.</li> <li>Detailed explanation of the implications of observed site and soil features for system design and performance.</li> <li>Assessment of the existing condition of the receiving environment and sensitivity to on-site system impacts. Setbacks to be met as per EPA CoP.</li> </ul>	<ul style="list-style-type: none"> <li>Paragraph and locality map.</li> <li>Paragraph or table</li> <li>Table(s)</li> <li>1-2 paragraphs</li> <li>Up to 1 page of explanation and recommended design elements to overcome constraints.</li> <li>Up to one page.</li> </ul>
System Selection	<ul style="list-style-type: none"> <li>Summarise potential treatment and land application systems considered including advantages and limitations.</li> <li>Preliminary design calculations for a minimum of 2-4 options.</li> <li>Brief statement justifying selection of treatment and land application system.</li> </ul>	<ul style="list-style-type: none"> <li>Table.</li> <li>Summary table.</li> <li>Paragraph.</li> </ul>
Design	<ul style="list-style-type: none"> <li>Site specific calculation of design wastewater generation rates in accordance EPA CoP accompanied by water use / wastewater generation data to support design rates for all existing systems upgrades.</li> <li>Certification details for the selected treatment system.</li> <li>Land Application Area (LAA) sizing in accordance with EPA CoP and MAV (2014); <ul style="list-style-type: none"> <li>Trench / Bed: most limiting of monthly water balance and annual nutrient balance calculations (EPA CoP).</li> <li>Surface / Subsurface Irrigation: most limiting of hydraulic sizing equation (Eq. L1 <i>AS/NZS 1547:2012</i>) and annual nutrient balance calculations (EPA CoP).</li> </ul> </li> <li>Hydraulic design calculations for all pressurised pipework (including drip irrigation).</li> <li>Design drawings of all non-certified system components.</li> </ul>	<ul style="list-style-type: none"> <li>Tables and paragraph justifying calculations.</li> <li>Attach Certificate</li> <li>Table summarising inputs and assumptions accompanied by a summary table of results.</li> <li>A4 schematic (not to scale).</li> <li>A4 schematic (not to scale).</li> </ul>
Site Plan	<ul style="list-style-type: none"> <li>Nominated Effluent Management Area (EMA) to be clearly shown to ensure construction does not occur over this area at any time;</li> <li>Survey plan;</li> <li>Location of tank(s);</li> <li>Location of boundaries, buildings, swimming pools, paths, groundwater bores, dams and waterways;</li> <li>Location of primary and reserve disposal areas;</li> <li>Location of stormwater diversion drains and earth bunds (if applicable);</li> <li>Setback (buffer) distances to the above features;</li> <li>Two metre elevation contours;</li> </ul>	<ul style="list-style-type: none"> <li>A4 Site Plan (1:500 scale minimum).</li> </ul>

	<ul style="list-style-type: none"><li>• Location of drainage pipework (centreline).</li></ul>	
Appendices	<ul style="list-style-type: none"><li>• Soil bore logs for all test pits (Permeability test results).</li><li>• Raw laboratory results for soil analysis.</li><li>• All design calculations and assumptions.</li></ul>	-

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**Subdivision**

The same Minimum Standards will be required for all new subdivision regardless of the specific properties On-site Hazard Class. An example table is presented below.

**Table 19 Minimum Standard for Wastewater Management Reports (Subdivision)**

INCREASE IN BUILDING ENTITLEMENTS		
Minimum Standard for Wastewater Management Reports		
Report Element	Minimum Standard	Nominal Level of Detail
Introduction and Background	<ul style="list-style-type: none"> <li>Name, contact details and qualifications of author(s).</li> <li>Site location and owner.</li> <li>Allotment size (m<sup>2</sup> or ha).</li> <li>Proposed / existing water supply.</li> <li>Number of new building entitlements.</li> <li>Availability of sewer.</li> </ul>	One page of text and tables.
Site and Soil Assessment	<ul style="list-style-type: none"> <li>Broad overview of locality and landscape characteristics.</li> <li>Details of the date and time of assessment in addition to statements confirming the methods used to complete the assessment.</li> <li>Site and soil assessment accordance with MAV Land Capability Assessment Framework (2014), <i>AS/NZS 1547:2012</i> and EPA Code of Practice 2016 (CoP).</li> <li>Detailed review of available published soils information for the site.</li> <li>Where multiple soil facets are present the site plan should show the approximate boundary between facets.</li> <li>Detailed explanation of the implications of observed site and soil features for system design and performance.</li> <li>Assessment of the existing condition of the receiving environment and sensitivity to on-site system impacts. Confirm setbacks are met as per EPA CoP.</li> </ul>	<ul style="list-style-type: none"> <li>Paragraph and locality map.</li> <li>Paragraph or table</li> <li>Table(s)</li> <li>1-2 paragraphs</li> <li>Minimum 3 soil test pits per soil facet.</li> <li>Up to 1 page of explanation and recommended design elements to overcome constraints.</li> <li>Up to one page.</li> </ul>
System Selection and Design	<ul style="list-style-type: none"> <li>Summarise potential treatment and land application systems considered including advantages and limitations.</li> <li>Brief statement justifying selection of potential treatment and land application systems.</li> <li>Sizing of land application systems using the most limiting of monthly soil water and annual nutrient balances (EPA CoP / MAV 2014 and <i>AS/NZS 1547:2012</i>).</li> </ul>	<ul style="list-style-type: none"> <li>Table.</li> <li>Paragraph.</li> <li>Table summarising inputs and assumptions accompanied by a summary table of results and paragraph justifying calculations.</li> </ul>
Site Plan	<ul style="list-style-type: none"> <li>Useable Land to be clearly identified;</li> <li>Survey plan;</li> <li>Proposed allotment boundaries, dimensions and area;</li> <li>Location of existing buildings, swimming pools, paths, groundwater bores, dams and waterways;</li> <li>Location of exclusion zones (e.g. setback distances and unsuitable site and soil conditions);</li> <li>Location of EMAs capable of containing LAAs and reserves (where applicable);</li> <li>Two metre elevation contours; and</li> <li>Location of existing and proposed drainage pipework (centreline).</li> </ul>	<ul style="list-style-type: none"> <li>Minimum Site Plan (1:500).</li> </ul>
Off-site Impacts (Where required)	<ul style="list-style-type: none"> <li>Confirm Useable Land (UL) and if Setbacks are achieved for each new lot (as per EPA CoP). <ul style="list-style-type: none"> <li>≥4,000m<sup>2</sup> UL within each new lot and all setbacks achieved – <b>No further works required</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Up to 1 page.</li> </ul>

	<ul style="list-style-type: none"> <li>○ &lt;4,000m<sup>2</sup> UL within a new lot or EPA CoP setbacks cannot be achieved – <b>Site specific Land Capability Assessment required</b> in accordance with MAV (2014) and EPA CoP.</li> <li>• Methodology documenting the basis and source of input data including reference to site specific data and published information to justify use.</li> <li>• Results demonstrating compliance with local water quality objectives and adequate management of health risk as per EPA CoP.</li> <li>• Brief discussion of long-term risks to health and environment and recommended management measures to address impacts.</li> </ul>	<ul style="list-style-type: none"> <li>• 2-4 pages of tables, figures and text.</li> <li>• 1-2 pages of tables, figures and text.</li> <li>• Up to 1 page.</li> </ul>
<p>Appendices</p>	<ul style="list-style-type: none"> <li>• Soil bore logs for all test pits.</li> <li>• Raw laboratory results for soil analysis.</li> <li>• All design calculations and assumptions including screenshots of off-site impact spreadsheets/models (if required).</li> </ul>	<p>-</p>

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### **Non-domestic System**

The same Minimum Standards will be required for all non-domestic systems regardless of the specific properties On-site Hazard Class. An example table is presented below.

**Table 20 Minimum Standard for Wastewater Management Reports (Non-Domestic System)**

<b>NON-DOMESTIC SYSTEMS (ADWF &lt;5 kL/day)</b>		
<b>Minimum Standard for Wastewater Management Reports</b>		
<b>Report Element</b>	<b>Minimum Standard</b>	<b>Nominal Level of Detail</b>
Introduction and Background	<ul style="list-style-type: none"> <li>Name, contact details and qualifications of author(s).</li> <li>Site location and owner.</li> <li>Allotment size (m<sup>2</sup> or ha).</li> <li>Proposed / existing water supply.</li> <li>Description of proposed facility (including equivalent persons).</li> <li>Availability of sewer.</li> </ul>	One page of text and tables.
Site and Soil Assessment	<ul style="list-style-type: none"> <li>Broad overview of locality and landscape characteristics.</li> <li>Details of the date and time of assessment in addition to statements confirming the methods used to complete the assessment.</li> <li>Summary of available published soils information for the site.</li> <li>Site and soil assessment accordance with MAV Land Capability Assessment Framework (2014), <i>AS/NZS 1547:2012</i> and EPA Code or Practice 2016 (CoP).</li> <li>Brief and clear explanation of the implications of observed site and soil features for system design and performance.</li> <li>Assessment of the existing condition of the receiving environment and sensitivity to on-site system impacts. Confirm setbacks are met as per EPA CoP.</li> </ul>	<ul style="list-style-type: none"> <li>Paragraph and locality map.</li> <li>Paragraph or table</li> <li>1-2 paragraphs</li> <li>Table(s), minimum 3 soil test pits per soil facet.</li> <li>Bullet point list of recommended design elements to overcome constraints.</li> <li>1-2 paragraphs</li> </ul>
System Selection	<ul style="list-style-type: none"> <li>Summarise potential treatment and land application systems considered including advantages and limitations.</li> <li>Brief statement justifying selection of potential treatment and land application systems.</li> </ul>	<ul style="list-style-type: none"> <li>Table.</li> <li>Paragraph.</li> </ul>
Design	<ul style="list-style-type: none"> <li>Site specific wastewater characterisation based on best available published or local information including consideration of seasonal / monthly variation.</li> <li>Establish site specific design criteria based on typical / published performance.</li> <li>Brief process design outlining rationale, assumed performance and capacity to manage design flows and loads. Process performance should be supported by published data or information that demonstrates the suitability of the process to the site and development.</li> <li>Sizing of land application systems using the most limiting of monthly soil water and annual nutrient balances (EPA Code and <i>AS/NZS 1547:2012</i>).</li> <li>Off-site impacts assessment <b>may be required</b> if setbacks (as per EPA Code and <i>AS/NZS 1547:2012</i>) cannot be achieved – at discretion of Latrobe City Council.</li> <li>Preliminary hydraulic design of collection, treatment and land application components.</li> </ul>	<ul style="list-style-type: none"> <li>Seasonal / monthly time series of flow and loads and 1-2 paragraphs + table justification.</li> <li>Paragraph and bullet points.</li> <li>1-2 pages including supporting tables and figures.</li> <li>Tables summarising inputs, assumptions and results and paragraph justifying calculations.</li> <li>Tables and process schematic.</li> </ul>

Site Plan	<ul style="list-style-type: none"> <li>• Location of boundaries, buildings, swimming pools, paths, groundwater bores, dams and waterways;</li> <li>• Location / extent of all system components (including any reserve areas);</li> <li>• Two metre elevation contours; and</li> <li>• Location of existing and proposed drainage pipework (centreline).</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum Site Plan (1:500).</li> </ul>
Appendices	<ul style="list-style-type: none"> <li>• Soil bore logs for all test pits.</li> <li>• Raw laboratory results for soil analysis.</li> <li>• All design calculations and assumptions including screenshots of off-site impact spreadsheets/models (if required).</li> </ul>	-

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## Appendix C Minimum Property Size Analysis

A review was undertaken of sustainable minimum property sizes for on-site sewage management based on collated data for a number of unsewered regions across Victoria and New South Wales, which are similar to Latrobe municipality. Sustainable minimum lot size was previously considered to allow for typical levels of site development (based on applicable land use zoning) in addition to a conservatively sized land application system (using hydraulic and nutrient balances) and provision of adequate separation distances from sensitive receptors.

The intention of these previous assessments was to establish a conservative lot size (or some other measure) that was considered adequate to provide Council with a high degree of confidence that an effective, safe and sustainable on-site sewage management service can be accommodated (with factors of safety).

### C1 Methodology

Based on previous studies and experience, a conservative land area requirement for sustainable on-site sewage management has been calculated by the following procedure. The procedure was applied using rainfall from local stations and gridded potential evapo-transpiration data from Bureau of Meteorology (BoM).

- A design occupancy of 6 persons for a 4 bedroom house (using reticulated water) was adopted to represent the typical design residential development scenario.
- A typical system configuration of secondary treatment and subsurface irrigation was assumed. This scenario also allowed for primary dosed trenches and beds (discussed further below).
- Hydraulic and annual nutrient balance was undertaken based on the above occupancy assuming a Design Loading Rate (DLR) of 3 mm/day (Category 5 – light clays). This DLR was selected on the basis that it strikes an appropriate balance between conservatism and realism.

The outcomes of these water and nutrient balance calculations were then used to examine minimum Effluent Management Areas (EMA) required for the majority of typical sites and dwellings likely to be encountered.

An assessment was then undertaken of a sample of properties within unsewered zones of the LGA's. Properties were assessed to determine the capacity to provide available area for sewage management in addition to area occupied by development and separation distances from objects such as;

- building structures;
- driveways and paths;
- swimming pools and other dedicated recreational areas (e.g. tennis courts);

- land occupied by livestock or horses;
- property boundaries; and
- dams, intermittent and permanent watercourses.

The assessment was undertaken through orthophoto investigations and GIS creation of buffers around the abovementioned objects. Statistics on the area of land and proportion of total lot area occupied by each component (inclusive of buffers) were recorded for analysis. The lots assessed were selected to provide a representative sample of typical development across a variety of unsewered areas. The data also consists of ~800 lots in Monbulk in which site specific available area for effluent management was measured on-property.

Statistics obtained from the assessments were analysed to identify any patterns or relationships between lot size, land use zones and area available for EMA's. Multiple scatter plots of lot size and the average area available for effluent management were created. This was completed for a number of property size ranges to determine relationships for these properties ranges that could be applied region wide. Data were utilised from many previous assessments across Victoria and New South Wales and provided a consistent relationship.

## C2 Data Analysis

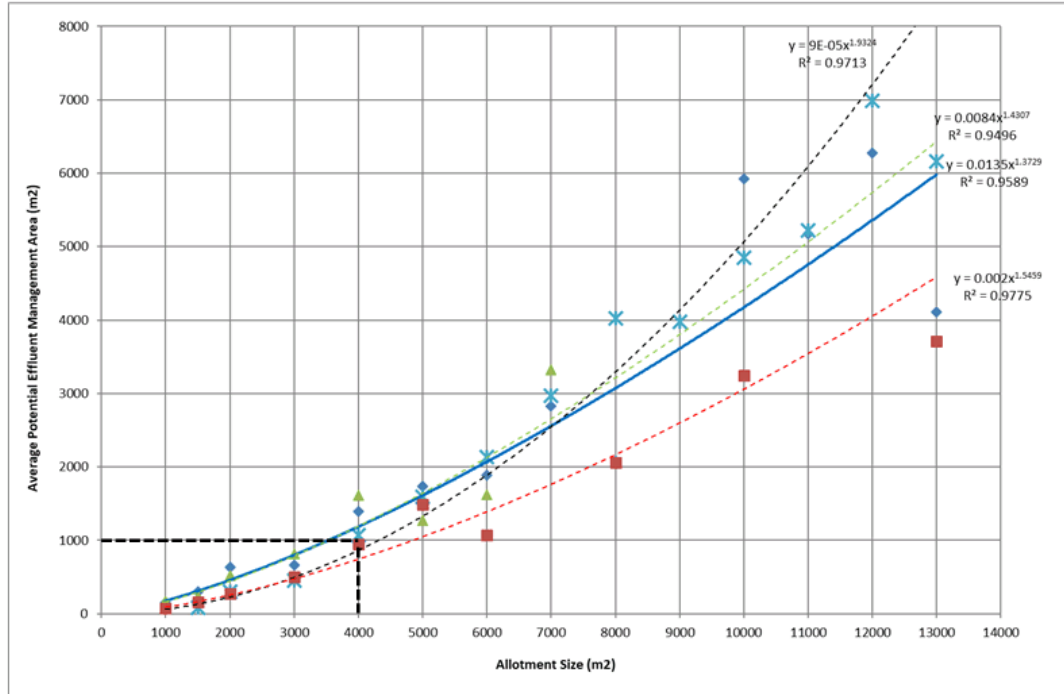
Based on the outcomes of previous water (checked against annual nutrient balances) balance assessments, an LAA of 650 – 850 m<sup>2</sup> has typically been required. The "design" estimate (outlined in points 1 – 3 above) based on the more conservative climate zone resulted in a minimum land application area of approximately 850 m<sup>2</sup>. Allowing for treatment tanks, required zoning of LAAs and other infrastructure required for an on-site system, a typical EMA was found to be ~1,000 m<sup>2</sup>. Primary dosed trenches and beds (which are not always suitable for observed site and soil conditions) occupy approximately half the land area of a secondary dosed irrigation system. However, allowance for a reserve area must be made for primary dosed subsurface systems which results in a comparable land area requirement to that of a secondary dosed irrigation system.

The larger footprint is considered appropriate for planning purposes and allows for situations where issues such as irregular shaped areas and slope limit the proportion of available land that can actually be occupied by a land application system. It is important to note that the outcomes of this minimum property size assessment should not be used in a prescriptive or deterministic fashion. Individual applicants should be able to undertake additional site specific investigations to confirm the appropriateness of Council's general minimum lot size for their site.

The relationship between Lot Size and Available Area for Effluent Management for the various areas assessed was compared based on adoption of an average available area approach which was found to be more applicable and more adaptable to the study areas considered. This involved determining

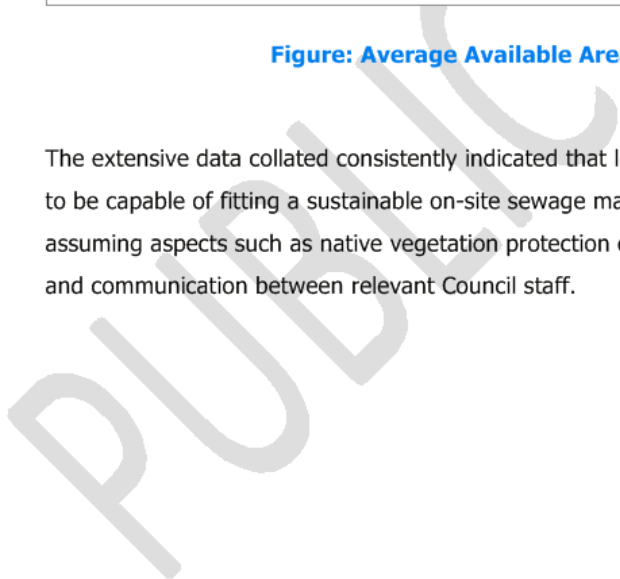


the relationship between average available area and property size at property size ranges. The figure below contains the results of this consolidated analysis.



**Figure: Average Available Area and Property Size Evaluation**

The extensive data collated consistently indicated that lot sizes at or greater than 4,000 m<sup>2</sup> are likely to be capable of fitting a sustainable on-site sewage management system within the property, assuming aspects such as native vegetation protection can be managed through site specific design and communication between relevant Council staff.



## Appendix D Potential On-site System Risk and Management Hazard Methodology

This appendix includes details for a potential methodology for developing an onsite system 'Management' Hazard Class and final 'Domestic Wastewater Management' Class for the entire municipality. This is based on combining the Land Capability Hazard mapping class with a separate 'Management' hazard class based on the Existing On-site System (inspection data) for each property. This overall 'Domestic Wastewater Management' (DWM) Hazard Class would ultimately dictate the inspection frequency for each property and the time allowance for ensuring compliance issues (if any) are addressed and rectified.

The potential DWM / Management Risk Class is summarised in the table below for feedback from Council.

The intention would be for Council to develop a consistent, clearly defined set of criteria for what constitutes as minor, moderate, major and critical non-compliance from the on-site system inspection data.

Where on-site system inspection data is not available, some additional criteria may include;

- Systems older than 30 years - automatic major non-compliance until inspected
- Systems 10-30 years old - automatic moderate non-compliance until inspected
- Systems <10 years old - automatic low risk (Management) until inspected

Another aspect for consideration is a potential reduction in the assigned Land Capability Hazard for a property based on inspection information. For example, following an inspection it may be determined that the existing on-site system achieves all minimum setbacks to sensitive environmental receptors and therefore the onsite hazard is being adequately managed.

### Domestic Wastewater Management (DWM) Risk Map / Class

*Land Capability Hazard + Existing On-site System Hazard = DWM Risk Class*

DWM Risk Class	Description	Land Capability Hazard Class	Management Class	Inspection Frequency	Indicative Timeframe for Rectification of Non-compliance
<b>Low</b>	Few or no constraints to sustainable on-site wastewater management. Traditional technology approaches, routine maintenance and 3-5 yearly oversight likely to be adequate to manage risk. No known off-site discharge or major - critical non-compliance.	Low	Low risk or minor non-compliance	5 Yearly	1 Year
		Medium	Low risk		
<b>Medium</b>	There may be some moderate to major constraints to sustainable on-site wastewater management that require consideration in the approval of new systems. Higher levels of treatment and land application may be required in addition to more frequent oversight (2-3 years). No known off-site discharge or major - critical non-compliance.	Low	Moderate non-compliance (no OSD)	3 Yearly	9 Months
		Medium	Low or Minor non-compliance		
		High	Low risk		
<b>High</b>	Property will either a) possess significant constraints to sustainable on-site wastewater management that require specialist land capability assessment and design to mitigate; or b) contain an existing on-site system that has a known non-compliance. No known off-site discharge (critical non-compliance).	Low	Major non-compliance (no OSD)	2 Yearly	6 Months
		Medium	Moderate or major non-compliance (No OSD)		
		High	Minor non-compliance (no OSD)		
<b>Very High</b>	Properties with a known off-site discharge (either a legacy system or discharge due to a critical non-compliance) or too small to be able contain wastewater on-site in the long-term. Rectification of non-compliance and/or provision of an alternative wastewater management service should be a priority.	Non CoS & Very High	All	1 Yearly	3 Months
		Medium	Major non-compliance (no OSD)		
		High	Known off-site discharge (legacy system or due to a critical non-compliance)		

## Appendix E Potential Wastewater Management Strategies / Models

Strategy / Model	Description
Managed On-site Wastewater Management Systems	On-site Wastewater management systems upgraded and managed / operated (also potentially owned) by a Responsible Management Entity (RME) such as a Council or private utility, as discussed in Section 3.6 of the VAGO report (2018) based on US EPA governance model.
Decentralised / Cluster Wastewater Management System	System to collect treated effluent from on-property systems for polishing (potentially Class B) and irrigation across community / public open space. Cluster systems are typically set up at a precinct scale to treat wastewater from a group of properties within the vicinity of the nominated community / public open space. Allows opportunities for on-property reuse of treated wastewater to reduce downstream infrastructure / irrigation requirements. To be operated and managed by RME.
Monitoring and Inspection Program	Program for collection of on-site system type and performance data to guide priority of inspection and compliance assessment.
Integrated Water Management	Water management approach that aims to provide a holistic and forward thinking approach to all elements of the water cycle (movement of water through its various phases) including wastewater in addition to stormwater, potable / non-potable water supply and local watercourses. The intention is for this approach to be adaptive to temporal changes over the long-term and designed in conjunction with end users (community) with a place based element to design. Examples include Best Practicable Option upgrades to existing on-site systems with any excess wastewater not able to be contained on-lot sent to upgraded stormwater infrastructure (biofilters / constructed wetlands).
Funded on-site system upgrade grants.	Seek external funding to assist home owners in system upgrades. Operation and management of systems continues to be home owner responsibility.
Reticulated (Conventional) Sewerage	Delivery of low pressure sewer, pump stations and rising main to existing sewerage network or central Water Recycling Plant. To be delivered and managed by Gippsland Water (currently no plans to extend network).

## **Appendix F Community and Stakeholder Engagement Summary**

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**Domestic Waste Water Management Plan – Synopsis Community Feedback Sessions Matters Raised****Sessions held 15/16 January 2019**

1. Cost implications for inspection process
  2. Cost implications for repair replacement of systems
  3. Inference replacement systems would involvement high end systems i.e. treatment plants/sand filters
  4. Cost implications for sewer connection based on Glengarry suggested cost to individual landowners \$16000
  5. Strong sentiment of not wanting inspector's onsite
  6. Lack of understanding of risk mapping in plan; incorrect linkage that same infers all existing systems in area as being high risk
  7. Polite communication required as to letters of demand
  8. Charge associated with inspection of systems must be reasonable
  9. Focus not only on community. Council systems must also be addressed where there are apparent issues i.e. recreational grounds and the like
  10. Assumption plan in present form has been adopted by Council
  11. Concern with mapping in plan the and scientific validity to support ratings associated with the same i.e. upstream downstream testing what if any undertaken
  12. Qualifications of those persons to do testing/onsite assessment of existing systems
  13. Tyers if offsite discharge is a consideration for smaller allotment who is to pay for same
  14. Water supply implications for Tyers with new subdivision
  15. Inconsistency by Council in Tyers area allowing new subdivision to go through
  16. Watercourse mapping in document clarity re same
  17. Anecdotal monitoring of rivers and waterways to substantiate recommendations what if any undertaken
  18. Tyers township 2 part consideration of downhill component questioned
  19. Systems originally approved specific to offsite discharge.
  20. What funding avenues will be available to landholders
  21. Changes in control standards to septic what has evolved and why
  22. Plan Council initiated as opposed to Council being required to undertake
  23. Clarity re infield assessment feedback and its implications
  24. Standardization of inspection/assessment process for existing systems
-

## Key Discussion Themes and Responses

### Hazard Mapping and Classification

- The classification is not based on a specific computer model, it is a general mapping process as discussed in the Draft DWMP. The map is broad-scale and is based on collating a range of information freely available to anyone. The map provided a general indication of *land capability* constraints to a property, that being the ability to install an onsite wastewater system in accordance with current standards. It is not claiming that it is a definitive hazard class as is to be updated as potential inspections are undertaken.
- The mapping is not based on existing systems as we do not have that information for the entire municipality. Collection of this data is one of the recommended DWMP actions. The text in the maps have been updated to make clear they are based on land capability only (not performance of existing on-site systems).
- The mapping does not prohibit someone from getting a site specific inspection completed as part of a wastewater system design completed for their property. The mapping informs Council of higher risk areas in which it is actually necessary to confirm site specific details e.g. proximity to sensitive receptors when selecting the location of a new or upgraded system.
- Based on discussions, Medium hazard does not mean Council are necessarily concerned with the site. It merely means that the mapping indicates there may be one hazard (such as a watercourse or dam) on the property which has slightly raised the hazard from Low. The intention of the groundtruthing is to make sure that the mapping is generally correct, which was found to be the case consistently and is based on many areas across Victoria and NSW, including Latrobe. This mapping gives Councils an idea of areas that are considered to have a greater number of higher risk properties and therefore require priority – in particular Traralgon South and Tyers.
- Complaint information will be compiled as part of this DWMP to determine if indeed these higher risk areas are experiencing issues.

### Inspection Program / Alternative Wastewater Strategies

- The intention of this DWMP is to develop a potential 'Management' Hazard methodology which will be based on existing system performance. This information would be linked with the Land Capability Hazard mapping to help inform a potential inspection program - which is only proposed at this stage and still needed to be discussed within Council and formally taken forward.
- This DWMP is the preliminary stage of outlining actions that could be undertaken, but these are not currently proposed. There are many steps needed to get to the position of installing an alternative wastewater strategy (e.g. cluster water reuse facility), in particular gaining necessary external funding as it would not be left solely up to the community to pay.

- The DWMP has been updated to make it clear what a potential inspection program what involve in the context of a potential 'Management' Hazard.

### Community Consultation

- The community would be consulted throughout all processes as Council need everyone to be on board before any actions are persuaded further. This DWMP is the first step for Council investigating what might be done to better manage wastewater across the Latrobe City region.



**Traralgon South community session**



**Tyers community session**



Latrobe DRAFT DWMP - Community Consultation Feedback

Person	Organisation	Theme	Comment	Action	Response
Gordon Asbury (President)	Tyers and District Community Association	Tyers	For many years the committee has had the provision of sewerage in Tyers as our top priority objective. From the report it would appear that this is a worthwhile and necessary objective. The majority of the homes within the designated township area of Tyers are less than 2,000 square meters and as such fall into the Very High Hazard classification. The committee therefore urges the Latrobe City Council to endeavour to gain agreement from the responsible entity to provide funds for the installation of a sewerage system.	Noted	
Peter Marshall		Mapping and inspection of systems	Having read the DWMP draft report I am concerned that property classification is based solely on a computer model. The ground truthing of 25 properties was grossly inadequate. Given the apparent premise that the community will pay for future over site; it is imperative that property classification is accurate. I am assuming here that individuals will only pay for their own property based on an actual assessment. I will object strongly if I am levied a rate loading to subsidise poorly drained or managed properties, eg: older Tyers Township properties and one or two other properties in my immediate locality. With respect to my own property I have a tank and sixty metres of trench drainage. My land is gentle sloping sandy loam to 60cm depth with the nearest boundary > 60 metres. I note on the Tyers map we are rated medium risk by your computer model. Based on 14 years experience of my property I dispute this rating as too high. Thankyou for this opportunity to comment.	Updated maps to make clear they are based on land capability only (not existing on-site systems)	Thanks. To clarify: - The classification is not based on a specific computer model, it is a general mapping process as discussed in the Draft DWMP. The map is broad-scale and is based on collating a range of information freely available to anyone. The map give a <b>general</b> indication of land capability constraints to a property, that being the ability to install an onsite wastewater system in accordance with current standards. - The mapping is not based on existing systems as we do not have that information for the entire municipality. Collection of this data is one of the recommended DWMP actions. - Based on what you have described your site and system do indeed sound low risk. To clarify, Medium hazard does not mean Council are concerned with the site. It merely means that the mapping indicates there may be one hazard (such as a watercourse or dam) on the property which has slightly raised the hazard to Medium. The intention of the groundtruthing is to make sure that the mapping is generally correct, which was found to be the case and is based on many areas including Latrobe. This gives Councils an idea of areas that are considered to have a greater number of higher risk properties.
Max Hill (Director)	HWA Pty Ltd	Potential trial of product	A letter was provided to Council outlining a potential trial project for a product named Blixitt. This is a tablet that aims to return spetic system to an aerobic condition, therefore enhancing the treatment performance.		The DWMP is not able to outline an explicit trial project such as this. Council are legally required to undertake a formal procurement process for adoption of any commercial product, even as a trial project as outlined in the letter provided. The intention of the DWMP is to outline an Action Plan and 'way forward' for domestic wastewater management within the Latrobe region, so that Council can begin developing a business case for potential funding of a particular action. Your letter has been noted by Council.
Michelle Jenkins		Various	My first point is that to obtain a septic system that all ratepayers followed guidelines to obtain permits at the time of construction ,therefore adhering to council regulations and fees associated. That existing systems providing they are working as required are not to be removed ,retrospective action should not be involved . If alternative wastewater strategies are recommended I am concerned that ratepayers who have already paid for their systems as per regulations will be put into a position of financial strain , I believe this will cause great hardship to families and elderly /pensioners on fixed incomes . There is currently evidence that council owned properties within Traralgon South are discharging and I would expect council to rectify these areas within their responsibility to lead by example to residents before asking for compliance among ratepayers . Any new monitoring or assessment of current systems be guided with clear detailed information of what is required by inspection to avoid misunderstanding and anxiety for residents. Possible recommendations for local businesses who can provide inspections or a group program to allow for continuity and bulk discount . Decentralised solution for Traralgon South managed as a communal facility ,cost borne by council as part of their rates structure . Firmly oppose the establishment of a local law or levy to be charged and unwilling to pay councils oversight to fulfil their legislative obligations . Would support Council obtaining funding to fulfil the new guidelines as per the epa. The purpose of the rates we pay go to the whole of Latrobe shire and pays for maintenance and upgrades ,therefore I would expect that Traralgon South be provide with the same equality to this funding that Latrobe City enjoys.		Yes that is what Council currently require and try to enforce. That is correct, if a system is operating correctly the intention is it is to be left as is. This DWMP is the preliminary stage of outlining actions that could be undertaken, but are not currently proposed. There are many steps needed to get to the position of installing an alternative wastewater strategy, in particular gaining necessary external funding as it would not be left solely up to the community to pay. The community would be consulted throughout this process as Council need everyone to be on board. Yes this is noted and Council are aware of the system. Yes there would be consultation with the community at various points if an inspection program was to move forward (it is only currently a recommended action at this stage). Yes, this is something that could be discussed later if an insepction program was to move forward. Yes this is one of the potential options that Council might consider in the future. Yes and noted.
Scott McFarlane		Mapping and overarching process	Scott provided commentary regarding the mapping process, DWMP development and his experience as a consultant, particularly regarding soil science and drainage. This was discussed at Council during the Agency workshop and DWC were in agreeance with many points raised.		Dicussed in workshop - general outcomes dicussed in DWMP Consultation Summary.

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## Latrobe DRAFT DWMP - Community Consultation Feedback

Submission	Theme	Comment	Action	Response
1	Tyers	For many years the committee has had the provision of sewerage in Tyers as our top priority objective. From the report it would appear that this is a worthwhile and necessary objective. The majority of the homes within the designated township area of Tyers are less than 2,000 square meters and as such fall into the Very High Hazard classification. The committee therefore urges the Latrobe City Council to endeavour to gain agreement from the responsible entity to provide funds for the installation of a sewerage system.	Noted	
2	Mapping and inspection of systems	Having read the DWMP draft report I am concerned that property classification is based solely on a computer model. The ground truthing of 25 properties was grossly inadequate. Given the apparent premise that the community will pay for future over site; it is imperative that property classification is accurate. I am assuming here that individuals will only pay for their own property based on an actual assessment. I will object strongly if I am levied a rate loading to subsidise poorly drained or managed properties, eg; older Tyers Township properties and one or two other properties in my immediate locality. With respect to my own property I have a tank and sixty metres of trench drainage. My land is gentle sloping sandy loam to 60cm depth with the nearest boundary > 60 metres. I note on the Tyers map we are rated medium risk by your computer model. Based on 14 years experience of my property I dispute this rating as too high. Thankyou for this opportunity to comment.	Updated maps to make clear they are based on land capability only (not existing on-site systems)	Thanks. To clarify: - The classification is not based on a specific computer model, it is a general mapping process as discussed in the Draft DWMP. The map is broad-scale and is based on collating a range of information freely available to anyone. The map give a <b>general</b> indication of land capability constraints to a property, that being the ability to install an onsite wastewater system in accordance with current standards. - The mapping is not based on existing systems as we do not have that information for the entire municipality. Collection of this data is one of the recommended DWMP actions. - Based on what you have described your site and system do indeed sound low risk. To clarify, Medium hazard does not mean Council are concerned with the site. It merely means that the mapping indicates there may be one hazard (such as a watercourse or dam) on the property which has slightly raised the hazard to Medium. The intention of the groundtruthing is to make sure that the mapping is generally correct, which was found to be the case and is based on many areas including Latrobe. This gives Councils an idea of areas that are considered to have a greater number of higher risk properties.
3	Potential trial of product	A letter was provided to Council outlining a potential trial project for a product named Blixitt. This is a tablet that aims to return spetic system to an aerobic condition, therefore enhancing the treatment performance.	-	The DWMP is not able to outline an explicit trial project such as this. Council are legally required to undertake a formal procurement process for adoption of any commercial product, even as a trial project as outlined in the letter provided. The intention of the DWMP is to outline an Action Plan and 'way forward' for domestic wastewater management within the Latrobe region, so that Council can begin developing a business case for potential funding of a particular action. Your letter has been noted by Council.
4	Various	My first point is that to obtain a septic system that all ratepayers followed guidelines to obtain permits at the time of construction ,therefore adhering to council regulations and fees associated. That existing systems providing they are working as required are not to be removed ,retrospective action should not be involved . If alternative wastewater strategies are recommended I am concerned that ratepayers who have already paid for their systems as per regulations will be put into a position of financial strain , I believe this will cause great hardship to families and elderly /pensioners on fixed incomes . There is currently evidence that council owned properties within Traralgon South are discharging and I would expect council to rectify these areas within their responsibility to lead by example to residents before asking for compliance among ratepayers . Any new monitoring or assessment of current systems be guided with clear detailed information of what is required by inspection to avoid misunderstanding and anxiety for residents. Possible recommendations for local businesses who can provide inspections or a group program to allow for continuity and bulk discount . Decentralised solution for Traralgon South managed as a communal facility ,cost borne by council as part of their rates structure . Firmly oppose the establishment of a local law or levy to be charged and unwilling to pay councils oversight to fulfil their legislative obligations . Would support Council obtaining funding to fulfil the new guidelines as per the epa. The purpose of the rates we pay go to the whole of Latrobe shire and pays for maintenance and upgrades ,therefore I would expect that Traralgon South be provide with the same equality to this funding that Latrobe City enjoys.	-	Yes that is what Council currently require and try to enforce.  That is correct, if a system is operating correctly the intention is it is to be left as is. This DWMP is the preliminary stage of outlining actions that could be undertaken, but are not currently proposed. There are many steps needed to get to the position of installing an alternative wastewater strategy, in particular gaining necessary external funding as it would not be left solely up to the community to pay. The community would be consulted throughout this process as Council need everyone to be on board.  Yes this is noted and Council are aware of the system.  Yes there would be consultation with the community at various points if an inspection program was to move forward (it is only currently a recommended action at this stage).  Yes, this is something that could be discussed later if an insepction program was to move forward.  Yes this is one of the potential options that Council might consider in the future.  Yes and noted.
5	Mapping and overarching process	Provided commentary regarding the mapping process, DWMP development and his experience as a consultant, particularly regarding soil science and drainage. This was discussed at Council during the Agency workshop and DWC were in agreeance with many points raised.	-	Dicussed in workshop - general outcomes dicussed in DWMP Consultation Summary.

**Agenda Item:** 14.3

**Agenda Item:** International Investment Forum Participation

**Sponsor:** General Manager, City Development

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

**Status:** For Decision

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Howe

**That Council:**

- 1. Approves the indicative itinerary for an outbound investment delegation to Japan for one week in May 2019. Indicative costs for this program are \$4,300 per person. The total cost for the delegation will be approximately \$17,200; and**
- 2. Endorses the Mayor or his delegate to lead the delegation and notes that the Chief Executive Officer, Manager, Economic Development and the International Engagement and Investment Officer will provide support to the delegation.**

**For** Crs O'Callaghan, Middlemiss, Harriman, Gibson, Howe, Clancey and Law

**Against:** Cr McFarlane

**CARRIED**

**Executive Summary:**

A group of officials from the Japan Oil, Gas and Metals National Corporation (JOGMEC) visited Latrobe City on 30 October 2018 and met with the then Mayor, Cr White, Crs. Middlemiss, McFarlane and Gibson, CEO Gary Van Driel and Council Officers. In the meeting, the Executive Vice President of JOGMEC, Mr Hajime Ikeda, invited Latrobe City Council to participate in an investment forum that they are organising in Tokyo, to be held on 10 May 2019. The forum will bring together 130-150 Japanese companies to discuss investment opportunities globally.

The Victorian State Government (Coal Resources Victoria) will be participating and Latrobe City Council has been invited to present the benefits of investing in the

Latrobe Valley. Being the only Victorian municipality invited to participate, Latrobe City has a unique opportunity to showcase the region in a targeted manner to investment companies and businesses. It is expected that through this participation, inward investment will be discussed and contacts established for further discussions.

Given the forum is being held in Tokyo, the Council delegation will be able to meet with Senior Officials from the Hydrogen Project proponents, KHI and JPower. JPower have also offered to arrange a visit to the High Efficiency Low Emissions power station in Yokohama. It would also be appropriate for the delegation to visit Latrobe City's Sister City, Takasago, before departing for Australia.

The indicative budget for this one week delegation is \$4,300 per person. The total budget for four people would be \$17,200.

### **Background:**

The Japan Oil, Gas and Metals National Corporation (JOGMEC) was established in 2004 by the Japanese Government. Its Mission is *'to secure stable supply of natural resources and energy for Japan, such as oil, gas, mineral resources and coal*. It has a sovereign wealth fund of 921 billion Yen (A\$11.7 billion) for investment in projects around the world.

Representatives from JOGMEC visited Victoria in October 2018 to sign a Memorandum of Understanding with the Victorian State Government and discuss project opportunities. The purpose of the MOU is to further enhance closer trade, investment and research collaboration between the two countries that are of mutual benefit.

JOGMEC representatives visited Latrobe City on 30 October 2018 and met with the then Mayor, Cr White, Crs. Middlemiss, McFarlane and Gibson, CEO Gary Van Driel and Council Officers. The JOGMEC representatives were:

- Mr Hajime Ikeda, Executive Vice President of JOGMEC
- Mr Takashi Fukuzaki, Deputy Director General, Coal Development Department of JOGMEC
- Mr Kimihiko Nakamura, Senior Coordinator, Coal Development Department of JOGMEC

Jane Burton, Director, Coal Resources Victoria, coordinated the meeting.

During the visit, the head of the delegation, Mr Ikeda provided an overview of JOGMEC and its role. He advised that they were in Victoria to look at potential investment opportunities, particularly Japanese companies investing in Victorian natural resource and energy projects.

At the conclusion of the meeting Mr Ikeda invited Latrobe City Council to participate in an investment forum that they are organising in Tokyo, to be held on 10 May 2019.

The forum will bring together 130-150 Japanese companies to discuss investment opportunities globally.

The Victorian State Government (Coal Resources Victoria) will be participating and Latrobe City Council has been invited to present the benefits of investing in the Latrobe Valley and be available to meet with companies that express an interest. The Forum is a one day event and it is suggested that Council representatives be available for follow-up meetings the following day.

This forum provides Latrobe City with an opportunity to promote inward investment to Japanese companies who could utilise brown coal to produce products, with financial support from JOGMEG. Latrobe City is the only municipality in Victoria being invited to participate.

Being the only Victorian municipality invited to participate, Latrobe City has a unique opportunity to showcase the region in a targeted manner to investment companies and businesses. It is expected that through this participation, inward investment will be discussed and contacts established for further discussions.

Given the forum is being held in Tokyo, the Council delegation will be able to meet with Senior Officials from the Hydrogen Project proponents, KHI and JPower. JPower have also offered to arrange a visit to the High Efficiency Low Emissions power station in Yokohama.

Given the close proximity to Tokyo, it would also be appropriate for the delegation to visit Latrobe City's Sister City, Takasago, before departing for Australia.

It is suggested that the Mayor, Chief Executive Officer, Manager, Economic Development and International Engagement and Investment Officer represent Latrobe City Council at this Forum and subsequent activities.

The indicative itinerary is as follows:

<b>Date</b>	<b>Destination</b>	<b>Meeting and Activities</b>
Tuesday - Wednesday 7-8/5	Travel Melbourne to Japan	Melbourne – Tokyo
Thursday 9/5	Tokyo	Business meetings: <ul style="list-style-type: none"> <li>• KHI</li> <li>• JPower</li> <li>• JCoal</li> </ul>
Friday 10/5	Tokyo	International Investment Forum JOGMEC
Saturday 11/5	Tokyo	Business meetings
Sunday 12/5	Travel	Takasago - Tokyo
Monday 13/5	Takasago	Official meeting with Takasago Mayor-Mr Nobori Official meeting with TIA

<b>Date</b>	<b>Destination</b>	<b>Meeting and Activities</b>
Tuesday 14/5	Takasago	Business visits
Wednesday- Thursday 15-16/5	Travel back to Melbourne	Takasago – Osaka -Melbourne

The indicative budget for this one week delegation is \$4,300 per person. The total budget would be \$17,200.

**Benefits of Participation to Latrobe City and Council:**

- The only Victorian municipality to be invited to participate;
- Supported by the State Government through its participation;
- The opportunity to have direct contact with Japanese companies interested in offshore coal related investment;
- The opportunity to promote Latrobe City as an investment destination directly to Japanese companies with an interest in coal related products;
- Recognition by JOGMEG that Latrobe City is an investment destination;
- The capacity to have follow-up meetings in person;
- Contacts for further discussions upon return.

**Issues:**

*Strategy Implications*

Objective 1:

*Deliver the Economic Development Strategy*

Inward investment attraction is a key economic development tool to grow the economy and workforce. The intention of this delegation is to attract inward investment.

*Communication*

There have been no public communications in relation to this report. Discussions have been held with Coal Resources Victoria in relation to the planning for the forum.

If supported by Council, media releases will be prepared detailing the objectives of the delegation

*Financial Implications*

The indicative budget for the delegation is \$17,200. This is comprised as follows:



Airfares		\$1,200
Accommodation	\$300 p/n x 7 nights	\$2,100
Transportation		\$ 300
Food	\$50 p/day x 8 days	<u>\$ 400</u>
		\$4,000
Contingency		<u>\$ 300</u>
TOTAL		\$4,300

\$4,300 x 4 people = \$17,200

The funding for this delegation will come from the International Engagement and Investment budget which has sufficient funds in this financial year's budget to cover the costs.

#### *Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Negative community reaction to delegation	4	Clear, transparent Council report. Media releases identifying the economic benefits.
Forum does not deliver expected outcomes	3	Liaison with organisers through Coal Resources Victoria
Delegation participant issues	3	Good planning and clear schedule

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

#### *Legal and Compliance*

There are no known legal issues with this report

#### *Community Implications*

Past delegations have experienced some negative community sentiment. The proposed delegation has a focus on inward investment and has specific expected outcomes. This should alleviate negative perceptions.

#### *Environmental Implications*

There are no environmental implications of this report.

**Consultation**

There has been no engagement or consultation.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**  
Nil

# INFRASTRUCTURE AND RECREATION

## **15. INFRASTRUCTURE AND RECREATION**

**Agenda Item:** 15.1

**Agenda Item:** **Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields**

**Sponsor:** **General Manager, Infrastructure and Recreation**

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

**Status:** **For Decision**

### **MOTION**

**Moved:** Cr Law

**Seconded:** Cr Gibson

**That Council:**

- 1. Endorse the 'Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields' with a future 'Recreation Reserves and Facilities Signage Policy' to be presented to Council; and**
- 2. Authorises the Chief Executive Officer to advise the community and affected community groups of Council's resolution.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

- Latrobe City Council has been approached by sporting clubs requesting permission to install temporary naming rights signage at recreation reserves.
- Council has no existing process or framework to accommodate this request and developed a Draft *'Temporary Naming Rights of Sporting Grounds and Fields Policy'*.
- Council Officers note that the current Planning Scheme restricts the use and placement of sponsorship or promotional signage at Council recreation reserves. These restrictions limit signage placement to locations which can only be seen within the grounds. Signage which can be seen external to the grounds is expressly prohibited. The Draft Interim Policy has been written so as not to conflict with the Planning Scheme.
- The Draft *'Temporary Naming Rights of Sporting Grounds and Fields Policy'* was presented to the 19 November 2018 Council Briefing. At this Meeting, a

process of community consultation was proposed. The consultation process commenced on 12 December 2018 and closed on 31 January 2019. In recognition of the time of year that consultation occurred, Officers actively reached out to 65 sporting clubs and the general public on two separate occasions to seek feedback.

- As a result of the sporting clubs' submissions, a number of amendments to the Draft Interim Policy have been made, as per the *'Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields'* (Attachment 1). These amendments in summary include:
  - Draft Interim Policy permits clubs to enter into sponsorship agreements up to three years.
  - Removal of the need to maintain the reserve name in the temporary sponsorship name.
  - Removal of the signage size restriction and replace with a planning team referral.
- Other engagement activities included:
  - Council's Noticeboard in the Latrobe Valley Express.
  - The policy was made available on the Latrobe City website in the *'Have Your Say'* section
  - Hard copies were available at the Latrobe City Service Centres.
- A summary of the sporting clubs' responses from the consultation process is available in Attachment 2.
- The most substantial form of feedback received relates to elements which are unable to be accommodated due to the current provisions of the Planning Scheme. In order to provide a broader range of options to clubs, it has been recommended that these requirements be considered as part of a formal *'Recreation Reserves and Facilities Signage Policy'* to be added to the Planning Scheme Amendment as part of Amendment C101. It is believed that the process may take between 6 - 12 months to complete.
- Feedback was also provided from Council's Planning Services team that stated promotional signage on Council recreation reserves is prohibited if it can be seen from nearby land. A draft *'Recreation Reserves and Facilities Signage Policy'* has been developed to facilitate a Planning Scheme Amendment to allow for some level of signage to be displayed at Council recreation reserves.
- A formal Planning Scheme Amendment process will provide clubs with more flexibility for signage in the future. The draft *'Recreation Reserves and Facilities Signage Policy'* was presented to the 25 March Councillor Briefing.
- Since the 18 March Councillor Briefing session, officers have provided all sporting clubs and community committees the updated version of the draft *'Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields'*. The communication included the advice that a future Planning Scheme Amendment process will be undertaken to increase signage provisions for clubs and committees within recreation reserves.

**Background:**

Sporting Clubs are eager to attract temporary naming rights sponsors for the 2019 winter sporting season however the ability to do so is impaired by the current Latrobe Planning Scheme which prohibits the installation of signage which can be seen from beyond the boundaries of the reserves.

A draft *'Temporary Naming Rights of Sporting Grounds and Fields Policy'* was developed and put out to consultation with sporting clubs and the general public.

The consultation process commenced on 12 December 2018 and closed on 31 January 2019. Comments were sought from 65 outdoor sporting clubs on two separate occasions along with internal Council departments. Notices were also placed in Council's Noticeboard in the Latrobe Valley Express. The policy was made available on the Latrobe City website in the *'Have Your Say'* section and via hard copies at the Latrobe City Service Centres. Copies of the draft policy were also provided to Council community Committees.

Five submissions were received from sporting clubs following the conclusion of the consultation period with no submissions being received from the general public. The results of the consultation were presented to the 18 March 2019 Councillor Briefing.

Council's Planning Services team also provided feedback on the draft November 2018 *'Temporary Naming Rights of Sporting Grounds and Fields Policy'*, as follows:

- Most of Latrobe City's sporting facilities are located within the Public Park and Recreation Zone (PPRZ) or Public Use Zones (PUZ). Within these zones, promotional signage is prohibited from being displayed unless it cannot be seen from nearby land. It is understood that the sporting clubs would want to offer potential sponsors visible signage opportunities which would be prohibited under the Latrobe Planning Scheme.
- The Latrobe Planning Scheme allows for 'a sign identifying the functions or property of a municipal council, but not a promotional sign displayed at the direction of Council'. This would allow a sporting facilities name to include a sponsor's name; however the name must not be displayed using corporate colours or include promotional material such as logos. Refer to 'Naming Rights Signage Examples' in Attachment 3.
- That all signage proposals must be referred to Council's Planning Services Team for consideration prior to displaying the sign.

As a result of the consultation process, an *'Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields'* has been developed which permits the clubs to install inward facing signage around Sporting Grounds (grass sporting surfaces) and Fields (hard courts) along with inward facing signage on scoreboard structures. The draft policy also permits clubs to enter into sponsorship agreements up to three years.

As a further result of the feedback provided by the Planning Services team, it has been recommended that a formal 'Recreation Reserves and Facilities Signage Policy' be added to the future Planning Scheme Amendment as part of the C101 Planning Amendment process. It is believed that the process may take between

6 - 12 months to complete. While the process is being undertaken Council officers have no intention to take any action against clubs that have existing signage in place.

A report tabling the *'Recreation Reserves and Facilities Signage Policy'* and the proposed Planning Scheme Amendment was presented at the 25 March 2019 Councillor Briefing.

The draft *'Recreation Reserves and Facilities Signage Policy'* proposes that signage be regulated via a two tiered system of Regional and Local facilities. The policy will direct the decision making process on signage location, size and type, duration of display, ownership and maintenance. Regional and Local facilities are those as defined in the Latrobe City Council's *'Recreation Needs Assessment'* as follows:

- a) A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
- b) A local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighbourhood, or very local, for example: one suburb or one town.

It is recognised that the *'Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields'* in its current form will not address the requests of some sporting clubs, however at this stage Latrobe City Council is not be able to deliver on the signage expectations of the sporting clubs until the Planning Scheme Amendment (C101) has been finalised.

#### **Issues:**

The current issue for sporting clubs with the installation of promotional/sponsorship signage at recreation reserves is that it is prohibited on PPRZ and PUZ.

#### *Strategy Implications*

Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.

#### *Communication*

- Opportunities to make comment on the draft *'Temporary Naming Rights of Sporting Grounds and Fields Policy'* were provided to sporting clubs that utilise Council owned or managed recreation reserves via a *'Sporting Reserves and Pavilion Licence'*. The general public and Council Special Committees that manage sporting and recreation facilities on Council owned and/or managed land were also provided an opportunity to comment.

- These opportunities were made via advertising in Council's Noticeboard in the Latrobe Valley Express, Council's 'Have Your Say' component of the website and via direct emailing of the sporting clubs and the relevant Special Committees.

#### *Financial Implications*

There are no financial implications for Council.

#### *Risk Analysis*

Identified risk	Risk likelihood*	Controls to manage risk
Misinterpretation of policy contents by sporting clubs.	2	Officer management of policy.
Perception that clubs are making money off Council assets.	2	Officer management of policy.

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

#### *Legal and Compliance*

There are no legal implications with this policy.

#### *Community Implications*

It is likely that there will be no negative community objections with the draft policy however community member/s may take issue from time to time with a company name or product being used on a Latrobe City Council recreation reserve and facilities if the policy is adopted by Council.

The policy provides the opportunities for sporting clubs to become financially stronger.

#### *Environmental Implications*

There are no environmental implications with this policy.

#### *Consultation*

Consultation activities included the following:

- Advertised twice in Council's Noticeboard in the Latrobe Valley Express.
- Included on Council's 'Have Your Say' component of the website.
- Draft Policy emailed on two occasions to the outdoor sporting clubs that hold a Latrobe City 'Sporting Reserves and Pavilion Licence'.
- Copies of Draft Policy distributed to Latrobe City Service Centres.



- Council Special Committees that manage sporting and recreation facilities on Council owned and managed land were also provided copies of the Draft Policy.
- Internal team meetings.

**Declaration of Interests:**

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

**Supporting Documents:**

*'Temporary Naming Rights of Sporting Grounds and Fields Policy'* Councillor Briefing Report – 19 November 2018

*'Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields'* Councillor Briefing Report – 18 March 2019

**Attachments**

- 1 [↓](#). Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields - March 2019 Draft
- 2 [↓](#). Summary of Sporting Clubs Submissions
- 3 [↓](#). Naming Rights Signage Examples

## **15.1**

### **Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields**

<b>1</b>	<b>Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields - March 2019 Draft .....</b>	<b>283</b>
<b>2</b>	<b>Summary of Sporting Clubs Submissions .....</b>	<b>290</b>
<b>3</b>	<b>Naming Rights Signage Examples .....</b>	<b>293</b>



# Interim Policy on the Temporary Naming Rights of Sporting Grounds and Fields

Version March 2019

Approval Date: Draft  
Review Date: (insert date)



## Interim Policy on Temporary Naming Rights of Sporting Grounds and Fields

### DOCUMENT CONTROL

Responsible GM	Larry Sengstock	
Division	Infrastructure & Recreation	
Last Updated (who & when)	(Manager Title & Name)	(Year)
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	(day, month & year)	(Insert detail of change to policy)
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	(Yes or No)	
Document Reference No		

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Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Interim Policy on Temporary Naming Rights of Sporting Grounds and Fields

### 1. Background

Council's Interim Policy on Temporary Naming Rights of Sporting Grounds and Fields has been developed to provide a strategic direction and method when reviewing requests from sporting clubs to name a Council owned and/or managed sporting ground and field for sponsorship purposes. Sporting clubs are increasingly investigating new promotional and revenue initiatives with sponsors with the request to temporary name specific areas/facilities within Council Recreation Reserves being seen as a potential revenue raising opportunity.

### 2. Objectives

- To provide a process for the requesting and reviewing of responsible sponsorship naming requests from sporting clubs.
- To provide direction to sporting clubs when requesting temporary naming of sporting grounds and fields.
- To guide Council officers in the review of requests for the temporary naming of sporting grounds and fields.
- To provide advice to sporting clubs and Council on all aspects of the installation, removal, location, size, material type, maintenance and management of temporary naming rights signs.

### 3. Scope

Sporting clubs that wish to request permission for the installation of temporary naming rights of a sporting ground or field are to consult the Policy and apply by completing the Interim Policy on Temporary Naming Rights of Sporting Grounds and Fields Application Form. Applications are strictly limited to 'naming rights' only, any display or signage associated with the sponsors name is subject to approval by Councils Statutory Planning Department. All applications will be reviewed and considered based on the Policy document. The Policy applies to sporting grounds, fields and scoreboard structures. Other infrastructure is not included in the Policy and will not be considered for sponsorship naming. All requests will be considered in the first instance by Council's Statutory Planning Department for compliance with the Latrobe Planning Scheme.

### 4. Principles of Management

Applications for the temporary naming of sporting grounds, fields and scoreboard structures will be only accepted from sporting clubs that have a current 'Sporting Reserves and Pavilion Licence' with Council. Permission for the installation of temporary naming rights signage will be given for the duration of a sporting clubs seasonal licence however in the instance where summer and winter resident sporting clubs agree in writing for a shared sponsorship naming rights arrangement, Council will consider up to a three year installation period. All applications must be submitted using the online application form.

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Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Interim Policy on Temporary Naming Rights of Sporting Grounds and Fields

All of the following conditions must be adhered to for the temporary naming of sporting grounds, fields and scoreboard structures to be considered:

- Signs associated with the temporary naming of a facility are limited to the name of the facility only, must be illustrated in standard font and cannot display promotional material or corporate colours and logos without a Planning Permit or prior written advice that a Planning Permit is not required.
- Signs displaying promotional material or corporate colours of the naming rights sponsor cannot be seen from outside the facility or nearby land without a Planning Permit or prior written advice that a Planning Permit is not required.
- Prior to displaying any sign, a request for written planning advice must be made to Council's Statutory Planning Team to determine whether a Planning Permit is or is not required for the sign. Council is not obliged to approve any proposal irrespective of compliance with the Policy conditions.
- All signage installed in relation to the temporary naming of the sports ground and field must be approved by Council officers and meet all Planning requirements etc.
- Naming rights are limited to sporting grounds, fields (including hard courts) and scoreboard structures. No naming will be permitted for other infrastructure at a reserve or park including the reserve or park itself.
- The proposed name of the sports ground, field and/or scoreboard structure is not be offensive or discriminatory in any way.
- During the period of the sponsorship all in-season sporting clubs must share in the sponsorship funds generated from a naming agreement. A written agreement between the in-season sporting clubs must be provided to Council for the naming sponsorship agreement to proceed.
- The proposed naming sponsor is not to be associated with alcohol, cigarettes (including tobacco products), gambling, unhealthy foods and drinks or adult entertainment services.
- The sporting grounds, fields (including hard courts) and scoreboard structures is referred to by the approved sponsors name in club, association, competition or league promotions and marketing only. Council's official name is to be used in all other public documents relating to the reserve or park e.g. Council reports, directories, websites etc.
- All signage installed in relation to the temporary naming of sporting grounds, fields (including hard courts) and scoreboard structures must be approved by Council officers and meet Statutory Planning requirements.
- The terms and conditions of the temporary naming of sporting grounds, fields (including hard courts) and scoreboard structures may be reviewed by Council at any time.
- All costs relating to the sponsorship and adhering to the policy are to be borne by the applicant sporting club/s.

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Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Interim Policy on Temporary Naming Rights of Sporting Grounds and Fields

- The applicant sporting club/s must indemnify Council against any loss should Council revoke the approval of the temporary naming of sporting grounds, fields (including hard courts) and scoreboard structures.
- Sporting clubs will be required to show the sponsorship income generated from the temporary naming of sporting grounds, fields (including hard courts) and scoreboard structures, to comply with the conditions listed in the Policy. Council may also ask a sporting club to confirm that other relevant guidelines and policies are being met in connection with the temporary naming rights agreement (i.e. Planning Scheme requirements).
- Enquiries are to be made to Council's Statutory Planning Team as to whether a Planning Permit is required for signage. Applications for any permit must be made to Council's Statutory Planning Team. Council is not obliged to approve any proposal irrespective of compliance with the Policy conditions.
- This Policy will not be applied retrospectively to any current sponsorship agreements.
- The sporting club/s is responsible for the full costs associated with installation, preparation, maintenance, removal and insurance of all naming signage.
- The sporting club/s is required to remove all naming signage within 28 days from the end of the naming rights sponsorship agreement.
- Council reserves the right to immediately remove any signage that it deems as posing a threat or hazard to users of the reserve or members of the general public. Council officers will consult with the resident sporting clubs regarding the removal of sponsorship signage and/or mediation of safety matters prior to authorising the re-installation of a naming sign.
- Council reserves the right to remove any signage following consultation with the club/s, should the sporting club/s not meet the requirements outlined in this Policy or has been erected without appropriate approvals. The sporting club/s will be responsible for any claim made by an aggrieved sponsor where advertising signage has been removed by Council.
- Temporary naming rights of sporting grounds, fields (including hard courts) and scoreboard structures remain assigned with Council i.e. sporting club/s are not permitted to alter reserve names or install, cover or alter any signage pertaining to the naming of reserve facilities without written permission from Council.
- All mapping applications including Google maps will refer to the reserve by its original name.

### Planning Scheme Provisions:

The Latrobe Planning Scheme outlines the strict requirements for signage throughout Latrobe City and particularly signage associated with sporting facilities.

Depending on the zone in which the facility is located, the signage considerations can be very different. Most of Latrobe City's major sporting facilities are located

**WARNING - uncontrolled when printed.**

Page 5 of 7

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Interim Policy on Temporary Naming Rights of Sporting Grounds and Fields

within the Public Park and Recreation Zone. Within this zone, promotional signage cannot be displayed unless it cannot be seen from nearby land.

The Latrobe Planning Scheme does however allow for 'a sign identifying the functions or property of a municipal council, but not a promotion sign displayed at the direction of council'. This would allow a sporting facilities name to include a sponsor's name, however must not be displayed using corporate colours or include promotional material such as logos.

All signage proposals must be referred to Councils Statutory Planning Department for consideration prior to displaying the sign.

### Resolution and Grievance Procedure

If a dispute amongst any of the parties arises due to the temporary naming rights, Council will endeavour to resolve this dispute through mediation. If a dispute cannot be settled either with or by Council officers the sporting club/s is required to:

- Formally report their grievance to the General Manager Infrastructure & Recreation;
- Meet with the Manager Recreation and General Manager Infrastructure & Recreation to discuss the options for resolution; and
- Undertake commitments agreed to by both the sporting club/s and Council.

## 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

### 5.1. Council

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

### 5.2. Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

### 5.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability

**WARNING - uncontrolled when printed.**

Page 6 of 7

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Interim Policy on Temporary Naming Rights of Sporting Grounds and Fields

- Responsibility for providing resources
- Responsibility for performance monitoring

### 5.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

### 5.5. Employees, Contractors and Volunteers

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

## 6. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

## 7. Definitions

Include definitions of any words which are critical to the interpretation of the policy or whose meaning is distinguishable from common use/understanding. Signage definitions of the Planning Scheme, namely 'Promotion Sign', 'Business Identification Sign'.

## 8. Related Documents

List all related Latrobe City Council Policies, Frameworks and Procedures. Latrobe Planning Scheme, Planning and Environment Act 1987.

## 9. Reference Resources

List any external reference materials, such as Acts, Regulations, Guidance, Industrial Instruments, Planning Instruments, etc.

## 10. Appendices

**WARNING - uncontrolled when printed.**

Page 7 of 7

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
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**Summary of Sporting Clubs Submissions**

	<b>Club Name</b>	<b>Summary of Club Comments</b>	<b>Officer Response</b>
1.	Traralgon South Badminton Club	<ul style="list-style-type: none"> <li>Support the draft policy.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
2.	Traralgon Imperials Cricket Club	<ul style="list-style-type: none"> <li>Supports the policy in its current state although it wishes clarification on how a naming rights sponsorship package may be shared by resident clubs when one club is seen as having secured the sponsor for its purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Prior to a naming rights sponsorship agreement being entered into, a separate agreement between any interested resident clubs be formulated regarding the terms of said naming rights sponsorship agreement.</li> </ul>
3.	Moe Football Netball Club	<ul style="list-style-type: none"> <li>Asks that the policy allow for signage to be placed on infrastructure at reserves such as scoreboards, light poles and facades of building/shelters.</li> </ul>	<ul style="list-style-type: none"> <li>The policy show that sporting grounds, fields and scoreboard structures be permitted to have sponsorship signage.</li> </ul>
4.	Falcons 2000 Soccer Club	<ul style="list-style-type: none"> <li>Believes that the policy should permit clubs to engage a naming rights sponsor for multiple years and that a temporary naming rights agreement be permitted over the whole of their facility.</li> </ul>	<ul style="list-style-type: none"> <li>The policy shows that clubs are permitted to negotiate sponsorship agreements up to three years. It is the officer's position that the policy will not permit an agreement over a whole reserve/facility.</li> </ul>
5.	Morwell Football Netball Club	<ul style="list-style-type: none"> <li>Believes that the policy should allow for a sponsorship agreement to be for a longer period than the current maximum of twelve months as stated in Item 4, Principles of Management.</li> </ul>	<ul style="list-style-type: none"> <li>The policy shows that clubs are permitted to negotiate sponsorship agreements up to three years.</li> </ul>
		<ul style="list-style-type: none"> <li>Recommend that the policy state that any sponsorship agreement be dependent on a club having a current 'Sporting Reserves and Pavilion Licence' with Latrobe City.</li> </ul>	<ul style="list-style-type: none"> <li>The policy state that a temporary naming rights agreement will only be considered by clubs holding a 'Sporting Reserves and Pavilion Licence'.</li> </ul>

	Club Name	Summary of Club Comments	Officer Response
		<ul style="list-style-type: none"> <li>Asks that the policy cover the whole reserve. The club believes that offering particular areas/infrastructure in a reserve dilutes the potential value for the sponsor.</li> </ul>	<ul style="list-style-type: none"> <li>The policy show that sporting grounds and fields, scoreboard structures be permitted to have sponsorship signage however the naming of a whole reserve will not be permitted.</li> </ul>
		<ul style="list-style-type: none"> <li>Suggests that the policy clause stating that a naming rights sponsor be the club's premier sponsor limits the ability of a club to attract additional sponsors.</li> </ul>	<ul style="list-style-type: none"> <li>The policy clause stating that any naming rights agreement must be with the clubs the premier sponsor, be removed.</li> </ul>
		<ul style="list-style-type: none"> <li>Believes that the policy clause which outlines the clubs ability to promote the sponsorship name in various media mediums severely limits the value the sponsor can expect to generate from its sponsorship. The club recommends that the sponsor name be permitted on other mediums such as Google Maps listings etc.</li> </ul>	<ul style="list-style-type: none"> <li>The existing policy clause 'All mapping applications including Google Maps will refer to the reserve by its original name' remain unchanged.</li> </ul>
		<ul style="list-style-type: none"> <li>Recommends that the clause indemnifying Council against any loss should Council revoke a naming rights agreement be removed, as any agreement would not be held between the sponsor and Council.</li> </ul>	<ul style="list-style-type: none"> <li>The clause indemnifying Latrobe City Council against any loss remains in the policy.</li> </ul>
		<ul style="list-style-type: none"> <li>Opposes the clause which requires signage be removed within fourteen days from the end of a lease/licence term or even removed on an annual basis.</li> </ul>	<ul style="list-style-type: none"> <li>Signage is removed on an annual basis except where a long term sponsorship agreement is in place. The policy will show that naming signage is to be removed within 28 days from the end of a clubs lease/licence term.</li> </ul>
		<ul style="list-style-type: none"> <li>Requests that naming rights signage not be removed by Council prior to consultation with clubs and that no responsibility is</li> </ul>	<ul style="list-style-type: none"> <li>The policy state that Latrobe City officers consult clubs prior to removing naming rights</li> </ul>

	Club Name	Summary of Club Comments	Officer Response
		borne by clubs if signage is removed prior to consultation.	signage unless it is deemed a public safety matter.
		<ul style="list-style-type: none"> <li>Requested that the policy not require the original reserve name be included in the temporary sponsorship name.</li> </ul>	<ul style="list-style-type: none"> <li>The policy clause 'The proposed temporary name must incorporate the original name of the reserve' be removed.</li> </ul>
		<ul style="list-style-type: none"> <li>Recommends that the policy requirement for signage be a maximum of 3m<sup>2</sup> in size and for the sponsor name/logo to cover no more than 40% of the total sign be re-considered.</li> </ul>	<ul style="list-style-type: none"> <li>The policy clause be re-drafted to remove the 3m<sup>2</sup> maximum signage size from the current wording. The sign size will be determined by the Statutory Planning team.</li> </ul>

### Signage Examples



**Agenda Item:** 15.2

**Agenda Item:** Moe Keenagers - Project Update

**Sponsor:** General Manager, Infrastructure and Recreation

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

**Status:** For Decision

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Law

**That Council:**

- 1. Endorses Latrobe City Council to contact the Federal Government and seek a variation to the original \$1.1 million commitment, to fully fund \$750,000 towards this project, without a required matching contribution; and**
- 2. Pending the outcome of this request, advocate for the re-allocation of the remaining \$350,000 commitment to fund additional recreation and open space priority projects within Latrobe City. A further report will be presented to Council detailing the outcome of these proposals.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- In September 2017, the Federal Government committed \$1.1 million in funding from the Community Development Grants Programme (CDG) towards the development of a multi-purpose facility for the Moe Keenagers Club (the club). The funding commitment is contingent on a matching contribution by the Victorian Government and the facility must be multi-purpose, however as detailed below, Latrobe City Council will seek endorsement to formally request a variation to this commitment.
- Between April 2018 and May 2018, a draft concept design and cost estimate was developed in consultation with the club. Following the club's endorsement of the concept design, a cost estimate was obtained and estimated that the construction of a new standalone facility would cost in excess of \$4.2 million.
- Following discussions in relation to the cost plan for the project, the club indicated that they wished to explore revising the scope of the project to

extend and upgrade the existing facility to include additional social space, kitchen and increased storage capacity.

- Subsequently in December 2018, a further concept design and cost plan was developed in which the club has endorsed. The quantity surveyor cost plan associated with an upgrade to existing facilities has been estimated at \$750,000.
- An upgrade to the existing facilities based on the new concept design and cost plan, has been formally endorsed by the club via a letter of support (Attached). An upgrade to the existing facilities has been identified as the clubs preferred method of upgrades at the facility.
- It is expected that the Federal Government election will be called in early May 2019 and subsequently the Federal Government will enter into caretaker shortly thereafter. Upon entering caretaker mode, no decisions in relation to this project will be able to be made until the conclusion of caretaker period.

### **Background:**

Following a \$1.1 million funding commitment from the Federal Government in September 2017 (Attachment 1) for the development of a multi-purpose facility for the Moe Keenagers (the club), Latrobe City Council engaged an architect to assist with the development of a concept plan and cost plan.

The Federal Government's commitment is currently dependent on a matching contribution by the Victorian Government to an equal value and the facility must be constructed as a multi-purpose facility.

The club currently utilises Latrobe Leisure Moe Newborough, twice per week. The club has approximately 116 members, with an average of 46 members attending each session. The current social facilities are inadequate to respond to the weekly numbers. The kitchen area only accommodates approximately 20 people at one time and the existing storage facilities are inadequate to store 16 table tennis tables and various other sporting equipment.

Following engagement with the club, a concept design was developed and designed in accordance with the terms and conditions of the Federal Government's \$1.1 million commitment (Attachment 2).

The club identified that the multi-use design had met their needs and aspirations and the concept design was subsequently endorsed at the club's committee meeting.

Following endorsement by the club, a quantity surveyor report (cost plan) was obtained and estimated the cost of construction at approximately \$4.2 million.

Following discussions with the club in relation to the cost plan, the club indicated in writing to Council (Attachment 3), that they wished to pursue other avenues of upgrading the existing facility, rather than a new standalone facility. Specifically, the

club indicated that they would like to explore opportunities to extend and upgrade the existing facilities, focusing on the kitchen, additional social and storage space.

An additional \$20,000 in funding was allocated towards the development of a further concept design and an associated cost plan based on an upgrade to existing facilities.

Subsequently, an additional concept design was developed (Attachment 4). The concept design now includes the following elements:

- Upgrade existing storage facility to 190m<sup>2</sup> multi-purpose storage room facility to store 16 table tennis tables and various other sporting equipment including netball poles, basketball equipment etc.
- A 90 m<sup>2</sup> shared kitchen and lunch room with new kitchen fit-out equipment and air-conditioning.

The club has indicated that the new design meets their needs and aspirations as an upgrade to existing facilities. The new design has been endorsed by the club and is their preferred avenue of facility development (Attachment 5).

Following the endorsement, a quantity surveyor report (cost plan) was obtained and estimated the cost of upgrading the existing facility at approximately \$750,000.

The current scope of the project doesn't align to the funding criteria of Sport and Recreation Victoria's (SRV) Community Sports Infrastructure Fund and/or the Latrobe Valley Authority (LVA) Community Facility Fund, where the aims and objectives of these streams are to improve facilities that directly relate to maintaining or increasing participation. These types of funding streams are also contingent on a matching contribution. Upgrades to social and storage facilities do not align with the funding guidelines of SRV or the LVA.

With the Federal Government originally committing \$1.1 million towards the project, the request to allocate \$750,000 towards this project without any matching funding requirements from Council or Victorian Government, would see the Federal Government commit \$350,000 less than originally allocated.

In addition to the above, Latrobe City has limited capacity to provide any matching contribution towards this project. The Socio Economic Indexes for Areas (SEIFA) data has ranked Latrobe City at 120 out of 544 local government areas as the most disadvantaged municipality. In addition, significant rate revenue previously received from ENGIE has also impacted on Latrobe City Council's discretionary funds for expenditure and when combined with rate capping, has had a substantial impact on Council's ability to fund or co-fund additional projects like the Keenagers project. As a result, the request to the Federal Government will be to fund this project in its entirety without a matching contribution.

There is some indication that the Federal Government may consider this variation, whereby in similar circumstances, a CCTV project funded under the same funding stream as the Keenagers project (Community Development Grants Programme) was fully funded without a required matching contribution due to the cost of the project not exceeding the Federal Government's original commitment.



Consequently, Latrobe City Council seeks endorsement to formally request a variation to the Federal Government's original \$1.1 million commitment, to fully fund \$750,000 without a required matching contribution towards this project. Pending the outcome of this request, Council intends to advocate for the re-allocation of the remaining \$350,000 commitment to fund additional recreation and open space priority projects within Latrobe City.

**Issues:**

*Strategy Implications*

This project directly aligns with Objective three (3) of the Latrobe City Council Plan (2007-2021), by improving the liveability and connectedness of Latrobe City through facility development. The alignment to Strategy 12 assists in achieving Objective three (3), by providing community infrastructure that supports recreation and connectedness including sporting facilities.

*Communication*

Significant engagement has occurred with the Moe Keenagers' throughout the development of the re-scoped design. The club was directly involved with the architect and Latrobe City Council during the development of the concept design. The outcome is that the club has now endorsed the new concept design to upgrade existing facilities.

A further report will be presented to Council providing and update on the request to the Federal Government.

*Financial Implications*

This project is not currently funded. The cost plan has indicated that the cost of the project would be in the vicinity of \$750,000.

*Risk Analysis*

Identified risk	Risk likelihood*	Controls to manage risk
Loss of \$1.1 million Federal Government commitment	3 (Possible)	<ul style="list-style-type: none"> <li>• Formally request a variation to the Federal Government's original \$1.1 million commitment by allocating \$750,000 towards the re-scoped project prior to the Federal Government entering caretaker period.</li> <li>• Advocate to the Federal government for the remaining \$350,000 in funding to be allocated to a priority project in Latrobe City.</li> </ul>

Identified risk	Risk likelihood*	Controls to manage risk
The Federal Government don't support funding the re-scoped project	3 (Possible)	<ul style="list-style-type: none"> <li>• Demonstrate that the re-scoped project still meets the criteria set out in the original funding commitment.</li> <li>• i.e.: multi-use, strategic alignment.</li> </ul>

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

#### *Legal and Compliance*

There are no legal or compliance issues.

#### *Community Implications*

There are no community implications.

#### *Environmental Implications*

There are no environmental impacts.

#### *Consultation*

There has been significant consultation with the Moe Keenagers throughout the change in project scope. The club have been directly involved with the architect and Latrobe City Council in the development of the re-scoped concept design and cost plan. Latrobe City will continue to engage and consult with the club in the possible funding opportunities 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 1989*.

#### **Supporting Documents:**

Nil

#### **Attachments**

- 1 [↓](#). Original Federal Government funding letter
- 2 [↓](#). Concept design for original funding agreement
- 3 [↓](#). Email from Moe Keenagers confirming re-direction on project scope
- 4 [↓](#). Updated concept design and cost plan
- 5 [↓](#). Keenagers letter of endorsement for updated concept design and cost plan

## **15.2**

### **Moe Keenagers - Project Update**

<b>1</b>	<b>Original Federal Government funding letter.....</b>	<b>300</b>
<b>2</b>	<b>Concept design for original funding agreement.....</b>	<b>301</b>
<b>3</b>	<b>Email from Moe Keenagers confirming re-direction on project scope .....</b>	<b>307</b>
<b>4</b>	<b>Updated concept design and cost plan .....</b>	<b>308</b>
<b>5</b>	<b>Keenagers letter of endorsement for updated concept design and cost plan .....</b>	<b>315</b>



**Senator the Hon Fiona Nash**  
 Minister for Regional Development  
 Minister for Local Government and Territories  
 Minister for Regional Communications  
 Member for Gippsland  
 Deputy Leader of The Nationals

**Mr Russell Broadbent MP**  
 Member for McMillan

PDR ID: MS17-001845

Ms Sara Rhodes-Ward  
 General Manager Community Services  
 Latrobe City Council  
 PO Box 264  
 MORWELL VIC 3840

13 SEP 2017

Dear Ms Rhodes-Ward

We are writing to confirm the Australian Government's commitment to provide funding up to:

- \$1.1 million to the Moe-Newborough Multi-Purpose Facility Development project with matching funding to be sought from the Victorian Government; and
- \$800,000 to the Moe Multi-Purpose Sports Centre, Monash Reserve project with matching funding to be sought from the Latrobe Valley Authority and Latrobe City Council.

GAIL  
GAIL

These commitments will be provided as part of the La Trobe Valley Local Jobs and Infrastructure Package and delivered through the Community Development Grants programme (CDG).

The Coalition is committed to supporting local communities to prosper and grow. Local infrastructure projects are critical if we want to boost economic growth and improve local amenities and facilities.

The CDG programme is delivered by the Department of Infrastructure and Regional Development. A Departmental Officer will contact you shortly to discuss the next steps. This includes undertaking any final due diligence and preparing a Deed of Agreement.

Whilst this letter confirms our commitment of \$1.1 million and \$800,000 respectively, funding is contingent upon the provision of sufficient information to the Department to allow a value with public money assessment and the execution of a Deed of Agreement for each project.

I recommend that you do not enter into financial commitments or begin work on these projects until such time a Deed of Agreement has been signed with the Australian Government.

We wish you every success and look forward to seeing these projects completed.

Yours sincerely

*Fiona Nash*

FIONA NASH

*Russell Broadbent*

RUSSELL BROADBENT

# SKETCH PLANS

drawing register

architectural drawings

4322 - SK 01	PROPOSED LAYOUT PLAN
4322 - SK 02	PROPOSED FLOOR PLAN 1 OF 3
4322 - SK 03	PROPOSED FLOOR PLAN 2 OF 3
4322 - SK 04	PROPOSED FLOOR PLAN 3 OF 3
4322 - SK 05	PROPOSED NETBALL AND TENNIS LAYOUT

submissions and revisions

code	amendment	date
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**PROPOSED MULTI-PURPOSE PAVILION**

at: **LATROBE LEISURE CENTRE**  
 for: **LATROBE CITY COUNCIL**

APRIL 2018

JOB NO: 4322

**P E T E R W R I G H T**  
ASSOCIATES PTY LTD ARCHITECTS

560 BAY ROAD SANDRINGHAM VIC 3191  
T 03 9521 92 93 F 03 9521 0904  
ABN 52 007 207 730





P E T E R W R I G H T	code	amendment	date	title	north	drawing	rev.
PROPOSED MULTI-PURPOSE PAVILION							

& ASSOCIATES PTY LTD ARCHITECTS  
 540 BAY ROAD SANDRINGHAM VIC 3191  
 T 03 9821 92 93 F 03 9821 9294  
 ABN 52 007 207 730

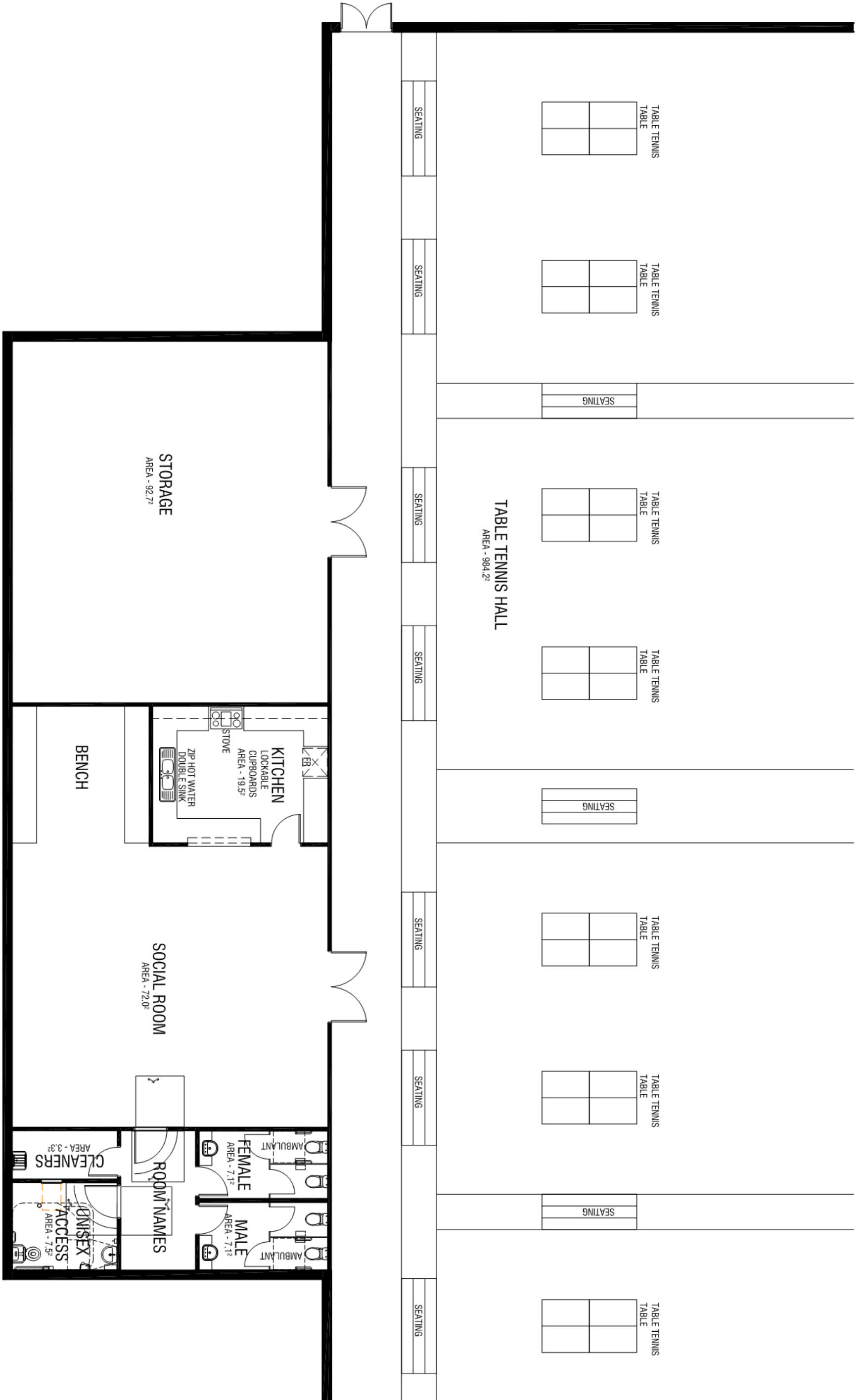


at LATROBE LEISURE CENTRE  
 for LATROBE CITY COUNCIL



**PROPOSED TABLE  
TENNIS LAYOUT**

**4322-SK01**  
 SKETCH LAYOUT  
 issue 1:200  
 scale DTW  
 drawn APRIL 2018  
 date 18-4322  
 job no.



**P E T E R W R I G H T**  
 & ASSOCIATES PTY LTD ARCHITECTS

5-60 BAY ROAD SANDRINGHAM VIC 3191  
 T 03 9821 92 93 F 03 9821 0994  
 ABN 52 007 207 730



code amendment

date title

PROPOSED MULTI-PURPOSE PAVILION

at LATROBE LEISURE CENTRE  
 for LATROBE CITY COUNCIL

north

drawing

drawing no.

rev.

**PROPOSED FLOOR  
 PLAN 1 OF 3**



**4322-SK02**  
 SKETCH LAYOUT  
 issue 1:100  
 scale DTTW  
 drawn APRIL 2018  
 date 18-4322  
 job no.

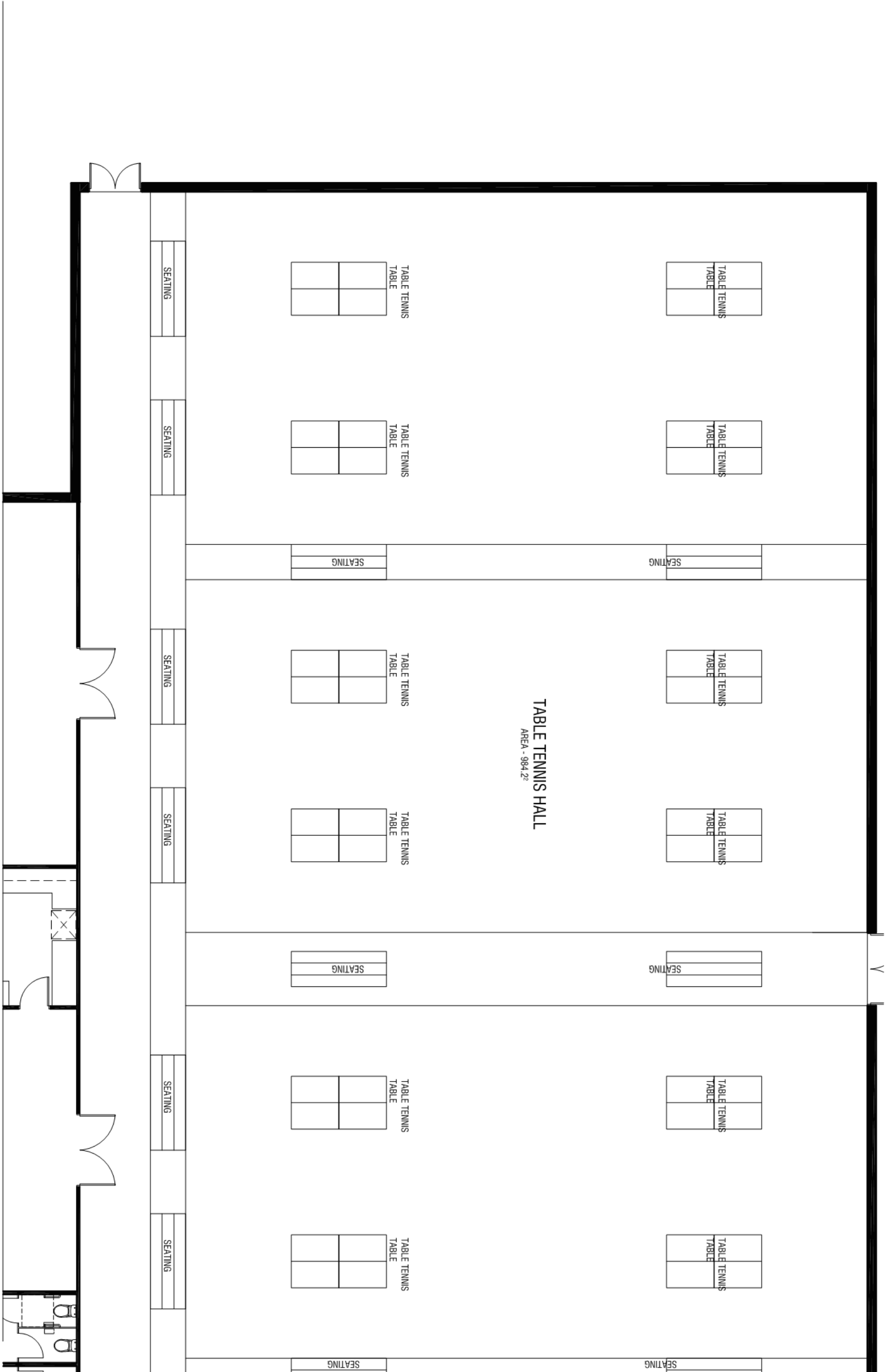


TABLE TENNIS HALL  
AREA - 984.2<sup>2</sup>

P E T E R W R I G H T & ASSOCIATES PTY LTD ARCHITECTS	code	amendment	date	title	north	drawing	rev.
				PROPOSED MULTI-PURPOSE PAVILION			

5-60 BAY ROAD SANDRINGHAM VIC 3191  
T 03 9821 92 93 F 03 9821 0994  
ABN 52 007 207 730



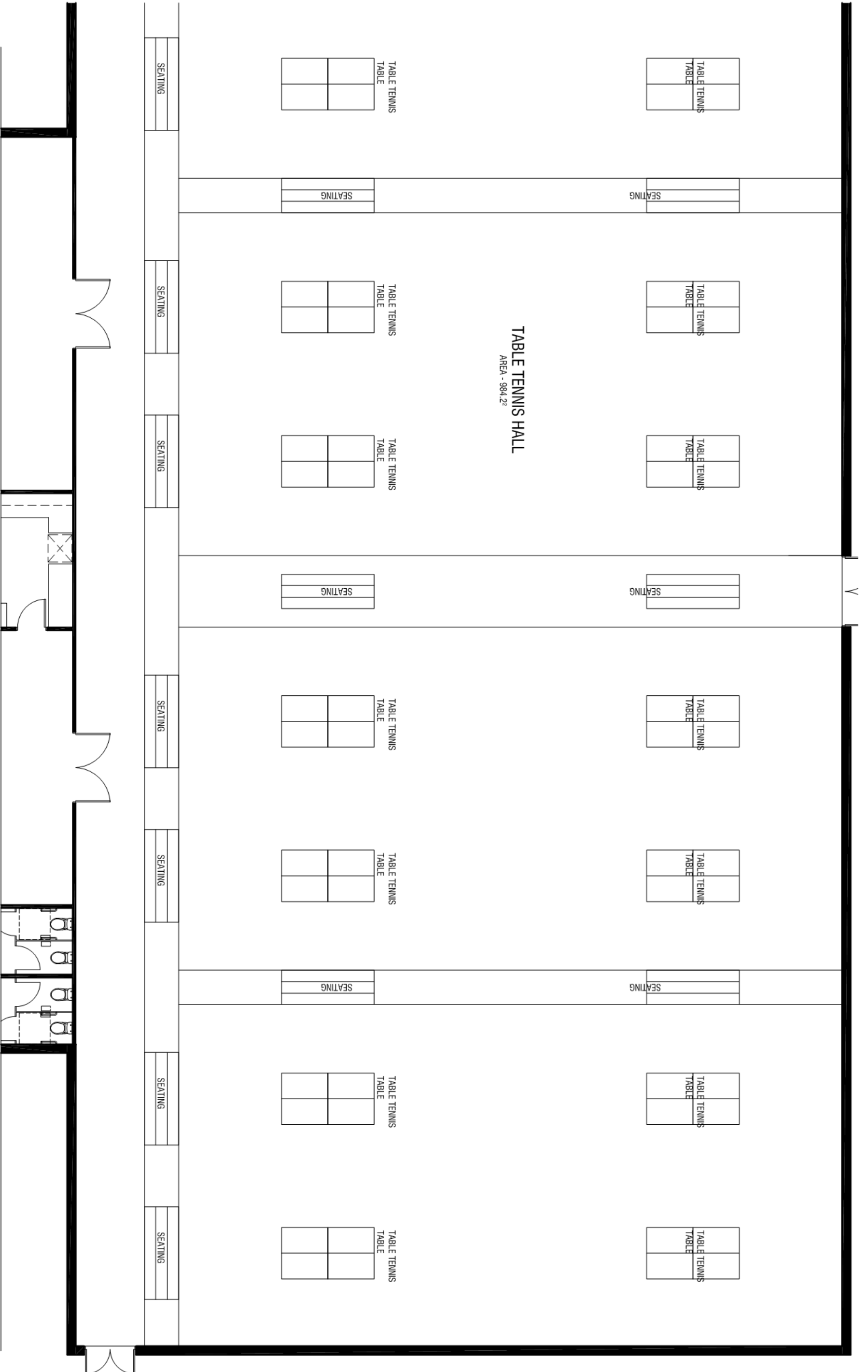
at LATROBE LEISURE CENTRE  
for LATROBE CITY COUNCIL



PROPOSED FLOOR  
PLAN 2 OF 3

4322-SK03  
SKETCH LAYOUT  
issue 1:100  
scale DTW  
drawn APRIL 2018  
date 18-4322  
job no.





P E T E R W R I G H T & ASSOCIATES PTY LTD ARCHITECTS

code amendment

date title

north drawing

drawing no. rev.

PROPOSED MULTI-PURPOSE PAVILION

5-60 BAY ROAD SANDRINGHAM VIC 3191  
 T 03 9821 92 93 F 03 9821 0994  
 ABN 52 007 207 730

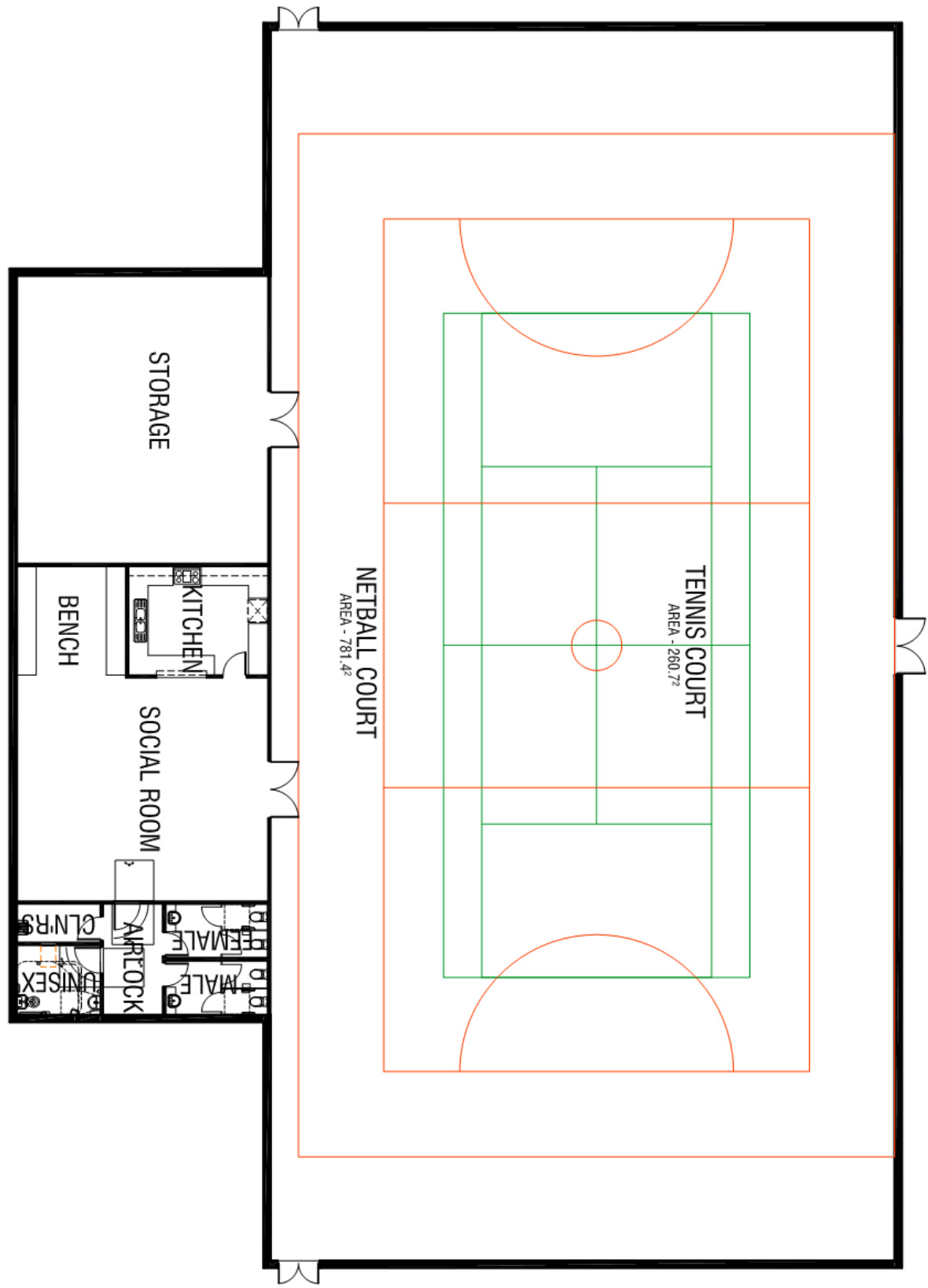


at LATROBE LEISURE CENTRE  
 for LATROBE CITY COUNCIL



PROPOSED FLOOR  
 PLAN 3 OF 3

4322-SK04  
 SKETCH LAYOUT  
 issue 1:100  
 scale DTW  
 drawn APRIL 2018  
 date 18-4322  
 job no.



P E T E R W R I G H T & ASSOCIATES PTY LTD ARCHITECTS

code amendment

date title

PROPOSED MULTI-PURPOSE PAVILION

at LATROBE LEISURE CENTRE  
for LATROBE CITY COUNCIL

north drawing

drawing no. rev.

540 BAY ROAD SANDRINGHAM VIC 3191  
T 03 9821 92 93 F 03 9821 9294  
M 03 9821 92 93



**PROPOSED NETBALL  
AND TENNIS LAYOUT**

**4322-SK05**  
SKETCH LAYOUT  
scale 1:200  
drawn DTW  
date APRIL 2018  
job no. 18-4322

**Karen Tsebelis**

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**To:** Shay Ferguson [Shay.Ferguson@latrobe.vic.gov.au]  
**Subject:** RE: Keenager's Facility Plans update

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**From:** Patrick Esse [<mailto:pcsmesse@bigpond.net.au>]  
**Sent:** Tuesday, 2 October 2018 8:19 AM  
**To:** Cr Sharon Gibson; Cr Bradley Law  
**Cc:** Ken Findlay; John Forsyth; Terry Grech; Joe Berec; Shay Ferguson  
**Subject:** Keenager's Facility Plans update

Good Morning Councillors Sharon Gibson & Brad Law.

Moe/Newborough Keenagers met with Latrobe City Council Actin Recreational Manager, Shay Thompson and Recreation and Planning officer, Nathan Robinson in regards to the request for a dedicated Table Tennis Pavilion at the Latrobe Leisure Centre, Old Sale Road, Newborough. Although Keenagers received from the Federal Government, \$1.1 Million grant it was conditional on the State Government providing the equivalent amount and the Pavilion must be Multi-Purpose for other sports to use. Shay table plans and costing for the Multi-Purpose Pavilion – the cost was around \$4.2 million, however this could be reduced if needed.

With likelihood of a dedicated table tennis pavilion being beyond reach, Keenagers put up an alternative plan. The alternative plan is the enlarge both the kitchen and storage space to provide more room for all the sporting groups which use them.

Membership of Keenagers is currently 116, and on average 46 play (occasionally numbers rise to well over 50) each Monday and Thursday. The kitchen sitting capacity is around 20, making it too small for all participants. A number of players either have to have their morning tea sitting in the store room, stand in the aisle adjacent to the basketball courts or in the actual basketball playing area. In relation to the store room we currently share this with other sports, but have found the room way to small. Particularly when trying to store, as we have 14 table tennis tables plus quite a number of barriers.

Enlarging the kitchen and store room would not just provide extra room for Keenagers but would help other sporting groups who use these facilities.

Keenagers are looking to gain LCC and your support for this alternative option.

Thanks

Pat Esse  
Vice President  
Moe/Newborough Keenagers

# SKETCH PLANS

drawing register

architectural drawings	
4461-SK 01	PROPOSED SITE LAYOUT PLAN
4461-SK 02	PROPOSED PART FLOOR LAYOUT PLAN
4461-SK 03	EXISTING AND PROPOSED ELEVATIONS

submissions and revisions

code	amendment	date
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## PROPOSED ALTERATIONS & ADDITIONS

at: KEENAGERS LEISURE CENTRE FACILITY  
 for: LATROBE CITY COUNCIL

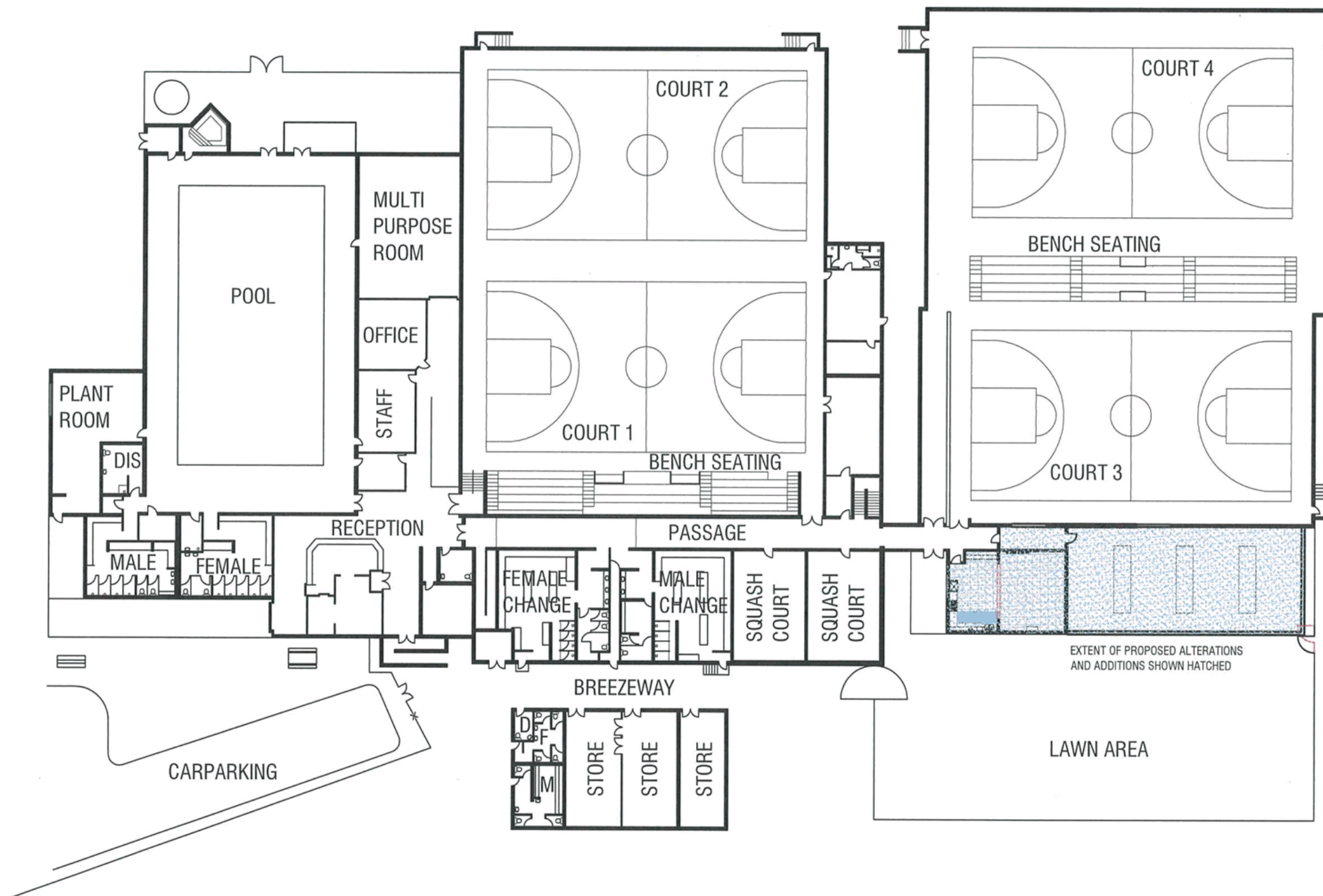
**PETER WRIGHT**  
 & ASSOCIATES PTY LTD ARCHITECTS

DECEMBER 2018

JOB NO: 4461

5-60 BAY ROAD SANDRINGHAM VIC 3191  
 T 03 9521 92 93 F 03 9521 9294  
 ABN 52 007 207 730





P E T E R W R I G H T & ASSOCIATES PTY LTD ARCHITECTS code amendment date title north drawing drawing no. rev.

5-60 BAY ROAD SANDRINGHAM VIC 3191  
T 03 9521 92 93 F 03 9521 9294  
ABN 52 007 207 730



PROPOSED ALTERATIONS & ADDITIONS

at KEENAGERS LEISURE CENTRE FACILITY  
for LATROBE CITY COUNCIL

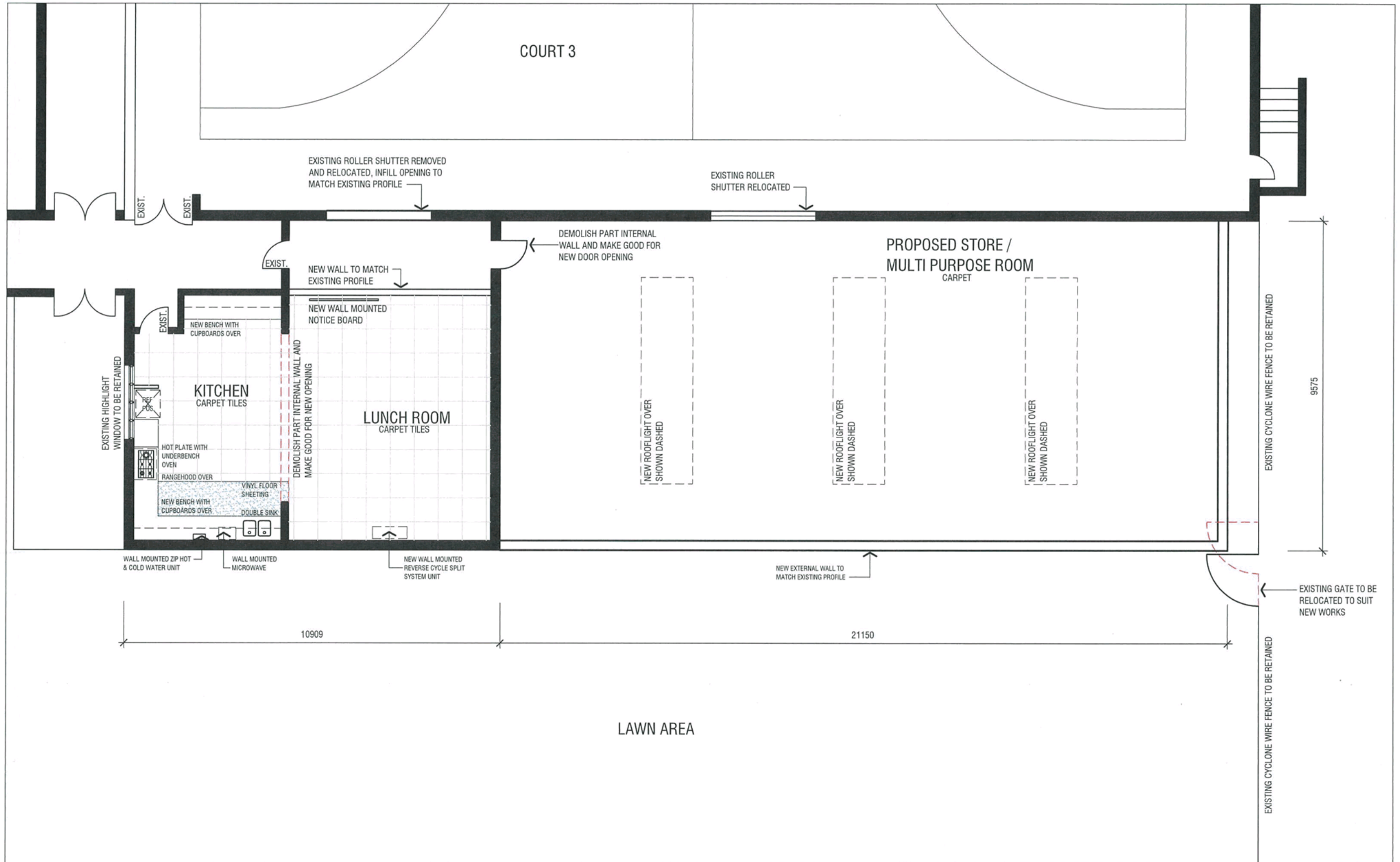


proposed site layout plan



4461-SK 01

issue SKETCH LAYOUT  
scale 1:400 @ A3  
drawn M.V.  
date DECEMBER 2018  
job no. 18-4461



PETER WRIGHT	code	amendment	date	title	north	drawing	drawing no.	rev.
& ASSOCIATES PTY LTD ARCHITECTS								

5-60 BAY ROAD SANDRINGHAM VIC 3191  
T 03 9521 92 93 F 03 9521 9294  
ABN 52 007 207 730



**PROPOSED ALTERATIONS & ADDITIONS**

at KEENAGERS LEISURE CENTRE FACILITY  
for LATROBE CITY COUNCIL

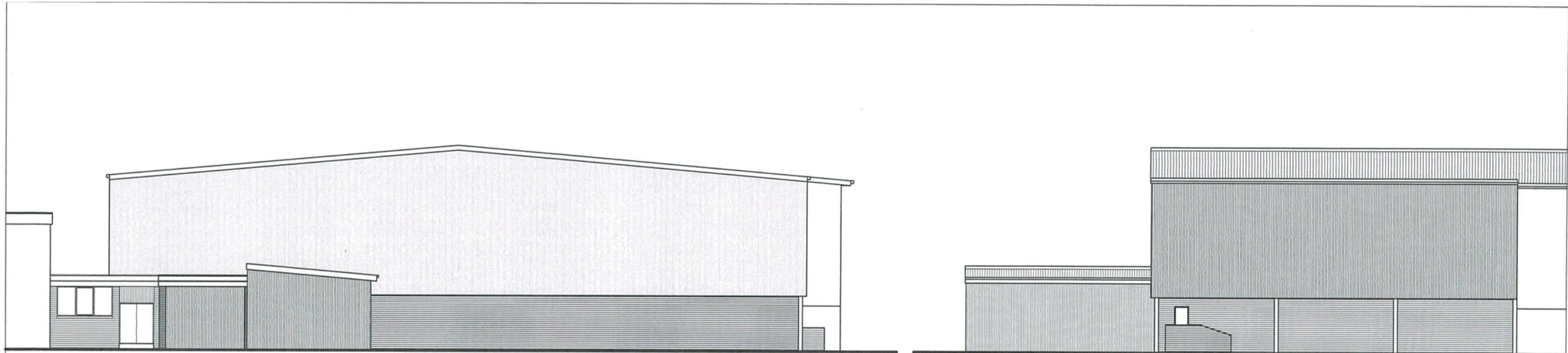


proposed part floor  
layout plan



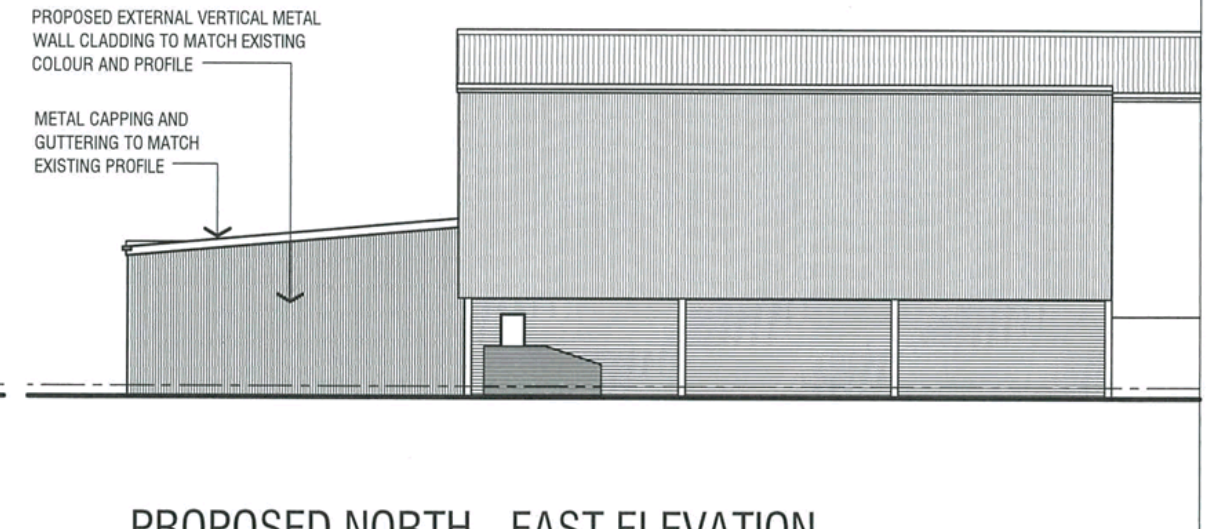
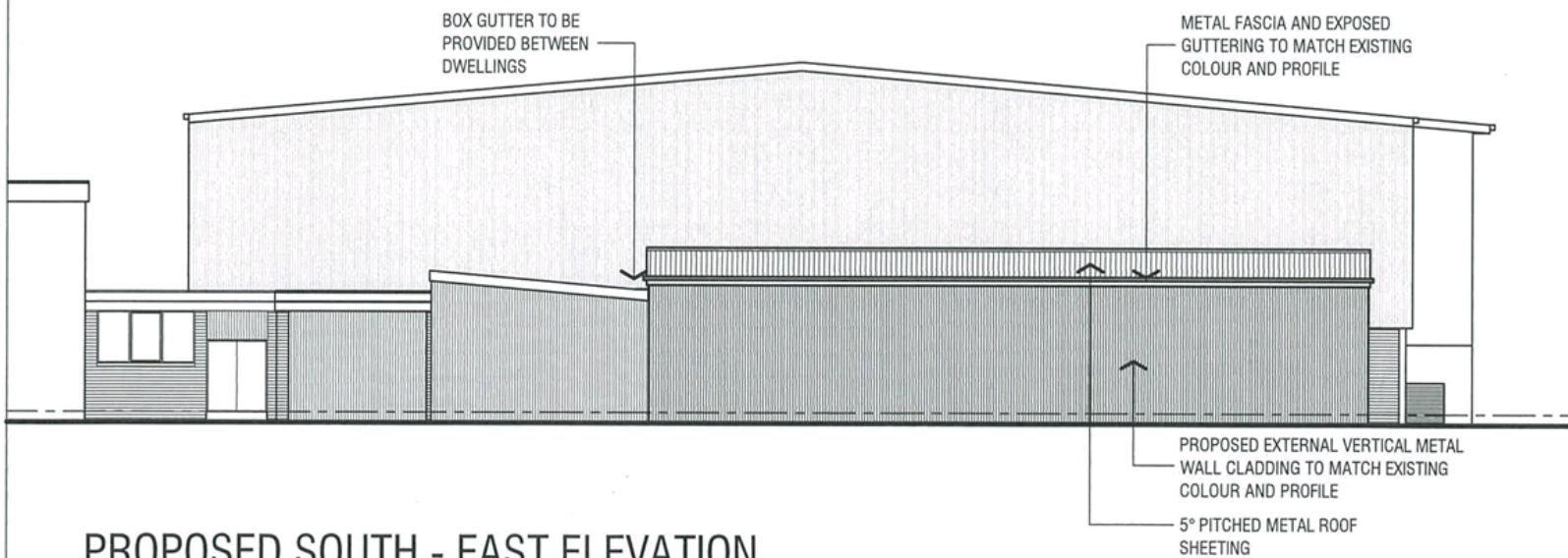
**4461-SK 02**

issue SKETCH LAYOUT  
scale 1:100 @ A3  
drawn M.V.  
date DECEMBER 2018  
job no. 18-4461



**EXISTING SOUTH - EAST ELEVATION**  
SCALE 1:200

**EXISTING NORTH - EAST ELEVATION**



**PROPOSED SOUTH - EAST ELEVATION**  
SCALE 1:200

**PROPOSED NORTH - EAST ELEVATION**  
SCALE 1:200

**PETER WRIGHT**  
& ASSOCIATES PTY LTD ARCHITECTS

5-60 BAY ROAD SANDRINGHAM VIC 3191  
T 03 9521 92 93 F 03 9521 9294  
ABN 52 007 207 730



code amendment

date title

north drawing

drawing no. rev.

PROPOSED ALTERATIONS & ADDITIONS

at KEENAGERS LEISURE CENTRE FACILITY  
for LATROBE CITY COUNCIL

existing and  
proposed elevations



4461-SK 03

issue SKETCH LAYOUT  
scale 1:200 @ A3  
drawn M.V.  
date DECEMBER 2018  
job no. 18-4461



**PROWSE QUANTITY SURVEYORS PTY LTD**

ABN 83 097 049 548

Suite 8, 13 Church Street, Hawthorn, Victoria 3122

Tel: (03) 9852 7811 Fax: (03) 9852 7044

W: www.prowseqs.com.au E: info@prowseqs.com.au

24 January 2019

Ref: 13547-01

Latrobe City Council  
C/- Peter Wright & Associates Pty Ltd  
Suite 5, 60 Bay Road  
**Sandringham Vic 3191**

Attention: Mr. P. Wright

Dear Peter,

**RE: PROPOSED MULTIPURPOSE ROOM EXTENSION  
KENNAGERS LEISURE CENTRE FACILITY, TRARALGON**

As requested, we have prepared a cost plan at Stage A for the above project, based on information received by us up to 24 January 2019.

Our estimate of the anticipated total cost is \$750,000 for a fixed price contract at September 2019 cost levels and a summary follows:

Building Works (FECA: 279m <sup>2</sup> UCA: 0m <sup>2</sup> )	\$	565,340
Site Works and External Services	\$	38,500
Sub-Total	\$	603,000
Cost Escalation to Tender	\$	9,000
Cost Escalation During Construction	\$	6,000
Contract Contingency	\$	31,000
Professional Fees	\$	81,000
Loose Furniture & Equipment	\$	20,000
Authority Contribution & Headworks (Excluded)	\$	-
<b>Anticipated Total Project Cost (Excluding GST)</b> (Fixed Price Contract – September 2019)	<b>\$</b>	<b>750,000</b>

DIRECTOR: Anthony Prowse Dip QS (Dist) (RMIT) FAIQS CQS

ASSOCIATE DIRECTORS: Vincent Lau B App Sc C Mgt (Hons) (RMIT) FAIQS CQS ICECA, Joe Y.C. Yeh B Plan & D (Melb) B Prop & C (Melb) MAIQS CQS

ASSOCIATES: David Grennan B Sc QS (SIT, Ireland) MAIQS CQS, Mary Prowse B App Sc (ConstMgt) (RMIT) (Hons) MAIQS CQS

CONSULTANT: Krissy Chin B Plan & D (Melb) B Prop & C (Melb) MAIQS



-2-

Allowances for the following have been included in our estimate:

- Preliminaries and Design Variable
- Cost escalation for a tender received in September 2019
- Cost Escalation during construction
- Competitive tendering
- Contract Contingency
- Professional Fees
- Loose Furniture & Equipment
- Based on Peter Wright & Associates drawings received up to 23/01/2018

Allowances for the following have been excluded from our estimate:

- Goods & Services Tax (GST)
- Cost escalation for a tender received after September 2019
- Adverse market conditions
- Abnormal ground conditions
- Removal of hazardous materials
- Authority Contribution & Headwork Charges

This estimate is based on preliminary information. Assumptions have been made and these assumptions will require confirmation when further documentation becomes available.

We have attached a copy of our Stage A cost plan for your information.

Yours faithfully

**PROWSE QUANTITY SURVEYORS PTY LTD**



VINCENT LAU



**PROWSE QUANTITY SURVEYORS PTY LTD**

ABN 83 097 049 548 ACN 097 049 548

**KEENAGERS LEISURE CENTRE FACILITY, TRARALGON  
PROPOSED MULTIPURPOSE ROOM EXTENSION**

Based on drawings received up to 23/01/2019

ARCHITECT: PETER WRIGHT & ASSOCIATES

JOB	13547
DATE	24/01/2019
FECA	279
UCA	-
REF	A/1

ELEM	DESCRIPTION	UNIT	QUANTITY	RATE (\$)	COST (\$)
	<b>Building Works (Ground Floor)</b>				
	New Multipurpose Room	(FECA) M2	192	2,150	412,800
	Kitchen   Lunch Room	(FECA) M2	87	1,220	106,140
	<b>Extra Over Items</b>				
	Relocation of Roller Shutter (inc infill of ex wall)	ITEM			9,400
	Form opening between kitchen and lunch room	ITEM			5,000
	Joinery	ITEM			12,000
	Kitchen Equipment	ITEM			5,000
	Air Conditioning (Split unit)	ITEM			15,000
	Adverse Ground   Contamination (Excluded   TBC)	NOTE			-
	<b>Site Works &amp; External Services</b>				
XP	Site Preparation, Demolition & Clean Up	ITEM			12,000
XR	Roads, Footpaths & Paved Areas (Make Good)	ITEM			2,000
XN	Boundary Walls, Fencing & Gates	ITEM			3,000
XB	Outbuildings & Covered Ways (Nil)	NOTE			-
XL	Landscaping & Improvements (Make Good)	ITEM			2,000
XK	External Stormwater & Drainage	ITEM			7,000
XD	External Sewerage Drainage	ITEM			2,000
XW	External Water Supply	ITEM			1,500
XG	External Gas	ITEM			1,500
XF	External Fire Protection (Nil)	ITEM			-
XE	External Electrical Light & Power	ITEM			5,000
XC	External Communications	ITEM			2,500
	Balance of Funds	ITEM			(840)

<b>SUB-TOTAL</b>				\$	603,000
PRELIMINARIES & DESIGN VARIABLE (Included Above)	-	%		\$	-
COST ESCALATION TO TENDER	1.50	%		\$	9,000
COST ESCALATION DURING CONSTRUCTION	1.00	%		\$	6,000
CONTRACT CONTINGENCY	5.00	%		\$	31,000
PROFESSIONAL FEES	12.00	%		\$	81,000
LOOSE FURNITURE AND EQUIPMENT		ITEM		\$	20,000
AUTHORITY CONTRIBUTION & HEADWORKS (Excluded)		ITEM		\$	-
<b>ANTICIPATED PROJECT COST (EXCLUDING GST)</b>				\$	<b>750,000</b>
(Fixed Price Contract - September 2019)					



**MOE/NEWBOROUGH KEEN-AGERS  
INC. Reg. No. A0047355V**

**SECRETARY: David Claxton  
Email: d\_claxton@bigpond.com**

**21 February 2019**

To Mr Nathan Robinson  
Recreation Planning Officer  
Latrobe City Council

Dear Nathan,

**Subject:** Proposed building alterations at Latrobe Leisure Centre

This letter is on behalf of the Moe/Newborough Keenagers Table Tennis Committee and members for the planned building alterations to the Latrobe Leisure Centre, Old Sale Road, Newborough.

The Committee and members endorse and support Latrobe City Council's new concept design of the extensions to the kitchen and storage facilities as they meet the requirements of the club.

Please provide to Council this letter showing the support of the Moe/Newborough Keenagers Table Tennis Club for this project. If further information is required please do not hesitate to contact me.

Regards

Pat Esse

Vice President  
Moe/Newborough Keenagers Table Tennis Club

Mobile 0429792023

- Agenda Item:** 15.3
- Agenda Item:** Delegate Authority to the Chief Executive Officer to Award Stage 4 of the Traralgon to Morwell Shared Path
- Sponsor:** General Manager, Infrastructure and Recreation
- Council Plan Objective:** Ensure Council operates openly, transparently and responsibly.
- Status:** For Decision

**Proposed Resolution:**

**That Council:**

1. Subject to the recommended tenders being within the budget of Stage 4 of the Traralgon to Morwell shared path, and compliance with Council's Procurement Policy, delegates to the Chief Executive Officer (CEO) the authority to award the following contract that exceeds the CEO's financial delegation of \$500,000 (including GST):
  - a. Construction of Stage 4 of the Traralgon to Morwell shared path on the road reserve along Old Melbourne Road up to \$900,000 excluding GST, funded by the State Government;
2. Authorises the CEO to sign and seal associated documents to effect the awarding of that contract; and
3. Receives a report at an Ordinary Council Meeting detailing the contract awarded by the CEO, and the successful contractor.

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Howe

That Council receive the report.

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Council has delegated the Chief Executive Officer (CEO) authority to award contract works up to \$500,000 (inclusive of GST).

This financial year has seen a significant increase in capital works including the construction of the Traralgon to Morwell shared path funded by the Federal

Government and the State Government. Stage 4 of the shared path is funded by the State Government. The estimated cost of the remaining works is in the order of \$900,000 excluding GST. An extension of time has been requested for the funding agreement to allow for construction of this stage of the shared path.

Because the overall project cost exceeds the CEO's financial delegation of \$500,000 including GST, in order to expedite the contract process and commence construction of the footpath in a timely manner, it is recommended that the Council delegate to the CEO the authority to award a contract for these works.

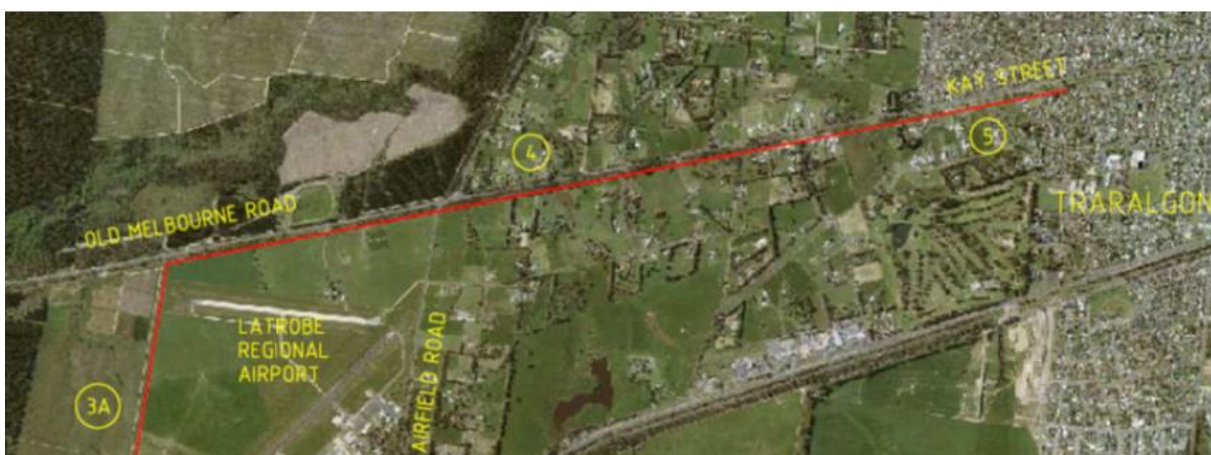
The award of any contract under this arrangement is subject to the recommended tenders being within Council's budget and the funding agreement with the State Government, and the contract complying with Council's Procurement Policy.

### **Background:**

The Traralgon to Morwell Shared Path project consists of the construction of a shared path link between the towns of Traralgon and Morwell. The project is being constructed by Latrobe City Council, with funds provided by both the Federal Government and the State Government.

Stage 4 of the shared path is the final stage to be constructed and will be located on the road reserve along Old Melbourne Road (see Figure 1 below) and is being funded by the State Government.

The total amount of funding from the State Government for the Traralgon to Morwell Share Path project is \$2.9M excluding GST. Several stages of the project are either underway or have been completed. The estimated cost of Stage 4 of the shared path is in the order of \$900,000 excluding GST.



**Figure 1 – Indicative Location of Traralgon to Morwell Shared Path**

Contracts are typically advertised for three weeks, followed by a period to evaluate tenders, clarify any tender issues, carry out necessary referee checks, and then prepare the tender evaluation report and associated Council report.

Without the authority delegated to the CEO to award contracts, subject to the recommended tenders being within the appropriate funding agreement, there is

typically a delay of a month in order to present the report at the next available Council meeting.

Delegating the CEO the authority to award this contract will assist in commencing the identified project in a timely fashion, and although likely to be Autumn, to take advantage of any remaining drier weather. This piece of the project has already been subject to an extension of time being requested for the funding agreement.

**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

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

*Communication*

In accordance with Council's Procurement Policy, Latrobe City Council's website will be updated to provide summary information relating to contracts entered into with an estimated expenditure which exceed the compulsory tender threshold.

*Financial Implications*

The State Government is funding this project to develop Stage 4 of the Traralgon to Morwell shared path. This is the final stage to be constructed. The estimated cost of the remaining work is the order of \$900,000 excluding GST. The remaining budget is \$900,000 excluding GST; however a variation to increase the funding agreement by a further \$281,068 excluding GST has been submitted to the State Government.

*Risk Analysis*

Providing delegation to the CEO will reduce the risk of delay in awarding contracts to commence the funded project in a timely manner in keeping with the request by the State Government for the project to be constructed as soon as possible, in particular since the project has already been subject to an extension of time.

*Legal and Compliance*

All processes will comply with legal and compliance guidelines

*Community Implications*

The proposed recommendation will have a positive impact on the community as it will ensure the final stage of the Traralgon to Morwell shared path along Old Melbourne Road is delivered in a timely manner.

*Environmental Implications*

There are not considered to be any environmental implications associated with this report.

*Consultation*

In preparing this report, internal consultation has been held with the Procurement team. The development of the scope of work has also had input from the community as well as the key stakeholders and user groups.

*Other*

Nil

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**  
Nil

- Agenda Item:** 15.4
- Agenda Item:** Traffic Safety Initiative - Application to Community Road Safety Grant
- Sponsor:** General Manager, Infrastructure and Recreation
- Council Plan Objective:** Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.
- Status:** For Decision

**MOTION**

**Moved:** Cr Clancey  
**Seconded:** Cr Howe

**That Council endorses applications submitted to the Community Road Safety Grants Program for:**

- 1. Standard Program: Advertising of road rule and road safety messages; and**
- 2. Towards Zero Challenge Program: Implementing driver fatigue safety messages for shift workers at Latrobe City major employers.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The Community Road Safety Grants Program managed by Regional Roads Victoria that is providing \$1.5 million in funding to empower communities to reduce the number of lives lost and serious injuries on Victoria's roads through their *Standard Program* (up to \$10,000 due 13 March 2019), and *Towards Zero Challenge Program* (up to \$50,000 due 25 March 2019).

- Council Officers identified as part of preparing the draft Road Safety Strategy that traffic safety is influenced not only by physical measures but by societal norms in respect of behaviours on the road (both as a motorist and a pedestrian/bicyclist).
- An application has been made for the *Standard Program* for a potential advertising campaign to raise awareness of road rules at intersections, emphasising right of ways and pedestrian safety. Although the application has been submitted to meet the deadline, should Councillors consider that this application/project is inappropriate it can be withdrawn.



- An application has been made for the *Towards Zero Challenge Program* for a potential project to help address driver fatigue in shift workers. This program seeks “innovative local projects” and it is proposed to hire or purchase a variable message sign and relocate it through various business sites for at 2 years where shift workers would be returning to their vehicles. This will require some Council staff resources (relocating the sign and coordinating with the employers).

**Background:**

Regional Roads Victoria manages the *Community Road Safety Grants Program* and the current funding round is providing \$1.5 million to empower communities to reduce the number of lives lost and serious injuries on Victoria’s roads through two streams:

- Standard Program (up to \$10,000)
- Towards Zero Challenge (up to \$50,000)

Each of the programs has different goals and related guidelines and the deadline for both programs has passed. With the short time available between the opening of the grant program and the application deadlines, Council Officers were not able to obtain Council endorsement before the deadlines.

However, Council Officers have applied to the two programs as noted below and will withdraw the applications should Council not endorse the applications and projects.

*Standard Program*

The Standard Program provides funding for community road safety education programs that influence road users to make safe decisions.

The proposed Standard Grant project is to prepare some simple explanations of commonly ignored or confused road rules and promote them within the community, primarily with full or half page advertisements in the local papers with explanations of less well known road rules pertaining to road rules at or about:

- Intersections
- Roundabouts
- Parking

An on-line presence/campaign on Council’s web-page (at the minimum) is also proposed, with links to more detailed information elsewhere on the internet. The full campaign will be determined in conjunction with the Communications Department.

This is not a new or novel project and much of the information has already been prepared by others - including excellent references and diagrams in the Australian Road Rules themselves. It is considered worthwhile however as many motorists cite a lack of understanding of road rules when challenged on their poor decisions.

Up to \$10,000 is available through the grant but as the messaging is readily available and Council Officers have the skill to develop high quality promotional material in-house, the majority of this would be spent on purchasing advertising space. Council staff effort is not claimable under the scheme.

#### *Towards Zero Challenge*

The Towards Zero Challenge Program provides funding for community road safety education to address motorist distraction and/or drowsiness; leading causes of serious injury and lives lost on Victorian roads. The program aims to support local based projects that “think outside the box” and specifically wants innovative, non-traditional ideas.

The state government already funds extensive driver fatigue campaigns using signs and advertisements and it is not intended that Council’s project duplicate this general campaign nor to use campaign methods.

Fatigue can also arise when shift workers change their shift times. With the hospital and the power plants being major employers with shift workers in the Latrobe Valley, a project was identified to raise awareness of the dangers of “driving tired” to shift workers, preferably targeted to those who have recently changed their shift.

The proposal is to purchase an electronic variable message sign that:

- Is at the pedestrian scale,
- Can be programmed with messages tailored to each site,
- Small enough to be placed at the main pedestrian entrances to carparks, and potentially
- Is motion activated and timed to the end of the shift.

An alternative to purchasing a pedestrian scale sign would be to hire a larger scale version that would be parked in the carpark. Motion activation may not be possible with this larger version.

The signs would be rotated between the participating worksites for up to 2 years using Council Officers to move and program the signs and liaise with the employers. It is understood that the program would not fund Council resources to manage the equipment and technology – a cost to Council for officer time is estimated to be in the order of \$10,000.

The messaging and details of the campaigns will be developed following confirmation of funding and Councillors will be involved through briefing reports etc. to help craft the program and campaign details.

#### **Issues:**

#### ***Strategy Implications***

This proposed resolution is consistent with Council Plan Strategic Objective 5:  
*Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens*

### ***Communication***

Communication has been limited to discussions between Council departments on the proposals.

Because Roadsafe Gippsland has a direct interest in road safety and has Councillor representation, although not a body of Council, their support would be sought and an offer made to have their organisation on advertising and badging.

### ***Financial Implications***

The advertising space, equipment and installation etc. would be funded from the grant however Council resources would be used to prepare the adverts and messages etc. for the Standard Program, and for the Towards Zero Challenge program, to develop the technology, liaise with the employers, program and relocate the equipment over the proposed 2 year life of the project.

This is estimated to be in the order of \$10,000 of Officer time during the life of the programs.

### ***Risk Analysis***

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Objection to the messaging on the signage	Very Low	No specific controls however the wording of the messages will be carefully considered.
Signage causing an accident or crash	Low	Care will be taken to position the signage clear of sightlines and walking paths.

### ***Legal and Compliance***

There are no specific legal or compliance issues however the property owners would need to formally accept the positioning of the signage on their property (thus being covered by their insurance).

### ***Community Implications***

The programs have the potential to improve the motorist behaviours and reduce the potential for a crash related to motorist fatigue.

### ***Environmental Implications***

There are no environmental implications arising from the proposed projects.

### ***Consultation***

The projects themselves comprise consultation and this is discussed within the body of this briefing report.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**  
Nil

# **COMMUNITY SERVICES**

**16. COMMUNITY SERVICES**

Nil reports

# **CORPORATE SERVICES**

## 17. CORPORATE SERVICES

Agenda Item: 17.1

Agenda Item: Review of Council Delegations

Sponsor: General Manager, Corporate Services

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

Status: For Decision

### **MOTION**

Moved: Cr McFarlane

Seconded: Cr Clancey

That Council:

1. In relation to the Delegation to the *Chief Executive Officer*:
  - a. Delegates to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions as described in the attached '*Instrument of Delegation to the Chief Executive Officer*', subject to the conditions and limitations specified in that Instrument;
  - b. The instrument comes into force immediately the common seal of Council is affixed to the instrument;
  - c. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked;
  - d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and
  - e. Notes that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.
2. In relation to *the Delegation to members of Staff*:
  - a. Delegates to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached '*Instrument of Delegation to members of Council staff*', the powers, duties and functions as described in that instrument,



subject to the conditions and limitations specified in that Instrument;

- b. The instrument comes into force immediately the common seal of Council is affixed to the instrument;
- c. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked; and
- d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

The purpose of this report is to seek Council's approval for the revised Instrument of Delegation to the Chief Executive Officer and Delegation from Council to Council officers in accordance with the requirements of the *Local Government Act 1989* section 86(6) and 98(6) which requires councils to conduct regular reviews of their Instruments of Delegation.

The Instruments of Delegation have been revised in accordance the Maddocks Lawyers' advice of December 2018,

Along with Maddocks Lawyers' advised changes, additional necessary amendments have been made in accordance with advice received from Council departments.

The Instruments of Delegation to Chief Executive Officer and from Council to Council acts to delegate a Council power, duty or function which is lawfully permitted under relevant legislation or associated regulations to be delegated to and exercised by an appropriate Council officer.

### **Background:**

#### Process

Council subscribes to a service provided by Maddocks Lawyers that twice yearly reviews relevant legislation and advises Councils on the updates which need to be made in relation to the delegations affecting Local Government functions and powers. Officers amend Council's Instrument of Delegation in order to reflect the changes advised by Maddocks Lawyers. Additional amendments are to Council's Instruments of Delegations where found to be necessary following a twice yearly internal organisational review to ensure that the delegation functions and powers are

recorded as being assigned to the appropriate officer(s). The amended Instruments of Delegation is then presented to Council for its consideration and approval.

### Authority

A council is a statutory entity and is able to do only those things which it is authorised by statute to.

The sources of Council authority can be summarised as;

1. power to do things which a “natural person” can do, in particular the power to enter into contacts.
2. powers conferred by provisions of acts and regulations, such as the *Local Government Act 1989* and the *Planning and Environment Act 1987*; or
3. powers conferred by other forms of statutory instrument.

It is not practical for Council and the CEO alone to exercise the statutory powers bestowed on Council.

Delegation facilitates the achievement of good governance for the community by empowering appropriate officers to make decisions on behalf of the Council and the CEO. When delegation is utilised correctly, red tape and processing time can be reduced. It is imperative that Council’s records of its delegated powers are kept under regular review in order that changes made necessary due to legislative change, movement or departure of officers responsible for exercising delegated powers, and other relevant factors are properly reflected in Council’s Instrument of Delegation from Council to Council staff.

### **Issues:**

#### *Strategy Implications*

Ensure Council operates openly, transparently and responsibly.

#### *Communication*

Internal organisational review has been conducted to ensure that the delegation functions and powers are recorded as being assigned to the appropriate officer(s).

#### *Financial Implications*

With the exception of the purchase price for the Maddocks Lawyers’ Delegation and Authorisation Service (Council’s yearly subscription fee) there is no direct cost to Council in delegating various powers and functions.

### *Risk Analysis*

Delegation of powers is generally considered essential to enable day-to-day decisions to be made.

Effective and efficient functioning of local government would not be possible if the delegation of certain council powers was not available. Many officers would be unable to properly perform the responsibilities of their position and the increased amount of Councillor time required to perform those undelegated powers, duties and responsibilities would be unrealistic and unworkable.

### *Legal and Compliance*

Requirements under the *Local Government Act 1989*, to review and update registers.

### *Community Implications*

No community impact would result from the adoption of this recommendation as this is a statutory requirement.

### *Environmental Implications*

Nil impact.

### *Consultation*

No external consultation has been engaged.

Community consultation has not been undertaken as this is a statutory function required by the *Local Government Act 1989*.

### *Other*

Organisational consultation has been conducted with departments.

### **Declaration of Interests:**

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

### **Supporting Documents:**

Instrument of Delegation to the Chief Executive Officer

Instrument of Delegation schedule to Members of Council Staff. (this schedule has been provided outside of this agenda.

### **Attachments**

1. [Instrument of Delegation to the Chief Executive Officer](#)
2. Instrument of Delegation from Council to Members of Council Staff (Published Separately)

# 17.1

## **Review of Council Delegations**

- 1 Instrument of Delegation to the Chief Executive Officer..... 333**

Maddocks Delegations and Authorisations

***S5. Instrument of Delegation to Chief Executive Officer***



**Latrobe City Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**

**[19 DEL-1]**



## SCHEDULE

The power to:

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves:
  - awarding contracts greater than the value of \$500,000 for goods, services and works in accordance with the current Latrobe City Council Procurement Policy; unless the contract, purchase or payment relates to statutory charges, utility contracts or insurance contract arrangements, such as:
    - WorkCover Insurance;
    - Public Liability, Products Liability and Professional Indemnity;
    - (JMAPP) Insurance;
  - 4.1 making a local law under Part 5 of the Act;
  - 4.2 approval of the Council Plan under s.125 of the Act;
  - 4.3 adoption of the Strategic Resource Plan under s.126 of the Act;
  - 4.4 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
  - 4.5 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
  - 4.6 determining pursuant to s37 of the Act that an extraordinary vacancy on Council not be filled;
  - 4.7 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
  - 4.8 appointment of councillor or community delegates or representatives to external organisations; or

- 4.9 the return of the general valuation and any supplementary valuations;
  - 4.10 appointment of an acting Chief Executive Officer for a period exceeding four weeks.
- 5 if the issue, action, act, or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
  - 6 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
  - 7 if the determining of the issues, taking of the action or doing of the act or thing would or would likely to involve a decision which is inconsistent with a -
    - 7.1 policy; or
    - 7.2 strategyadopted by Council; or
  - 8 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
  - 9 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



**Agenda Item:** 17.2

**Agenda Item:** Review of the Electronic Surveillance Policy

**Sponsor:** General Manager, Corporate Services

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

**Status:** For Decision

**Proposed Resolution:**

**That Council:**

- 1. Adopts the Electronic Surveillance Policy with an effective date of 01 April 2019;**
- 2. Notes that with the adoption of this Policy, that any previous versions are now rescinded; and**
- 3. Makes this Policy available on Council's website.**

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Harriman

**That Council:**

- 1. Adopts the revised Electronic Surveillance Policy with an effective date of 01 April 2019;**
- 2. Notes that with the adoption of this Policy, that any previous versions are now rescinded; and**
- 3. Makes this Policy available on Council's website.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

An extensive review of the Electronic Surveillance Policy (Policy) has been undertaken to ensure compliance with legislative requirements.

The proposed Policy (attached) incorporates key elements identified in the Victorian Auditor-General's Office audit report '*Security and Privacy of Surveillance Technologies in Public Places*' and has been benchmarked with key Councils.

The proposed Policy now has extensive guidance on all elements that the Audit identified for compliance, as well as for transparency, which includes:

- Types of surveillance systems.
- What would be considered allowable for surveillance purposes.
- Approval of surveillance devices requirements (which also specifies what will not be approved).
- Signage requirements.
- Data security and accessing data.
- Agreements with Victoria Police.
- Physical security of equipment.
- Requirements for a Standard Operations Manual and training.
- Inappropriate use and complaint handling provisions, as well as accountability, evaluation and review requirements.

The proposed Policy is now presented to Council for adoption.

**Background:**

The *Electronic Surveillance Policy* (Policy) was originally adopted by Council in February 2011, and has not been formally reviewed since adoption. With technology and requirements changing since the Policy was adopted, an extensive review has now been undertaken.

The review has identified that the original Policy is now not compliant with current legislative provisions or best practice requirements. Significant changes are recommended to provide the level of compliance that is now required as well as improving transparency for the community on usage.

The Victorian Auditor-General's Office released the audit report '*Security and Privacy of Surveillance Technologies in Public Places*' (Audit) in September 2018. This Audit has been used as a basis for contemporising and improving compliance.

The proposed Policy has extensive guidance on all elements that the Audit identified for compliance. The proposed Policy now includes:

- Types of surveillance systems.
- What would be considered allowable for surveillance purposes.
- Approval of surveillance devices requirements (which also specifies what will not be approved).
- Signage requirements.

- Data security and accessing data.
- Agreements with Victoria Police.
- Physical security of equipment.
- Requirements for a Standard Operations Manual and training.
- Inappropriate use and complaint handling provisions, as well as accountability, evaluation and review requirements.

**Issues:**

*Strategy Implications*

The Policy will support the delivery of the following key objectives contained with the *Council Plan 2017-2021*:

- *Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.*
- *Ensure Council operates openly, transparently and responsibly.*

In addition, this Policy supports the *Municipal Public Health and Wellbeing Plan 2017-2021* (Plan) with the delivery of the *Safe in the Community* objective.

*Communication*

The Policy is a Council level Policy, and once adopted will be available on Council's website.

*Financial Implications*

Public Safety Surveillance equipment is normally funded through grant monies, however currently there is no specific budget assigned for the purchase or upgrade of corporate surveillance equipment. Costs are difficult to determine on an annual basis due to the ad-hoc nature of requests. Therefore, it is recommended that budget is determined on a case by case basis and prioritised within existing budget processes accordingly.

*Risk Analysis*

The Policy has been reviewed to ensure compatibility with legislative compliance risks identified. Additional controls are either developed, in the process of being developed, or planned for implementation once the Policy is adopted, which includes:

- Standard Operating Procedures.
- Upgrade to equipment to ensure suitable access controls.
- Appropriate training, authorisation and support to officers who will be required to manage and access surveillance equipment.

### *Legal and Compliance*

Council is required to comply with the following legislative requirements in relation to Electronic Surveillance:

- *Charter of Human Rights and Responsibilities.*
- *Evidence Act 1988.*
- *Freedom of Information Act 1982.*
- *Privacy and Data Protection Act 2014.*
- *Summary Offences Act 1966.*
- *Surveillance Devices Act 1999.*

The review undertaken has followed the guidance contained within the [Audit report](#) to assist with complying with these legislative requirements.

### *Community Implications*

An assessment against the *Charter of Human Rights and Responsibilities* has identified that the proposed Policy does limit the rights of the community, particularly the rights of 'protection of privacy', and 'freedom of movement'.

However, limiting these rights has been balanced against the interests of the broader community to feel safe in their community, as identified within the Plan.

Controls and measures have been identified to minimise the impact of these limitations which includes signage, limitations as to where surveillance equipment can be placed, data security/access and complaint mechanisms.

### *Environmental Implications*

There are no known negative environmental implications as long as the surveillance equipment that is used is fit for purpose. Electronic Surveillance can have a positive impact as it can assist with the protection of Council assets – both built and natural.

### *Consultation*

Benchmarking and advice has been obtained from other Councils, as well as extensive use of the Audit report to ensure understanding of the requirements.

In addition, consultation has occurred internally, as well as with the Audit and Risk Committee.

There is no legislative requirement for community consultation on this Policy. As this Policy is to ensure Council's compliance, it is recommended that engagement will be limited to directly informing applicable groups (in addition to publishing the Policy on the website) if the Policy is adopted.

*Other*

Not applicable

**Declaration of Interests:**

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

**Supporting Documents:**

Victorian Auditor-General's Office '[Security and Privacy of Surveillance Technologies in Public Places](#)' (September 2018)

Current Electronic Surveillance Policy

**Attachments**

- 1 [↓](#). Proposed Electronic Surveillance Policy
- 2 [↓](#). Draft Electronic Surveillance Policy (Revised)

## **17.2**

### **Review of the Electronic Surveillance Policy**

- 1 Proposed Electronic Surveillance Policy ..... 343**
- 2 Draft Electronic Surveillance Policy (Revised) ..... 356**



# Electronic Surveillance Policy

Version Draft

Approval Date: Draft

Review Date: Draft



## Draft Electronic Surveillance Policy

### DOCUMENT CONTROL

Responsible GM	Greg Drumm	
Division	Corporate Services	
Last Updated (who & when)	Coordinator Governance	2018
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	07 Feb 2011	Adoption of Policy
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	Yes	
Document Reference No	TBC	

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Responsible Division	Corporate Services	Approved Date	Draft	Review Date	Draft
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## Draft Electronic Surveillance Policy

### 1. Background

- 1.1. Latrobe City Council originally developed an electronic surveillance policy in 2011 as a strategy to minimise and address the incidence of unlawful activity on Council owned or controlled property.
- 1.2. The policy has been developed as a strategy in the interests of contributing to public safety and/or the protection of Council assets.

### 2. Objectives

- 2.1. To provide the appropriate framework for the implementation, installation, data management and operation of electronic surveillance equipment by Latrobe City Council (Council).
- 2.2. To ensure that Council's use of electronic surveillance is compliant with relevant legislation and with community expectations.

### 3. Scope

- 3.1. This policy applies to all Council owned or operated camera systems, however does not include the following:
  - cameras used on private land where the data captured is not accessed or controlled by Council
  - promotional/marketing footage captured for Council or at a Council event (however, the *Citizen Confidentiality and Privacy Policy* still applies)
- 3.2. This policy applies to all Council employees, contractors and volunteers.

### 4. Principles of Management

#### 4.1. Types of Surveillance Systems

- 4.1.1. Council's surveillance systems will fall into two main types of surveillance systems:
  - Public Safety CCTV systems
  - Corporate CCTV Systems

#### 4.2. Allowable purposes

- 4.2.1. Consideration may be given to the permanent or temporary placement of surveillance systems for the following allowable purposes:
  - to improve the actual and perceived levels of public safety by discouraging unlawful (including petty theft and crimes against person), and antisocial behaviour in and around council property, facilities and public places

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## Draft Electronic Surveillance Policy

- assist Victoria Police or Council's authorised officers with the detection and prosecution of offences
- prevent fraud and theft
- monitor areas where staff interact with the public to enhance safety
- protect council assets, or assets managed by Council
- deter and reduce graffiti and other forms of vandalism
- enable real-time review of material entering council waste management facilities
- to aid in the safe operation of equipment or work area

### 4.3. Approval of Surveillance Devices

4.3.1. The Chief Executive Officer is authorised to approve, disapprove or cancel the use/implementation of surveillance systems/devices.

4.3.2. The following framework applies when considering what will be approved:

- proposed surveillance is for a legitimate council objective or function and consistent with applicable laws
- the intended purpose is consistent with this policy
- alternatives to surveillance have been considered
- for public safety CCTV Systems, consultation has occurred with affected communities and key stakeholders and regulators, including but not limited to, Victoria Police
- for corporate CCTV Systems, consultation has occurred with affected stakeholders (e.g. staff, patrons, clubs at recreation reserves etc.)
- the impacts on privacy and whether the proposed surveillance is a fair response to the issue or risk being addressed
- how the surveillance information and data will be kept secure and protected from inappropriate use or disclosure
- costs (for the establishment, operational and replacement costs e.g. whole of life-cycle costs for an average ten year cycle) and benefits and how the effectiveness of the surveillance activity will be measured.

4.3.3. The following will not be approved:

- the use or placement of dummy cameras
- the use of drones for surveillance activities

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## Draft Electronic Surveillance Policy

- the placement of surveillance within toilets, washrooms, change rooms or the like
- the usage of surveillance equipment on Council owned or managed land by a third party except for Victoria Police, or except where a formal agreement is entered into that requires the third party to comply with all legislative provisions (and this policy)
- any device that does not meet the requirements of this policy

### 4.4. Signage

- 4.4.1. Where electronic surveillance is occurring, appropriate signage will be displayed to indicate that the area is being observed or recorded.
- 4.4.2. Signage will be placed so as to comply with relevant Australian Standards in force from time to time and will comply with the following requirements:
- Signs will be placed at each main access to the surveillance coverage area where the members of the public are reasonably entitled to use and be monitored.
  - Signs will be prepared so as to be easily understood by members of the public, including people who are from non-English speaking backgrounds. Signs will include a mix of worded text and symbols.
  - Signs will be clearly visible, distinctive and located in areas with good lighting, placed within normal eye range and large enough so that any text can be read easily.
  - Signs will identify the organisation/owner of the system undertaking surveillance.
  - Signs will include details of who to contact for any queries about the system. If Council, the 1300 367 700 number will be utilised.
  - Signs will be checked regularly for damage and theft, and replaced where required.
- 4.4.3. Where electronic surveillance is no longer occurring, all signage and equipment will be removed as soon as practicable.

### 4.5. Data Security

- 4.5.1. Data collected, in accordance with the intention of this Policy, is not collected for the purpose of public access to the data.
- 4.5.2. In general, surveillance camera footage is temporary and may should be destroyed when any relevant administrative use has concluded.
- 4.5.3. For Corporate CCTV systems, the surveillance data on digital media will be retained for no more than 31 days unless otherwise downloaded for legal reasons.

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## Draft Electronic Surveillance Policy

- 4.5.4. Data collected by any surveillance system for the purposes of enforcement shall be stored securely in a centralised location. Any evidence obtained and retained shall be in accordance with the *Evidence Act 1988* and associated standards and guidance materials.
- 4.5.5. Council will ensure that its record keeping practices comply with the Public Records Office Standards for the management of public records, Public Records Office Specifications and the *Public Records Act 1973*.
- 4.5.6. Where footage has been provided to a third party (e.g. Victoria Police) it will be the third party's responsibility to retain the records/footage in accordance with the disposal authority that covers their agency's functional responsibilities.
- 4.6. Agreements with Victoria Police**
- 4.6.1. A formal agreement will be in place for any public safety system with Victoria Police prior to implementing the system.
- 4.6.2. The agreement will cover:
- obligations and responsibilities of Council and Victoria Police
  - ownership of the surveillance system and the data it generates
  - oversight and review mechanisms, including how Council will be assured that Victoria Police is using and managing the information provided appropriately.
- 4.7. Access to Data**
- 4.7.1. Access and disclosure of captured data from a surveillance system shall be in accordance with the *Privacy and Data Protection Act 2014*.
- 4.7.2. Access to the data collected shall be restricted to the following:
- Chief Executive Officer
  - Protected Disclosure Coordinator
  - Privacy Officer
  - Freedom of Information Officer
  - Authorised member of Council staff
  - Contractor or Information Technology Staff (for fault management purposes only)
- and any external person conducting an internal fraud investigation or audit as approved by the Chief Executive Officer.
- 4.7.3. Access must not be through a generic or shared user login. Each access must be registered as to why data was accessed.

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## Draft Electronic Surveillance Policy

4.7.4. Any request for access to data by an external party, other than an enforcement agency, is to be made through Council's Freedom of Information process.

### 4.8. Physical Security of Equipment

4.8.1. Equipment used to capture and store surveillance data will be stored in a way that minimises the risk of unauthorised access, tampering or data theft.

### 4.9. Training

4.9.1. Prior to being authorised to access or manage a surveillance system, a Council officer must undertake appropriate training and pass (any) applicable assessments.

4.9.2. Training shall include:

- site specific protocols and procedures
- privacy management
- evidence collection
- obligations regarding accessing, data security, release and usage
- registration of requests
- obligations regarding unauthorised access, system malfunctions, and restrictions on viewing

### 4.10. Standard Operations Manual

4.10.1. A standard operations manual that is consistent with the requirements of this Policy must be in place, provided to system users and reviewed regularly for each site where electronic surveillance has been installed. This must include:

- detailed design drawings
- product specifications
- warranty information
- record and data management requirements

### 4.11. Inappropriate Use and Complaint Handling

4.11.1. Council officers who work with surveillance systems are to comply with the requirements of this Policy.

4.11.2. Where a Council staff member is in breach of this Policy, there will be an internal review and appropriate action will be taken in accordance with the Employee Code of Conduct.

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## Draft Electronic Surveillance Policy

4.11.3. Any public complaints in relation to any aspect of a surveillance system relating to Council must be made in writing to:

Chief Executive Officer

Latrobe City Council

PO Box 264

Morwell VIC 3840

Or by email attention to the Chief Executive Officer at:

[Latrobe@latrobe.vic.gov.au](mailto:Latrobe@latrobe.vic.gov.au)

Unless prohibited by law, Council will be informed by the Chief Executive Officer of any complaints received.

4.11.4. Any member of the public that is dissatisfied with the outcome of their complaint to Council also has the right to complain to the Victorian Ombudsman using the following contact details:

Victorian Ombudsman

Level 9, 459 Collins Street (North Tower) Melbourne Victoria 3000

Email: [ombudvic@ombudsman.vic.gov.au](mailto:ombudvic@ombudsman.vic.gov.au) Phone: (03) 9613 6222

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

Council	<ul style="list-style-type: none"> <li>• Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy.</li> <li>• Responsibility for the decision to approve this Policy by Council Resolution.</li> </ul>
Chief Executive Officer	<ul style="list-style-type: none"> <li>• Approve the use of Electronic Surveillance Devices.</li> <li>• Authorise members of Council staff to access data.</li> </ul>
Responsible Manager	<ul style="list-style-type: none"> <li>• Develop the Standard Operations Manual in compliance with this policy.</li> <li>• Provide training and support to staff prior to access being authorised.</li> <li>• Provide oversight of systems within remit.</li> <li>• Undertakes reporting as required with this policy.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Responsibility to ensure this policy is reviewed in accordance with the requirements as set.</li> </ul>

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## Draft Electronic Surveillance Policy

- Recommends the inclusion of an audit on Electronic Surveillance in the ongoing *Internal Audit plan*.
- Information Technology Services • Evaluate all requests for surveillance equipment compliance in accordance with the *IT Security Framework*.
- Information Management Services • Provide a central register of surveillance data extracted in accordance with this Policy and with the *Records Management Policy*.
- Authorised Members of Council Staff • Adherence to this policy and the Standard Operations Manual.  
• Monitoring of systems in accordance with the Standard Operations Manual.
- Employees, Contractors and Volunteers • Comply with this policy, and any procedures developed.

### 6. Evaluation and Review

#### 6.1. Evaluation

- 6.1.1. Ongoing evaluation and regular reporting of the surveillance system against the objectives and purpose of the system and against documented performance standards will occur for applicable systems within their remit by the Responsible Manager at least annually.
- 6.1.2. Public Safety CCTV Systems will be evaluated in accordance with the formal agreement in place with Victoria Police.
- 6.1.3. Corporate CCTV Systems will undergo regular audits with appropriate action plans to be formulated to address any deficiencies.

#### 6.2. General Reporting

- 6.2.1. Public Safety CCTV Systems will be reported on in accordance with the formal agreement in place with Victoria Police.
- 6.2.2. The following reporting is required for all Corporate CCTV Systems:
  - A report will be tabled twice yearly to Council detailing all new camera approvals, including upgrades
  - A confidential management report for the Executive Management Team will be compiled on a quarterly basis to assist in the identification of any suspicious or inappropriate use of equipment. This report may contain:

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## Draft Electronic Surveillance Policy

- the number of incidents requiring review of surveillance data
- how many times footage has been downloaded or copied and the reasons for this action (obtained from system activity logs)
- the number of requests for footage
- the number of complaints
- how many times footage has been released, to whom, for what reason, and who authorised the release
- a summary of maintenance issues.

### 6.3. Review Cycle

- 6.3.1. It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples include updating to the latest style/template for policy, a change to the name of a Council department or applicable responsible position, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact.
- 6.3.2. Any change or update which materially alters this policy must be by resolution of Council.
- 6.3.3. This policy will be reviewed and updated at least once every four years, unless one of the following occurs first:
- Significant changes to legislation applicable to this policy
  - Upon request of the Council.

### 7. Definitions

In this policy -

Authorised Officer	Means an Authorised Officer appointed under Section 224 of the <i>Local Government Act 1989</i> .
Body Worn Cameras	A wearable audio, video or photographic surveillance device.
Closed Circuit Television (CCTV)	A surveillance system in which a number of cameras are connected through a closed circuit. The footage taken by the cameras is sent to a television monitor or recorder. CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure.

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## Draft Electronic Surveillance Policy

Complaint	An expression of dissatisfaction with a specific action or service of a public body, including the failure by a public body to comply with its public service charter or mission.
Complaint handling process	The way individual complaints are dealt with by a public body including the policy, procedures, practices and technology.
Corporate System	Used to monitor facilities that include public spaces such as council offices, pools, libraries, performing arts centres, recreation reserves and waste management facilities. These are managed by Council directly.
Council	Latrobe City Council
Disclosure	Access to and disclosure of surveillance data to third parties.
IPP	Information Privacy Principles from the <i>Privacy and Data Protection Act 2014</i>
Passive monitoring	Where surveillance monitors are intermittently viewed by operators
Public place	<p>In accordance with the <i>Summary Offences Act 1966</i>, a public place includes:</p> <ul style="list-style-type: none"> <li>• any public highway, road, street, bridge, footway, footpath, court, alley, passage or thoroughfare even if it is on private property</li> <li>• any park, garden reserve or other place of public recreation or resort</li> <li>• any railway station, platform or carriage</li> <li>• any public vehicle available for hire</li> <li>• any government school</li> <li>• any market.</li> </ul> <p>For the purposes of this policy, this definition also includes places owned, managed or controlled by Latrobe City Council, such as council offices and other buildings and locations, including sport, leisure and recreation facilities.</p>
Public Safety System	Discourages and detects antisocial and criminal behaviour in public places. Victoria Police will have direct access to monitor and review footage from these systems.

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## Draft Electronic Surveillance Policy

Retrospective review	Where surveillance data is reviewed after an incident.
Surveillance Device	In accordance with the <i>Surveillance Devices Act 1999</i> , surveillance devices include the following: <ul style="list-style-type: none"> <li>• Data Surveillance Devices</li> <li>• Listening Devices</li> <li>• Optical Surveillance Devices (visually records or observes an activity)</li> <li>• Tracking Devices</li> </ul>
Trail (or temporary) Cameras	Individual cameras that are portable and operate video and still photography utilised for surveillance.

### 8. Related Documents

This Policy must be read in conjunction with the following Council Policies:

- *Citizen Confidentiality and Privacy Policy*
- *IT Security Framework*
- *Records Management Policy*

The following procedural internal working documents are also applicable:

- *Standard Operating Procedure: Electronic Surveillance*
- *Body Worn Video Camera Procedure*

### 9. Reference Resources

- *Security and Privacy of Surveillance Technologies in Public Places – Victorian Auditor-General's Office - September 2018*
- *Closed Circuit Television in Public Places – Guidelines - Victorian Ombudsman – November 2012*
- *Guidelines to surveillance and privacy in the Victorian public sector – Commissioner for Privacy and Data Protection – May 2017*
- *Guide to developing CCTV for Public Safety in Victoria – Department of Justice and Regulation – June 2018*
- *Surveillance Devices Act 1999*
- *Summary Offences Act 1966*
- *Evidence Act 1988*
- *Privacy and Data Protection Act 2014*
- *Charter of Human Rights and Responsibilities*

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## Draft Electronic Surveillance Policy

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- *Freedom of Information Act 1982*
- 10. Appendices**
- *Nil*

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# Electronic Surveillance Policy

Version Draft

Approval Date: Draft

Review Date: Draft



## Draft Electronic Surveillance Policy

### DOCUMENT CONTROL

Responsible GM	Greg Drumm	
Division	Corporate Services	
Last Updated (who & when)	Coordinator Governance	2018
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	07 Feb 2011	Adoption of Policy
References	Refer to Section 8 and 9 of this policy	
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## Draft Electronic Surveillance Policy

### 1. Background

- 1.1. Latrobe City Council originally developed an electronic surveillance policy in 2011 as a strategy to minimise and address the incidence of unlawful activity on Council owned or controlled property.
- 1.2. The policy has been developed as a strategy in the interests of contributing to public safety and/or the protection of Council assets.

### 2. Objectives

- 2.1. To provide the appropriate framework for the implementation, installation, data management and operation of electronic surveillance equipment by Latrobe City Council (Council).
- 2.2. To ensure that Council's use of electronic surveillance is compliant with relevant legislation and with community expectations.

### 3. Scope

- 3.1. This policy applies to all Council owned or operated camera systems, however does not include the following:
  - Cameras installed before the effective date of this Policy by Newborough Yallourn United Club (WH Burrage Reserve); Morwell Tennis Club or Churchill Bowling Club (Gaskin Park Stadium) (together "the Prior Approved Clubs");
  - cameras used on private land where the data captured is not accessed or controlled by Council; and
  - promotional/marketing footage captured for Council or at a Council event (however, the *Citizen Confidentiality and Privacy Policy* still applies)
- 3.2. In relation to the Prior Approved Clubs, this Policy will apply to any new camera (whether a replacement for a camera installed before the effective date of this Policy or otherwise).
- 3.3. This Policy applies to all Council employees, contractors and volunteers.

### 4. Principles of Management

#### 4.1. Types of Surveillance Systems

- 4.1.1. Council's surveillance systems will fall into two main types of surveillance systems:
  - Public Safety CCTV systems
  - Corporate CCTV Systems

#### 4.2. Allowable purposes

- 4.2.1. Consideration may be given to the permanent or temporary placement of surveillance systems for the following allowable purposes:

- WARNING - uncontrolled when printed. to improve the actual and perceived levels of public safety by discouraging unlawful (including petty theft and crimes against



## Draft Electronic Surveillance Policy

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person), and antisocial behaviour in and around council property, facilities and public places

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## Draft Electronic Surveillance Policy

- assist a Law Enforcement Agency or Council's authorised officers with the detection and prosecution of offences
- prevent fraud and theft
- monitor areas where staff interact with the public to enhance safety
- protect council assets, or assets managed by Council
- deter and reduce graffiti and other forms of vandalism
- enable real-time review of material entering council waste management facilities
- to aid in the safe operation of equipment or work area

### 4.3. Approval of Surveillance Devices

4.3.1. The Chief Executive Officer is authorised to approve, disapprove or cancel the use/implementation of surveillance systems/devices.

4.3.2. The following framework applies when considering what will be approved:

- proposed surveillance is for a legitimate council objective or function and consistent with applicable laws
- the intended purpose is consistent with this policy
- alternatives to surveillance have been considered
- for Public Safety CCTV Systems, consultation has occurred with affected communities and key stakeholders and Law Enforcement Agencies, including but not limited to, Victoria Police
- for Corporate CCTV Systems, consultation has occurred with affected stakeholders (e.g. staff, patrons, clubs at recreation reserves etc.)
- the impacts on privacy and whether the proposed surveillance is a fair response to the issue or risk being addressed
- how the surveillance information and data will be kept secure and protected from inappropriate use or disclosure
- costs (for the establishment, operational and replacement costs e.g. whole of life-cycle costs for an average ten year cycle) and benefits and how the effectiveness of the surveillance activity will be measured.

4.3.3. The following will not be approved:

- the use or placement of dummy cameras
- the use of drones for surveillance activities

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## Draft Electronic Surveillance Policy

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- the placement of surveillance within toilets, washrooms, change rooms or the like
- the usage of surveillance equipment on Council owned or managed land by a third party except for the Prior Approved Clubs, a Law Enforcement Agency (at the request of the Law Enforcement Agency), or where where a written agreement is entered into that requires the third party to comply with all legislative provisions and this policy
- any device that does not meet the requirements of this policy

### 4.4. Signage

- 4.4.1. Where electronic surveillance is occurring, appropriate signage will be displayed to indicate that the area is being observed or recorded.
- 4.4.2. Signage will be placed so as to comply with relevant Australian Standards in force from time to time and will comply with the following requirements:
- Signs will be placed at each main access to the surveillance coverage area where the members of the public are reasonably entitled to use and be monitored.
  - Signs will be prepared so as to be easily understood by members of the public, including people who are from non-English speaking backgrounds. Signs will include a mix of worded text and symbols.
  - Signs will be clearly visible, distinctive and located in areas with good lighting, placed within normal eye range and large enough so that any text can be read easily.
  - Signs will identify the organisation/owner of the system undertaking surveillance.
  - Signs will include details of who to contact for any queries about the system. If Council, the 1300 367 700 number will be utilised.
  - Signs will be checked regularly for damage and theft, and replaced where required.
- 4.4.3. Where electronic surveillance is no longer occurring, all signage and equipment will be removed immediately.

### 4.5. Data Security

- 4.5.1. Data collected, in accordance with the intention of this Policy, is not collected for the purpose of public access to the data.
- 4.5.2. Unless otherwise required by a Law Enforcement Agency or by law, surveillance camera footage is temporary and will be destroyed when the relevant administrative use has concluded.
- 4.5.3. For Corporate CCTV systems, the surveillance data on digital media will be retained for no more than 31 days unless otherwise downloaded for legal reasons or as required by a Law Enforcement Agency.

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- 4.5.4. Data collected by any surveillance system for the purposes of enforcement shall be stored securely in a centralised location. Any evidence obtained and retained shall be in accordance with the *Evidence Act 1988* and associated standards and guidance materials.
- 4.5.5. Council will ensure that its record keeping practices comply with the Public Records Office Standards for the management of public records, Public Records Office Specifications and the *Public Records Act 1973*.
- 4.5.6. Where footage has been provided to a Law Enforcement Agency it will be the Law Enforcement Agency's responsibility to retain the records/footage in accordance with the disposal authority that covers the Law Enforcement Agency's functional responsibilities.
- 4.5.7. Where footage has been provided to a third party that is not a Law Enforcement Agency, Council will specify the terms on which the footage has been provided including how and for how long the footage is to be held (which will be no less onerous than the terms on which Council itself holds the footage).

### **4.6. Agreements with Victoria Police**

- 4.6.1. A written agreement will be in place for any public safety system with Victoria Police prior to implementing the system.
- 4.6.2. The agreement will cover:
- obligations and responsibilities of Council and Victoria Police
  - ownership of the surveillance system and the data it generates
  - oversight and review mechanisms, including how Council will be assured that Victoria Police is using and managing the information provided appropriately.

### **4.7. Access to Data**

- 4.7.1. Access and disclosure of captured data from a surveillance system shall be in accordance with the *Privacy and Data Protection Act 2014*.
- 4.7.2. Access to the data collected shall be restricted to the following:
- Chief Executive Officer
  - Protected Disclosure Coordinator
  - Privacy Officer
  - Freedom of Information Officer
  - A member of Council staff authorised by the Chief Executive Officer
  - A Contractor only in the absence of a member of Council staff being qualified or available to access the data and only to the extent specified and authorised by the Chief Executive Officer;

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and

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## Draft Electronic Surveillance Policy

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- any external person conducting an internal fraud investigation or audit as approved by the Chief Executive Officer.
- 4.7.3. Access must not be through a generic or shared user login. Each access must be registered as to why data was accessed and be reviewed as part of the reporting by the Responsible Manager under clause 6.1.1 and to the Executive Management Team under clause 6.2.2.

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- 4.7.4. Any request for access to data by a third party other than a Law Enforcement Agency is to be made through Council's Freedom of Information process.
- 4.8. Physical Security of Equipment**
- 4.8.1. Equipment used to capture and store surveillance data will be stored in a way that to the extent practicable prevents the risk of unauthorised access, tampering or data theft.
- 4.9. Training**
- 4.9.1. Prior to being authorised to access or manage a surveillance system, a Council officer must undertake appropriate training and pass (all) applicable assessments.
- 4.9.2. Training shall include:
- site specific protocols and procedures
  - privacy management
  - evidence collection
  - obligations regarding accessing, data security, release and usage
  - registration of requests
  - obligations regarding unauthorised access, system malfunctions, and restrictions on viewing
- 4.10. Standard Operations Manual**
- 4.10.1. A standard operations manual that is consistent with the requirements of this Policy must be in place, provided to system users and reviewed at least every two years for each site where electronic surveillance has been installed. This must include:
- detailed design drawings
  - product specifications
  - warranty information
  - record and data management requirements
- 4.11. Inappropriate Use and Complaint Handling**
- 4.11.1. Council officers who work with surveillance systems are to comply with the requirements of this Policy.
- 4.11.2. Where a Council staff member is in breach of this Policy, there will be an internal review and appropriate action will be taken in accordance with the Employee Code of Conduct.



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- 4.11.3. Any public complaints in relation to any aspect of a surveillance system relating to Council must be made in writing to:

Chief Executive Officer

Latrobe City Council

PO Box 264

Morwell VIC 3840

Or by email attention to the Chief Executive Officer at:

[Latrobe@latrobe.vic.gov.au](mailto:Latrobe@latrobe.vic.gov.au)

Unless prohibited by law, Council will be informed by the Chief Executive Officer of any complaints received.

- 4.11.4. Any member of the public that is dissatisfied with the outcome of their complaint to Council also has the right to complain to the Victorian Ombudsman using the following contact details:

Victorian Ombudsman

Level 9, 459 Collins Street (North Tower) Melbourne Victoria 3000

Email: [ombudvic@ombudsman.vic.gov.au](mailto:ombudvic@ombudsman.vic.gov.au) Phone: (03) 9613 6222

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

- |                         |   |
|-------------------------|---|
| Council                 | <ul style="list-style-type: none"> <li>• Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy.</li> <li>• Responsibility for the decision to approve this Policy by Council Resolution.</li> </ul>  |
| Chief Executive Officer | <ul style="list-style-type: none"> <li>• Approve the use of Electronic Surveillance Devices.</li> <li>• Authorise members of Council staff to access data.</li> </ul>   |
| Responsible Manager     | <ul style="list-style-type: none"> <li>• Develop the Standard Operations Manual in compliance with this policy.</li> <li>• Provide training and support to staff prior to access being authorised.</li> <li>• Provide oversight of systems within remit.</li> <li>• Undertakes reporting as required with this policy.</li> </ul> |
| Governance              | <ul style="list-style-type: none"> <li>• Responsibility to ensure this policy is reviewed in accordance with the requirements as set.</li> </ul>  |

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- Recommends the inclusion of an audit on Electronic Surveillance in the ongoing *Internal Audit plan*.
- Information Technology Services • Evaluate all requests for surveillance equipment compliance in accordance with the *IT Security Framework*.
- Information Management Services • Provide a central register of surveillance data extracted in accordance with this Policy and with the *Records Management Policy*.
- Authorised Members of Council Staff • Adherence to this policy and the Standard Operations Manual.  
• Monitoring of systems in accordance with the Standard Operations Manual.
- Employees, Contractors and Volunteers • Comply with this policy, and any procedures developed.

### 6. Evaluation and Review

#### 6.1. Evaluation

- 6.1.1. Ongoing evaluation and regular reporting of the surveillance system against the objectives and purpose of the system and against documented performance standards will occur for applicable systems within their remit by the Responsible Manager at least annually.
- 6.1.2. Public Safety CCTV Systems will be evaluated in accordance with the written agreement in place with Victoria Police.
- 6.1.3. Corporate CCTV Systems will undergo regular audits with appropriate action plans to be formulated to address any deficiencies.

#### 6.2. General Reporting

- 6.2.1. Public Safety CCTV Systems will be reported on in accordance with the written agreement in place with Victoria Police.
- 6.2.2. The following reporting is required for all Corporate CCTV Systems:
  - A report will be tabled twice yearly to Council detailing:
    - all new camera approvals
    - upgrades or site changes to existing cameras; and
    - removed cameras.
  - A confidential management report for the Executive Management Team will be compiled on a quarterly basis to assist in the identification of any suspicious or inappropriate use of equipment.

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This report will contain:

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- the number of incidents requiring review of surveillance data
- how many times footage has been downloaded or copied and the reasons for this action (obtained from system activity logs)
- the number of requests for footage
- the number of complaints
- how many times footage has been released, to whom, for what reason, and who authorised the release
- a summary of maintenance issues.

### 6.3. Review Cycle

- 6.3.1. It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this Policy. Where an update does not materially alter this Policy, such a change may be made administratively. Examples include updating to the latest style/template for policy, a change to the name of a Council department or applicable responsible position, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact.
- 6.3.2. Any change or update which materially alters this Policy must be by resolution of Council.
- 6.3.3. This Policy will be reviewed and updated at least every four years, unless an earlier review is required by:
- Significant changes to legislation applicable to this Policy; or
  - Upon request of the Council.

## 7. Definitions

In this policy -

Authorised Officer	Means an Authorised Officer appointed under Section 224 of the <i>Local Government Act 1989</i> .
Body Worn Cameras	A wearable audio, video or photographic surveillance device.
Corporate CCTV System	A surveillance system in which a number of cameras are connected through a closed circuit. The footage taken by the cameras is sent to a television monitor or recorder. CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure.

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Complaint	An expression of dissatisfaction with a specific action or service of a public body, including the failure by a public body to comply with its public service charter or mission.
Complaint handling process	The way individual complaints are dealt with by a public body including the policy, procedures, practices and technology.
Corporate System	Used to monitor facilities that include public spaces such as council offices, pools, libraries, performing arts centres, recreation reserves and waste management facilities. These are managed by Council directly.
Council	Latrobe City Council
Disclosure	Access to and disclosure of surveillance data to third parties.
IPP	Information Privacy Principles from the <i>Privacy and Data Protection Act 2014</i>
Law Enforcement Agency	Means any agency (including a regulatory agency) that is charged under applicable law with the enforcement of legislation of the State of Victoria or the Commonwealth
Passive monitoring	Where surveillance monitors are intermittently viewed by operators
Public place	<p>In accordance with the <i>Summary Offences Act 1966</i>, a public place includes:</p> <ul style="list-style-type: none"> <li>• any public highway, road, street, bridge, footway, footpath, court, alley, passage or thoroughfare even if it is on private property</li> <li>• any park, garden reserve or other place of public recreation or resort</li> <li>• any railway station, platform or carriage</li> <li>• any public vehicle available for hire</li> <li>• any government school</li> <li>• any market.</li> </ul> <p>For the purposes of this policy, this definition also includes places owned, managed or controlled by Latrobe City Council, such as council offices and other buildings and locations, including sport, leisure and recreation facilities.</p>
Public Safety CCTV System	Discourages and detects antisocial and criminal behaviour in public places. Victoria Police will have direct access to monitor and review footage from these systems.

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Retrospective review	Where surveillance data is reviewed after an incident.
Surveillance Device	In accordance with the <i>Surveillance Devices Act 1999</i> , surveillance devices include the following: <ul style="list-style-type: none"> <li>• Data Surveillance Devices</li> <li>• Listening Devices</li> <li>• Optical Surveillance Devices (visually records or observes an activity)</li> <li>• Tracking Devices</li> </ul>
Trail (or temporary) Cameras	Individual cameras that are portable and operate video and still photography utilised for surveillance.

### 8. Related Documents

This Policy must be read in conjunction with the following Council Policies:

- *Citizen Confidentiality and Privacy Policy*
- *IT Security Framework*
- *Records Management Policy*

The following procedural internal working documents are also applicable:

- *Standard Operating Procedure: Electronic Surveillance*
- *Body Worn Video Camera Procedure*

### 9. Reference Resources

- *Security and Privacy of Surveillance Technologies in Public Places – Victorian Auditor-General's Office - September 2018*
- *Closed Circuit Television in Public Places – Guidelines - Victorian Ombudsman – November 2012*
- *Guidelines to surveillance and privacy in the Victorian public sector – Commissioner for Privacy and Data Protection – May 2017*
- *Guide to developing CCTV for Public Safety in Victoria – Department of Justice and Regulation – June 2018*
- *Surveillance Devices Act 1999*
- *Summary Offences Act 1966*
- *Evidence Act 1988*
- *Privacy and Data Protection Act 2014*
- *Charter of Human Rights and Responsibilities*

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- *Freedom of Information Act 1982*
- 10. Appendices**
- *Nil*

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**Agenda Item:** 17.3  
**Agenda Item:** Tabling of 'Assembly of Councillors' Records  
**Sponsor:** General Manager, Corporate Services  
**Council Plan Objective:** Ensure Council operates openly, transparently and responsibly.  
**Status:** For Information

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Howe

**That Council receives and notes the Assembly of Councillors records tabled for the period 11 February 2019 to 13 March 2019.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The following Assembly of Councillor records have been submitted for tabling since the last ordinary Council meeting:

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
11 February 2019	Discussion of CEO contract terms	Councillors Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr Howe Cr O'Callaghan Cr Clancey Cr Law Cr Gibson  Officers Greg Drumm	Yes –  (d) contractual matters (a) personnel matters	No

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
14 February 2019	Traralgon Sports Stadium Project Reference Group meeting	Councillors Cr Harriman Cr Howe Cr Clancey  Officers Larry Sengstock Brian Feltham	Yes –  (e) proposed developments	No
18 February 2019	Discussion of CEO contract terms	Councillors Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr Howe Cr O'Callaghan Cr Clancey Cr Law Cr Gibson  Officers Greg Drumm	Yes –  (d) contractual matters (a) personnel matters	No
18 February 2019	Early Years Reference Committee meeting	Councillors Cr Clancey Cr O'Callaghan  Officers Carole Ayres Kate Kerslake	No	No
19 February 2019	Morwell Recreation Reserve Project Reference Group Meeting 7	Councillors Cr McFarlane  Officers Larry Sengstock Geoff Derham Lauren Dinsdale	Yes –  (e) proposed developments.	No
20 February 2019	Victory Park Precinct Advisory Committee	Councillors Cr Harriman Cr Clancey  Officers Simon Clark	No	No
20 February 2019	Lake Narracan Advisory Committee	Councillors Cr Law  Officers Shay Ferguson	No	No



Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
20 February 2019	Latrobe City Cultural Diversity Advisory Committee Meeting	Councillors Cr White OAM  Officers Steve Tong	No	No
25 February 2019	Councillor Briefing	Councillors Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson  Officers Steve Piasente Gail Gatt Greg Drumm Sara Rhodes Ward Larry Sengstock Amy Phillips Tyler Chisholm Helen Taylor	Yes –  (h) prejudicial matters  (d) contractual matters  (a) personnel matters	Yes –  Ms Gail Gatt Cr Dale Harriman
25 February 2019	Tourism and Major Events Advisory Committee EOI assessments	Councillors Cr McFarlane Cr White OAM Cr Howe Cr Gibson  Officers Gail Gatt Imelda Dover	No	No
28 February 2019	Gippsland Regional Aquatic Centre Project Reference Group	Councillors Cr Harriman Cr Howe Cr Law  Officers Larry Sengstock Luke McGrath Tania Eleftheriou	No	Yes –  Cr Law

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
06 March 2019	Ted Summerton Reserve Project Reference Group Meeting	Councillors Cr Law  Officers Larry Sengstock Lauren Dinsdale Geoff Derham	Yes –  (e) proposed developments.	No
13 March 2019	Latrobe City Cultural Diversity Action Plan workshop with two Cultural Diversity Advisory Committee members	Councillors Cr Clancey  Officers Steve Tong Heather Farley Audrey Matthews	No	No

**Declaration of Interests:**

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

**Reasons for Proposed Resolution:**

The attached *Assembly of Councillors* records have been submitted for tabling.

Section 80(A)2 of the *Local Government Act 1989* states '*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as is practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting*'.

**Attachments**

- 1 [↓](#). Discussion of CEO Contract Terms
- 2 [↓](#). Traralgon Sports Stadium Project Reference Group Meeting
- 3 [↓](#). Discussion of CEO Contract Terms
- 4 [↓](#). Early Years Reference Committee meeting
- 5 [↓](#). Morwell Recreation Reserve Project Reference Group Meeting
- 6 [↓](#). Victory Park Precinct Advisory Committee
- 7 [↓](#). Lake Narracan Advisory Committee
- 8 [↓](#). Cultural Diversity Advisory Committee
- 9 [↓](#). Councillor Briefing 25 February 2019
- 10 [↓](#). Tourism and Major Events Advisory Committee
- 11 [↓](#). Gippsland Regional Aquatic Centre Project Reference Group
- 12 [↓](#). Ted Summerton Reserve Project Reference Group Meeting
- 13 [↓](#). Latrobe City Cultural Diversity Action Plan workshop

## **17.3**

### **Tabling of 'Assembly of Councillors' Records**

<b>1</b>	<b>Discussion of CEO Contract Terms .....</b>	<b>381</b>
<b>2</b>	<b>Traralgon Sports Stadium Project Reference Group Meeting .....</b>	<b>382</b>
<b>3</b>	<b>Discussion of CEO Contract Terms .....</b>	<b>383</b>
<b>4</b>	<b>Early Years Reference Committee meeting.....</b>	<b>384</b>
<b>5</b>	<b>Morwell Recreation Reserve Project Reference Group Meeting .....</b>	<b>386</b>
<b>6</b>	<b>Victory Park Precinct Advisory Committee .....</b>	<b>387</b>
<b>7</b>	<b>Lake Narracan Advisory Committee .....</b>	<b>388</b>
<b>8</b>	<b>Cultural Diversity Advisory Committee .....</b>	<b>390</b>
<b>9</b>	<b>Councillor Briefing 25 February 2019 .....</b>	<b>392</b>
<b>10</b>	<b>Tourism and Major Events Advisory Committee .....</b>	<b>394</b>
<b>11</b>	<b>Gippsland Regional Aquatic Centre Project Reference Group.....</b>	<b>395</b>
<b>12</b>	<b>Ted Summerton Reserve Project Reference Group Meeting .....</b>	<b>396</b>
<b>13</b>	<b>Latrobe City Cultural Diversity Action Plan workshop.....</b>	<b>397</b>



### Assembly of Councillors Record

<b>Assembly details:</b>	Discussion of CEO contract terms
<b>Date:</b>	11 February 2019
<b>Time:</b>	8.30pm
<b>Assembly Location:</b>	Nambur Wariga Room, HQ

#### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
	<b>Officer/s:</b> Greg Drumm GM Corporate Services		
<b>Matters discussed:</b>	CEO contract terms Confidentiality applies pursuant to s89(2)(a) and (d) being personnel and contractual matters		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Greg Drumm

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Traralgon Sports Stadium Project Reference Group meeting
<b>Date:</b>	Thursday 14 <sup>th</sup> February 2019
<b>Time:</b>	5.30pm - 6.30pm
<b>Assembly Location:</b>	Latrobe Room, Traralgon Service Centre, Kay Street, Traralgon

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Larry Sengstock Brian Feltham		
<b>Matters discussed:</b>	Updated Plans - confidential under Section 89(2)(e) proposed developments Design theme concept - confidential under Section 89(2)(e) proposed developments Project Manager update - confidential under Section 89(2)(e) proposed developments		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Janine Alexander

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Discussion of CEO contract terms
<b>Date:</b>	18 February 2019
<b>Time:</b>	10.45pm
<b>Assembly Location:</b>	Nambur Wariga Room, HQ

#### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Greg Drumm GM Corporate Services		
<b>Matters discussed:</b>	CEO contract terms Confidentiality applies pursuant to s89(2)(a) and (d) being personnel and contractual matters		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Greg Drumm

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Early Years Reference Committee meeting
<b>Date:</b>	Monday 18 February, 2019
<b>Time:</b>	2.30 pm
<b>Assembly Location:</b>	Meeting Room 3 (large), LCC Headquarters

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Kate Kerslake (Executive Officer) Carole Ayres (Secretariat Support)		
<b>Matters discussed:</b>	Early Years Reference Committee Strategic Focus – Municipal Early Year plan, meeting format, membership Latrobe Valley Initiative (Playgroups/Parenting workshops): School Readiness Funding First 1000 Days Update Preschool/ Early Start Maternal Child Health/Enhanced Maternal Child Health State Government priorities		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No





**Record Completed by:** Carole Ayres - Executive Assistant Community Services  
*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*





### Assembly of Councillors Record

<b>Assembly details:</b>	Morwell Recreation Reserve Project Reference Group Meeting 7
<b>Date:</b>	Tuesday 19 February 2019
<b>Time:</b>	5.30 pm – 6.16 pm
<b>Assembly Location:</b>	Meeting Room, Morwell Croquet Club, Morwell Recreation Reserve – Travers Street, Morwell 3840

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr McFarlane 5.30 - 6.xx pm	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Larry Sengstock, Geoff Derham, Lauren Dinsdale		
<b>Matters discussed:</b>	1. Project Status update 2. Updates on construction of new shared sports pavilion, new synthetic oval development, Keegan Street design detail and concept designs of Morwell Football Netball Club facilities upgrades for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Lauren Dinsdale

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Victory Park Precinct Advisory Committee
<b>Date:</b>	20 February 2019
<b>Time:</b>	5:31pm
<b>Assembly Location:</b>	Latrobe Room, Traralgon Service Centre

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Possible art project for large dead tree in Victory Park.</li> <li>2. Replacement of SEC monument plaque in Victory Park.</li> <li>3. Proposed installation of Map of Australia plaque in Victory Park.</li> <li>4. Maintenance works in Monomeath Senior Citizens Centre in Victory Park.</li> <li>5. Possible installation of Possum bands on trees in Victory Park.</li> <li>6. Investigation of school project to construct and install furniture in the Precinct.</li> </ol>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	No

**Record Completed by:** Simon Clark



### Assembly of Councillors Record

<b>Assembly details:</b>	Lake Narracan Advisory Committee
<b>Date:</b>	20 February 2019
<b>Time:</b>	6.30pm
<b>Assembly Location:</b>	Latrobe Leisure Moe Newborough

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson

<b>Officer/s:</b>	Shay Ferguson. Manager Recreation
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<b>Matters discussed:</b>	Yallourn North Extension Mine area update Erosion around foreshore Jet Ski behaviour Willows along river Speed limits South and North Shore Road Illegal Camping along foreshore Security at Hovercraft Club Site
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Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



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**Record Completed by:** Angie Robertson. Leisure Waterways & Caravan Parks  
Administration Officer

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*





## Assembly of Councillors Record

<b>Assembly details:</b>	Latrobe City Cultural Diversity Advisory Committee Meeting
<b>Date:</b>	20 February 2019
<b>Time:</b>	6.05 pm - 7.40 pm
<b>Assembly Location:</b>	Nambur Wariga Room, Latrobe City Headquarters, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM Arr: 5.55 pm, Dep: 7.32 pm
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Steve Tong, Manager Community Development		
<b>Matters discussed:</b>	<p>Welcome, Introduction, Apologies and Declaration of Interest</p> <p>Adoption of Minutes/Notes from Previous Meetings -28 Nov 2018</p> <p>Matters Arising from Previous Minutes</p> <ul style="list-style-type: none"> <li>- Citizenship Ceremonies</li> <li>- Latrobe City New Residents Pack</li> <li>- Discussion on the progress of the development of next Cultural Diversity Action Plan</li> </ul> <p>Correspondence - Resignation of Centrelink representative Kerry Carpenter</p> <p>Latrobe Settlement Network Update</p> <p>Committee Members Reports</p> <p>Latrobe City Citizenship Ceremony 2019 Dates</p> <p>Cultural Diversity Advisory Committee 2019 Meeting Dates</p>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the</p>			



guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
N/A	N/A
N/A	N/A

**Record Completed by:** Steve Tong

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*



## Assembly of Councillors Record

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	25 February 2019
<b>Time:</b>	5.30 pm - 10.20pm
<b>Assembly Location:</b>	Nambur Wariga Room, Corporate HQ

### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Steve Piasente, Gail Gatt (from 6.15pm) , Greg Drumm (from 6.15pm), Sara Rhodes Ward (from 6.15pm), Larry Sengstock (from 6.15pm), Amy Phillips (from 6.15pm), Tyler Chisholm (from 6.15pm), Helen Taylor (6.45pm-7.43pm)		
<b>Matters discussed:</b>	<p>Councillor/CEO Only Discussion - confidential under Section 89(2)(h) prejudicial matters</p> <p>Presentations - Confidential under Section 89(2) (d) contractual matters</p> <p>Matters Arising from Presentations</p> <p>Upcoming Council Meeting</p> <p>Mayors Update</p> <p>CEO - General Update</p> <p>CEO - Organisational Report</p> <p>Rating Strategy 2019/2020 - Options for Englobo</p> <p>Animal Welfare Advisory Committee Terms of Reference</p> <p>Proposed Electronic Surveillance Policy</p> <p>Direct Care Service Provision - Confidential under Section 89(2) (a) personnel matters</p> <p>Latrobe Creative Precinct -Gippsland FM Proposal for Colocation at the Precinct</p> <p>Latrobe Creative Precinct Tender Submission</p> <p>Establish Working Group for Strzelecki - Alpine Ranges Biolink</p> <p>Preschool Central Enrolment</p> <p>Councillor Issues for General Discussion - Confidential under Section</p>		





89(2)(h) prejudicial matters

**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Ms Gail Gatt	Yes
Cr Dale Harriman	Yes

**Record Completed by:** Amy Phillips, Coordinator Governance

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*



### Assembly of Councillors Record

<b>Assembly details:</b>	Tourism and Major Events Advisory Committee EOI assessments
<b>Date:</b>	Monday 25 February
<b>Time:</b>	3pm
<b>Assembly Location:</b>	Morwell HQ meeting room 3

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr McFarlane 2.50 - 4 pm	<input type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM 3.15 - 4pm
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe 3 - 4pm
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson 3 - 4pm
<b>Officer/s:</b>	Gail Gatt, Imelda Dover		
<b>Matters discussed:</b>	Expressions of interest for the new TAMEAC		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
nil	

**Record Completed by:** Imelda Dover

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	GRAC PRG
<b>Date:</b>	28 February 2019
<b>Time:</b>	5.30pm
<b>Assembly Location:</b>	Macfarlane Burnet Room, Traralgon

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman 5.00pm - 7.15pm	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe 5.30pm - 7.15pm
	<input type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law 5.30pm - 7.15pm	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Larry Sengstock, Luke McGrath, Tania Eleftheriou		
<b>Matters discussed:</b>	Project Manager update ADCO - presentation of drawings, programme dates		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Law	No

**Record Completed by:** Tania Eleftheriou, Project Officer Major Recreation Projects  
(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Ted Summerton Reserve Project Reference Group Meeting
<b>Date:</b>	Wednesday 6 March 2019
<b>Time:</b>	5.30 pm - 6.30 pm
<b>Assembly Location:</b>	Meeting Room 3, Moe Service Centre, George Street, MOE 3825

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law 5.30 pm - 6.30 pm	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Larry Sengstock, Lauren Dinsdale, Geoff Derham		
<b>Matters discussed:</b>	1. Discussion on detailed design details of the Ted Summerton Reserve Cricket facility redevelopment for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Lauren Dinsdale

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Latrobe City Cultural Diversity Action Plan workshop two with Cultural Diversity Advisory Committee members
<b>Date:</b>	13/3/19
<b>Time:</b>	5.30pm-6.45pm
<b>Assembly Location:</b>	Nambur Wariga Room, Latrobe City Headquarters, Morwell

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey 5.30pm-6.45pm	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Arrival / Departure Time:</b>			
<b>Officer/s:</b>	Steve Tong, Manager Community Development Heather Farley, Coordinator Community Strengthening Audrey Matthews Community Development Officer		
<b>Matters discussed:</b>	<p>Linda Stoneman from Linda Stoneman Consulting provided an overview of the first draft Cultural Diversity Action Plan to gain feedback from the members of the Cultural Diversity Advisory Committee.</p> <p>Linda recapped the data and background to the draft plan and highlighted the three key themes to the actions.</p> <p>Key themes: access and equity, responsiveness, leadership</p> <p>Cr Clancey suggested ongoing/annual training for cultural leadership.</p> <p>Members provided feedback to Linda regarding some of the measures for the plan and were in agreeance with the actions drafted in the plan.</p> <p>Linda explained the next steps in the plans progress including further consultation internally and a final read through expected by committee members once the second draft is available.</p>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
N/A	N/A
N/A	N/A

**Record Completed by:** Audrey Matthews

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*

# **URGENT BUSINESS**

**18. URGENT BUSINESS**

**18 ADMITTING AN ITEM OF URGENT BUSINESS**

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Gibson

That Council admits, in accordance with the *Meeting Procedure Local Law* Clause 19 the following item of business as it cannot safely or conveniently be deferred until the next Ordinary meeting:

- Release of the Timber Plan

**CARRIED UNANIMOUSLY**

**18.1 RELEASE OF THE TIMBER PLAN**

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Gibson

That the Mayor:

1. Write to the State Government requesting the immediate release of the Timber Plan; and
2. Write to the MAV requesting they advocate to the State Government on releasing the Timber Plan immediately.

**CARRIED UNANIMOUSLY**



# **MEETING CLOSED TO THE PUBLIC**

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

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

### **MOTION**

**Moved:** Cr Clancey

**Seconded:** Cr Gibson

**That Council closes this Ordinary Meeting of Council to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated**

- 19.1 LCC-552 Rehabilitation of Morwell Landfill Stages 1 and 2**  
**Agenda item 19.1 *LCC-552 Rehabilitation of Morwell Landfill Stages 1 and 2* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.2 Presentation of the Audit and Risk Committee Minutes - March 2019**  
**Agenda item 19.2 *Presentation of the Audit and Risk Committee Minutes - March 2019* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h):**

**CARRIED UNANIMOUSLY**

The Meeting closed to the public at 6:56pm.

The meeting re-opened to the public at 7:17pm.

There being no further business the meeting was declared closed at 7:17pm.

I certify that these minutes have been confirmed.

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_