



# LATROBE CITY COUNCIL

**AGENDA FOR THE  
COUNCIL MEETING**

**TO BE HELD IN MEETING ROOMS AT GIPPSLAND  
PERFORMING ARTS CENTRE AND VIA AUDIO-  
VISUAL LINK  
AT 6:00PM ON  
02 OCTOBER 2023  
CM596**

***Please note:***

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

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

## TABLE OF CONTENTS

<b>1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND .....</b>	<b>4</b>
<b>2. APOLOGIES AND LEAVE OF ABSENCE.....</b>	<b>4</b>
<b>3. ADOPTION OF MINUTES .....</b>	<b>4</b>
<b>4. DECLARATION OF INTERESTS .....</b>	<b>4</b>
<b>5. PUBLIC PARTICIPATION TIME .....</b>	<b>4</b>
<b>6. STRATEGIC ITEMS FOR DECISION.....</b>	<b>6</b>
6.1 Review of Governance Rules .....	6
6.2 Adoption of Project Reference Group Terms of Reference - Gippsland Sports and Entertainment Park, Gippsland Regional Indoor Sports Stadium, and Ted Summerton Reserve .....	80
6.3 Local Roads and Community Infrastructure Program - Phase 4 (Part B).....	118
6.4 New Energy Projects Investment - Increase to the CEO Approval Amount .....	156
6.5 Establishment of a Project Reference Group for Regional Car Park Fund at 2 Kay Street Traralgon.....	161
6.6 CEO Delegation to Award Construction Contracts for the Marshalls Road Projects .....	184
6.7 Review of the Moe Activity Centre Plan.....	188
<b>7. STATUTORY PLANNING.....</b>	<b>197</b>
7.1 2022/362 Use and Development of Land for a Childcare Centre and Display of Business Identification Signage at 7,9 and 11 Burns Street, Traralgon.....	197
<b>8. CORPORATE ITEMS FOR DECISION .....</b>	<b>249</b>
8.1 Authorisation of Councillors for certification of the 2022/23 Finance Report and Performance Statement .....	249
8.2 2023/24 Community Grants and Sponsorship Program - Round 1.....	320
8.3 Funding Application to Country Football and Netball Program .....	329
8.4 Latrobe City Interim Social & Affordable Housing Policy Review.....	358

8.5	Authorisation of a Council Officer under the Planning & Environmental Act 1987.....	385
<b>9.</b>	<b>URGENT BUSINESS.....</b>	<b>393</b>
<b>10.</b>	<b>REPORTS FOR NOTING .....</b>	<b>395</b>
10.1	Contract Variations for the period 1 January 2020 to 30 June 2023 .....	395
10.2	Pension Rebates and Hardship Applications 2022/23 .....	419
10.3	Presentation of the Audit and Risk Committee Minutes - 24 August 2023.....	423
<b>11.</b>	<b>QUESTIONS ON NOTICE .....</b>	<b>442</b>
<b>12.</b>	<b>NOTICES OF MOTION .....</b>	<b>444</b>
<b>13.</b>	<b>ITEMS FOR TABLING.....</b>	<b>446</b>
<b>14.</b>	<b>ACKNOWLEDGEMENTS.....</b>	<b>447</b>
<b>15.</b>	<b>MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION.....</b>	<b>449</b>
15.1	LCC-762 Morwell Landfill Gas Management .....	449

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

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

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

**2. APOLOGIES AND LEAVE OF ABSENCE**

**3. ADOPTION OF MINUTES**

**Proposed Resolution:**

**That Council confirm the minutes of the Council Meeting held on 4 September 2023.**

**4. DECLARATION OF INTERESTS**

**5. PUBLIC PARTICIPATION TIME**

**Public Questions on Notice**

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

**Public Speakers**

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

# **STRATEGIC ITEMS FOR DECISION**

## 6. STRATEGIC ITEMS FOR DECISION

Item Number 6.1

02 October 2023

Regional City Strategy & Transition

# REVIEW OF GOVERNANCE RULES

## PURPOSE

To provide details of the feedback received as part of the community engagement process undertaken regarding the revised Governance Rules and present them for adoption by Council.

## EXECUTIVE SUMMARY

- Section 60 of the *Local Government Act 2020* requires a Council to develop, adopt and keep in force Governance Rules with respect to the conduct of Council and delegated committee meetings.
- As a result of the COVID-19 pandemic, the Victorian Government passed the *Regulatory Legislation Amendment (Reform) Act 2022* introducing provisions into the *Local Government Act 2020* (the Act) relating to electronic attendance and participation in council meetings and delegated committees on a permanent basis.
- These provisions created the requirement for all councils to update their Governance Rules, in consultation with their communities, to comply with the new provisions in the Act relating to virtual meetings.
- The review to incorporate these new requirements provided an opportunity to undertake a wider review of the Governance Rules to address areas of improvement that have been identified in their operation and to provide clarity in how they are to be applied.
- The Governance Rules have been made available for community submissions in accordance with Council's Community Engagement Policy and section 60(4) of the Act.
- The submission period regarding the Governance Rules has now concluded and 25 submissions were received. Officers have acknowledged and responded to the submissions.
- The proposed Governance Rules are now presented to Council for adoption.

## OFFICER'S RECOMMENDATION

### That Council:

1. **Adopt the Governance Rules with an effective date of 3 October 2023;**
2. **Request a copy of the final Governance Rules be provided to all Councillors;**
3. **Note with the adoption of these Governance Rules, that any previous versions are now rescinded;**
4. **Make the Governance Rules available on Council's website and available for inspection at all Council Service Centres.**

## BACKGROUND

Council has operated under the current version of the Governance Rules since they were adopted on 2 August 2021.

The COVID-19 pandemic highlighted the need for, and usefulness of, a more flexible and modern approach to conducting required local government meetings moving forward.

The Victorian Government's *Regulatory Legislation Amendment (Reform) Act 2022* (Reform Act) introduced to the *Local Government Act 2020* (the Act) provisions relating to electronic attendance and participation in Council meetings and delegated committee meetings on a permanent basis. The new provisions came into effect on 2 September 2022.

The Reform Act introduces provisions into Part 3 Division 2 of the Act (section 60) that require a council to develop, adopt and keep in force Governance Rules relating to:

- the conduct of council (and delegated committee) meetings held by electronic means; and
- requesting and approving attendance by electronic means.

While making the changes to the current Governance Rules required by this new legislation, a wider review has been undertaken to incorporate additional changes with the intention of improving their clarity and function based on learnings that have been obtained in their operation.

A report was considered at the Council meeting held on Monday, 3 July 2023 where it was resolved that a four-week community consultation period regarding the draft Governance Rules be undertaken commencing on Monday, 10 July to Monday, 7 August 2023.

During this period, 25 submissions were received from the community regarding the draft Governance Rules which are attached to this report. (Attachment One)

## ANALYSIS

The 25 submissions received regarding the draft Governance Rules can be categorised as follows:

- Ten submissions objected to all of the proposed changes without specific details;
- Three submissions objected to the introduction of virtual and hybrid meetings specifically;
- Five submissions provided targeted feedback regarding either the amendment or removal of specific clauses;

- Five submissions provided broader commentary on the operation of Council meetings and interaction with the community outside the scope of the review; and
- Two submissions supported the proposed changes to the Governance Rules.

It was noted that a number of submissions objected to the ability of Council to conduct virtual / hybrid meetings, suggesting that meetings should always be held in person and these changes are being instituted to enable Council to avoid accountability or restrict the right of the community to be involved in the decision making process. As noted above, Council is required to introduce provisions into the Governance Rules regarding meetings being held by electronic means due to operation of legislation.

The following is a summary of specific comments that were received in these submissions seeking amendments to, or the removal of, clauses from the draft Governance Rules together with an officer response to the matters raised.

An additional summary listing the rules that were specifically mentioned for either amendment or removal in these submissions is also attached for reference. (Attachment Two)

Officers have made additional changes to the draft Governance Rules following the receipt of community feedback, which are detailed below. A copy of the updated draft Governance Rules, highlighting these additional changes to the existing version in blue, is attached. (Attachment Three)

## Part A: Introduction

### Definitions and Notes

Community Feedback	Officer Comment	Change
A definition of “reasonable notice” should be included with regard to any change of location of a Council meeting. (Rule 9.7)	Should the location of a meeting need to be changed, the provision of adequate notice to the community is already a primary consideration. It is difficult to define “reasonable notice” in this context given the timeframes will be dictated by the circumstances behind the change.	No
Definitions required for the terms “defamation”, “discrimination” and “offensive”. (Rule 22.2.4)	While the application of these terms in rejecting a Notice of Motion may be open to some degree of interpretation, it is considered that the definitions of these terms are generally established and do not need to be included.	No



**Part C: Meetings Procedure**

**Council Meetings (Rules 9, 10, 11 and 12)**

Community Feedback	Officer Comment	Change
<p>Virtual and hybrid meetings should be banned.</p>	<p>These changes are in response to the new provisions in the Act regarding the conduct of Council meetings by electronic means and the process to request and approve attendance by electronic means.</p> <p>Councils are required under the new provisions to include certain matters relating to meetings conducted by electronic means of communication.</p>	<p>No</p>
<p>Meetings should be held in person at all times unless exceptional circumstances exist.</p>	<p>It is the position of Council that in person meetings are the preferred format unless it is not practicable or safe to do so.</p> <p>Officers have amended Rule 10 regarding virtual and hybrid meetings to confirm that, in addition to Council's ability to alter the format of a Council meeting by resolution, the Chief Executive Officer remains authorised to do so but only where there are extraordinary circumstances that warrant the change.</p> <p>Rule 10 now also provides examples of extraordinary circumstances that may warrant a Council meeting being held by electronic means to provide greater clarity as to when the Chief Executive Officer may make such a decision, noting that it is not definitive.</p>	<p>Yes</p>
<p>There are members of the public who cannot access online meetings, and this disadvantages them.</p>	<p>It is acknowledged that some members of the public may have difficulties in accessing online meetings and officers will continue to provide support, where possible, to facilitate online attendance.</p> <p>Councils are required under the new provisions in the Act to include certain matters relating to meetings conducted by electronic means of communication.</p>	<p>No</p>

Community Feedback	Officer Comment	Change
Meetings need to be held in one place and should not change.	As the dates, time and locations of Council meetings are formally adopted in December for the forthcoming year, it is important to retain the flexibility to change the location of a meeting should circumstances prompt a change being appropriate, as was the case in having to relocate from the Corporate Headquarters to GPAC earlier this year.	No
If a meeting location is to be changed, it should be determined by the Mayor and Councillors. (Rule 9.7)	<p>Council already has the ability to change a meeting location by resolution. This is a new clause introduced as part of the review to specify that the Chief Executive Officer, in consultation with the Mayor, may determine a new location subject to providing reasonable notice.</p> <p>It is important to maintain flexibility to change the location of a meeting should circumstances prompt a change being appropriate. It is considered that Rule is an important part of ensuring necessary flexibility is available to deal with the wide range of possible circumstances.</p>	No
If a meeting location is to be changed, it should be determined by the Chief Executive Officer and the longest serving Councillor. (Rule 9.7)	As above.	No

Community Feedback	Officer Comment	Change
<p>If a Councillor is attending a meeting virtually and loses connection, the meeting should be suspended until they have re-joined. (Rule 12.1)</p>	<p>The proposed changes to the Governance Rules state that if a Councillor is unable to meeting the requirements of attending electronically, the meeting will proceed as long as a quorum is present, and the Councillor may re-join the meeting once possible.</p> <p>While it may not be practicable to suspend a Council meeting entirely should a Councillor lose connection, the Chair does have the ability to call for an adjournment to enable officers to support the Councillor in re-establishing connection. If this is not able to be achieved, the Councillor will be recorded as having left the meeting.</p> <p>Upon further consideration, two additional rules have been added to include contingencies in the event of a loss of connection if the Mayor and/or Deputy Mayor are attending by electronic means. (Rules 12.3 and 12.4)</p>	<p>Yes</p>
<p>If a Councillor is attending a meeting virtually and loses connection, they should be able to participate in debate and voting via the phone. (Rule 12.1)</p>	<p>As one of the requirements of a Councillor attending a meeting virtually is that they must be able to be both seen and heard, participation in debate and voting via the phone is not feasible.</p>	<p>No</p>

### Notices of Motion (Rule 22)

Community Feedback	Officer Comment	Change
<p>All changes introduce a range of measures to block due process and need to be removed.</p>	<p>The proposed changes do not seek to prevent Councillors raising a Notice of Motion, they aim to provide alternative mechanisms to address the matter that is raised through the operational service request process, a report for consideration at a subsequent Councillor Briefing or an out of session workshop if appropriate.</p>	<p>No</p>

<b>Community Feedback</b>	<b>Officer Comment</b>	<b>Change</b>
There is too much involvement of the Chief Executive Officer, their role should be kept to a minimum.	While the Chief Executive Officer may reject or refer a Notice of Motion to one of the above mechanisms, the proposed changes also require collaboration with the Councillor proposing the Notice of Motion before arriving at a final decision.	No
Councillors should not have to attend briefing sessions or discuss or explain their reasons behind a Notice of Motion. (Rule 22.1.4)	<p>The requirement for a Councillor to raise a Notice of Motion at a Councillor Briefing is current practice and is already contained in the Governance Rules.</p> <p>The amendment to require a Councillor to provide a justification and background for a Notice of Motion is to allow officers to provide relevant information for all Notices of Motion that are presented to a Council Meeting to enhance informed and transparent decision making.</p>	No

#### **Deferral of Debate (Rule 38)**

<b>Community Feedback</b>	<b>Officer Comment</b>	<b>Change</b>
One submission suggested that this rule be removed from the Governance Rules as it was deemed “not necessary”.	<p>This is an existing rule already contained in the Governance Rules adopted by Council, that has been expanded to allow for a further report to be provided to a subsequent Council meeting that includes any additional information, if required, to support informed and transparent decision making.</p> <p>The ability to defer an item to a later Council Meeting is an important mechanism for ensuring Councillors are able to appropriately address items where circumstances have arisen that may warrant consideration being undertaken at a later date.</p>	No

## Recording and Broadcasting Meetings (Rule 56)

Community Feedback	Officer Comment	Change
<p>One submission suggested that this rule is inconsistent with the decision in a case in the Supreme Court of Victoria from October 2017 (<i>Kyriazis v County Court of Victoria</i>).</p> <p>The submission argued that this case established that unless there is an actual, not perceived, security or safety risk, the Chair must permit anyone that wants to video or audio record for their own purposes to do so and this rule therefore needs to be amended.</p>	<p>The existing Governance Rules endorsed by Council contain a rule stating that a person must not operate film, photographic, tape-recording or other equipment to reproduce sound and/or images of a Council meeting without first obtaining the consent of Council or the Chair.</p> <p>A recent decision of the Supreme Court of Victoria (<i>Dickson v Yarra Ranges Council</i>) in August determined that, while the Chair will have to give proper consideration to relevant human rights, these rights do not require consent to record to be given on every occasion and the decision will depend on the facts and circumstances surrounding the particular request.</p> <p>The requirement for Chair permission within the requirements noted in <i>Dickson v Yarra Ranges</i> is considered an appropriate balance.</p>	<p>No</p>

## Community Participation (Rule 63)

Community Feedback	Officer Comment	Change
<p>Not applicable. Further amendments proposed by officers.</p>	<p>This Rule has been expanded to reflect that Council meetings may be held either in person, virtually or in a hybrid format.</p> <p>If a member of the public elects to participate virtually, there is the requirement that they must have access to such equipment, and are present in such an environment, to ensure that they are able to be seen and heard. (Rule 63.3)</p>	<p>Yes</p>

**Streaming of Council Meetings (Rule 66)**

Community Feedback	Officer Comment	Change
<p>One submission suggested that the capture of any attendee’s image at a Council meeting should not include facial recognition imaging.</p>	<p>This is an existing rule within the Governance Rules endorsed by Council, that is included to provide notice to members of the community that are attending a Council meeting that they may be recorded. It does not refer to facial recognition imaging.</p>	<p>No</p>

**Speaking at a Council Meeting (Rule 69)**

Community Feedback	Officer Comment	Change
<p>One submission suggested that a resident should not have to provide their address and contact number when registering to speak.</p>	<p>Appropriate information from a resident wishing to speak at Council Meeting is collected to enable officers to make contact, either to confirm their registration or for follow up after the meeting.</p> <p>The requirement for a speaker to provide written confirmation that they are authorised to speak on behalf of another party is to ensure that they have permission to do so, it is not intended to limit community participation.</p> <p>Any details that are provided are only used for this purpose and it is current practice for permission to be obtained to provide these contact details to the media if such a request is received.</p>	<p>No</p>

## Public Question Time (Rule 70)

Community Feedback	Officer Comment	Change
<p>One submission suggested that any member of the community, either online or in person, should be allowed to submit a question on the night of the Council meeting.</p>	<p>As part of the current review of the Governance Rules, it was noted that a number of other councils allowed members of the public to submit questions on the night of the Council meeting.</p> <p>The current requirements for questions to be submitted by midday on the Friday prior to the Council meeting is to allow sufficient time for them to be assessed against the Governance Rules and, provided it is compliant, an answer prepared for the Chief Executive Officer by officers.</p> <p>It is the position of officers that this additional time allows for the preparation of more substantive and informative answers to be given at the Council meeting.</p>	<p>No</p>
<p>One submission suggested that the rule stating that the Chief Executive Officer will read the question and response or nominate another staff member to do so on their behalf, should be removed entirely. (Rule 70.5.2)</p>	<p>The changes made to this rule were made to streamline the process for responding to public questions at a Council meeting.</p> <p>The reasoning behind this submission was not provided and accordingly it is not possible to respond further.</p>	<p>No</p>

## Part D: Other Matters

Community Feedback	Officer Comment	Change
<p>One submission suggested that Rule 73.2 be removed.</p>	<p>This rule relates to the Governance Rules applying to Community Asset Committees by Council resolution.</p> <p>It is considered beneficial for Council to be able to apply the Governance Rules to Community Asset Committees by resolution where deemed appropriate.</p> <p>The reasoning behind this suggestion was not provided and accordingly it is not possible to respond further.</p>	<p>No</p>

Community Feedback	Officer Comment	Change
One submission suggested that Rule 73.4 be removed.	<p>This rule requires a Community Asset Committee to act in accordance with its Instrument of Sub-Delegation and any Terms of Reference.</p> <p>The requirement for a Community Asset Committee to act in alignment with its governing documents is necessary for effective and lawful functioning of the Committee.</p> <p>The reasoning behind this suggestion was not provided and accordingly it is not possible to respond further.</p>	No
One submission suggested that Conflict of Interest requires clear definition supported with legislative referencing. (Rule 75)	Conflicts of Interest are defined in the <i>Local Government Act 2020</i> together with the requirements for their management. While those meanings translate to the Governance Rules, a definition referring to the Act has been incorporated to assist with clarity.	Yes
One submission suggested that Rule 75.2 be removed.	<p>This is a new proposed rule stating that Council will maintain a Conflict of Interest register that will be made publicly available.</p> <p>The reporting and recording of Conflicts of Interest are an important facet of governance and a public register provides greater transparency in this area.</p>	No

**RISK ASSESSMENT**

RISK	RISK RATING	TREATMENT
<p><b>COMPLIANCE</b></p> <p>Failure to comply with the new requirements of the Local Government Act 2020 with regard to virtual meetings.</p>	<p><b>Low</b></p> <p><i>Unlikely x Minor</i></p>	<p>Ensure that the Governance Rules are updated to include these changes and are adopted.</p>



RISK	RISK RATING	TREATMENT
<b>SERVICE DELIVERY</b> Failure to publicly consult on the revised Governance Rules may mean Council has not complied with the community engagement requirement for their development.	<p style="text-align: center;"><b>Low</b> <i>Unlikely x Minor</i></p>	Having undertaken community engagement, ensure that submissions received are considered and those members of the community that wish to speak are afforded the opportunity to do so.
<b>STRATEGIC</b> Failure to update the Governance Rules to ensure that they are compliant with legislation and accurately reflect Council processes.	<p style="text-align: center;"><b>Medium</b> <i>Possible x Moderate</i></p>	Ensure that the Governance Rules are reviewed and adopted as required.

## CONSULTATION

Section 60(4) of the *Local Government Act 2020* states that a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules unless it is only adopting a good practice guideline issued by the Minister.

As stated above, a four-week public consultation process has been undertaken seeking comment on the draft Governance Rules and 25 submissions have been received in response.

## COMMUNICATION

Once adopted, the updated Governance Rules will be made available on Council's website.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Ensuring that the Governance Rules reflect current legislative requirements and practice provides the community with an understanding of the processes of Council and the opportunities to engage in decision making.

### **Cultural**

Not applicable.

### **Health**

Not applicable.

### **Environmental**

Not applicable.

### **Economic**

Not applicable.

### **Financial**

The costs associated with undertaking community engagement on the revised Governance Rules have been accommodated in existing budgets.

### **Attachments**

#### 1. Governance Rules - Submissions (Published Separately)

*This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Submissions containing personal information.*

#### 2. Governance Rules - Submission Changes Summary

#### 3. Draft Governance Rules - Post Consultation

# 6.1

## Review of Governance Rules

2	Governance Rules - Submission Changes Summary .....	20
3	Draft Governance Rules - Post Consultation .....	24

Division	Clause	Wording	Amend / Remove
<b>Part C, Division 1 Notices of Meetings and Delivery of Agendas</b>	9.7	Should the place of a meeting need to be changed from that on the adopted schedule, the Chief Executive Officer may, in consultation with the Mayor, determine a new location subject to the requirements of Sub-Clause 9.8.	Amend or Remove
	9.8	Reasonable notice, including on the Council's website, must be given when Council has changed a meeting date, time or place.	Amend or Remove
	10	<b>Virtual and Hybrid Council Meetings</b>	Remove Entirely
	10.1	In the event that the Chief Executive Officer and/or Mayor determines that circumstances require a Council Meeting to be held in a virtual or hybrid format, where time allows, they will arrange for a resolution of Council to reflect this change to the adopted Council Meeting schedule. In these circumstances, the Governance Rules will continue to apply.	Amend
	11	<b>Request to Attend Meeting Virtually</b>	Remove Entirely
	11.1	If a Council Meeting is to be conducted wholly in person a Councillor may still request to attend by electronic means . Any request under this clause must: a) Be in writing; b) Be given to the Chief Executive Officer no later than 24 hours prior to the commencement of the relevant Council meeting; and c) Specify the reasons why the Councillor is unable or does not wish to attend the Council Meeting in person.	Remove
	12.1	A Councillor who is attending a Council Meeting by electronic means is responsible for ensuring that they are able to access such equipment, and are present in such an environment, that facilitates participation in the Council Meeting. A Councillor attending by electronic means must be able to:	Amend

		<ul style="list-style-type: none"> <li>a) hear the proceedings;</li> <li>b) see all Councillors and members of Council staff who are also attending the Council Meeting while they are speaking;</li> <li>c) be seen by all Councillors, members of Council staff and members of the public who are physically present at the meeting; and</li> <li>d) be heard when they speak.</li> </ul>	
<b>Part C, Division 4 Motions and Debate</b>	22	<b>Notice of Motion</b>	Remove Entirely
	22.1.3	Include a statement setting out the justification and background of the notice of motion.	Remove
	22.1.4	Be raised for discussion at a Councillor Briefing Session by the Councillor who is proposing to move it, at least seven days prior to the Council meeting at which it is proposed to be moved; and	Remove
	22.1.5	Be lodged with the Chief Executive Officer by 10:00am six days before the next scheduled Council meeting to allow inclusion in the agenda in accordance with Sub-Rule 13.1;	Amend
	22.2.1	Does not relate to the objectives, roles and function of Council as outlined in the Act.	Amend
	22.2.4	Is defamatory, discriminatory or offensive;	Amend
	22.2.7	Relates to an operation service request;	Remove
	22.2.8	Relates to a matter that can be handled under delegation;	Remove
	22.4	The Chief Executive Officer may reject and refer any Notice of Motion to one or more of the following: 22.4.1 the Council's operational service request process; 22.4.2 Council officers to prepare a report for consideration at the next reasonably practicable Councillor Briefing Session; 22.4.3 a Councillor out of session Workshop	Remove
	22.5	Once a Notice of Motion is lodged, the Chief Executive Officer will arrange for an Officer comment to accompany the agenda item which will include setting the Councillors justification and	Amend or Remove

		background relevant to the Notice of Motion, including, but not limited to: 22.5.1 whether the Notice of Motion, if passed will, have budget implications and, if so, what; 22.5.2 whether the Notice of Motion, if passed, will impact on internal resources and, if so, how; 22.5.3 how the Notice of Motion relates to the Council Plan and any relevant Council policies; and 22.5.4 how the Notice of Motion relates to work that has already been undertaken by Officers or Committees.	
	38	<b>Deferral Of Debate</b>	Remove
<b>Part C, Division 12 Public Engagement</b>	63.2	Subject to the meeting format determined in accordance with sub-rule 10, members of the public may participate at a meeting: (a) in person; or (b) virtually	Amend or Remove
	66.2	By attending a Council meeting those present may be recorded or image captured. Where participating in the meeting, consent is automatically given for those participating to be recorded and images captured. Notices of this effect will be on display at the meeting, although all care is to be taken to maintain a person's privacy as an attendee in the gallery.	Amend
	69.1.3	The person requesting to speak must provide their name, address, contact number, who they represent (and must also provide written approval to do so), the item they wish to speak on and whether they wish to do so in person or virtually;	Amend or Remove
	70.5.2	The Chief Executive Officer will read the question or summarise its contents and read the response to the question. The Chief Executive Officer can nominate another Senior Staff member to read the response to the question if they deem it suitable.	Remove
<b>Part D, Division 1 Committees</b>	73.2	Council may, by resolution, determine which rules within these Governance Rules are to apply to a Community Asset Committee.	Remove

	73.4	A Community Asset Committee must act in accordance with its Instrument of Delegation made by the Chief Executive Officer under section 47(1)(b) of the Act and any Terms of Reference or other governing document adopted by Council.	Remove
<b>Part D, Division 3 Conflict of Interest</b>	75.1	Councillors, Members of Delegated Committees and Community Asset Committees and Council Staff are required to: 75.1.1 Avoid all situations which may give rise to conflicts of interest; 75.1.2 Identify any conflicts of interest; and 75.1.3 Disclose or declare all conflicts of interest.	Amend
	75.2	Council will maintain a Conflict of Interest Register that will be made available on request.	Remove



# Governance Rules

Version 4

Approval Date:

Review Date:





## Governance Rules

### DOCUMENT CONTROL

Responsible GM	General Manager	
Division	Regional City Strategy and Transition	
Last Updated (who & when)		
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	07/09/2020	Adoption of Rules
Council	02/08/2021	Amendments to align Rules with Governance Principles in the Local Government Act 2020 and for enhanced procedural clarity and certainty
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## Governance Rules

### Table of Contents

<b>Part A: Introduction .....</b>	<b>7</b>
1. Title.....	7
2. Objectives of these Governance Rules .....	7
3. Authorising Provision .....	7
4. Scope of the Governance Rules .....	7
5. Definitions and Notes .....	8
<b>Part B: Election of the Mayor and Deputy Mayor, Appointment of</b>	
<b>Acting Mayor .....</b>	<b>11</b>
6. Determining the Election of the Mayor.....	11
7. Determining the Election of any Deputy Mayor .....	13
8. Determining the Appointment of any Acting Mayor .....	13
<b>Part C: Meetings Procedure .....</b>	<b>14</b>
<b>Division 1 - Notices of Meetings and Delivery of Agendas.....</b>	<b>14</b>
9. Council meetings .....	14
10. Virtual and Hybrid Council Meetings .....	15
11. Request to Attend Meeting Virtually .....	16
12. Responsibilities of Attending Meeting Virtually.....	16
13. Agendas .....	17
<b>Division 2 – Quorums .....</b>	<b>18</b>
14. Inability to gain a Quorum .....	18
15. Inability to maintain a Quorum.....	18
16. Inability to achieve or maintain a Quorum due to Conflicts of Interest of Councillors .....	18
17. Adjourning or postponing a meeting .....	19
<b>Division 3 – Business of Meetings .....</b>	<b>19</b>
18. The Order of Business.....	19
19. Change to Order of Business.....	20



## Governance Rules

---

20.	<b>Urgent Business</b> .....	20
	<b>Division 4 – Motions and Debate</b> .....	20
21.	<b>Councillors may propose Notices of Motion</b> .....	20
22.	<b>Notice of motion</b> .....	20
23.	<b>Chair’s Duty</b> .....	23
24.	<b>Motion Procedure</b> .....	23
25.	<b>Right of Reply</b> .....	24
26.	<b>Determining a Motion</b> .....	24
27.	<b>Moving an Amendment</b> .....	25
28.	<b>How many Amendments may be Proposed</b> .....	25
29.	<b>Who may debate an amendment</b> .....	26
30.	<b>An Amendment Once Carried</b> .....	26
31.	<b>Withdrawal of Motions and Amendments</b> .....	26
32.	<b>Separation of Motions and Amendments</b> .....	26
33.	<b>Chair may Separate or Aggregate Motions and Amendments</b> .....	26
34.	<b>Foreshadowing Motions</b> .....	26
35.	<b>Motions and Amendments in Writing</b> .....	27
36.	<b>Repeating Motion or Amendment</b> .....	27
37.	<b>Debate must be relevant to the Motion</b> .....	27
38.	<b>Deferral Of Debate</b> .....	27
39.	<b>Priority of Address</b> .....	28
40.	<b>Speaking Times</b> .....	28
41.	<b>Extension of Speaking Times</b> .....	28
42.	<b>Addressing the Meeting</b> .....	28
43.	<b>Right to Ask Questions</b> .....	28
	<b>Division 5 – Procedural Motions</b> .....	29
44.	<b>Procedural Motions</b> .....	29
	<b>Division 6 – Rescission Motions</b> .....	33
45.	<b>Notice of Rescission</b> .....	33



## Governance Rules

---

46.	When a Rescission Motion is Lost .....	34
47.	If Not Moved.....	34
48.	May be Moved by any Councillor.....	34
	<b>Division 7 – Points of Order .....</b>	<b>34</b>
49.	Chair to Decide.....	34
50.	Chair may Adjourn to Consider .....	35
51.	Dissent from Chair’s Ruling .....	35
52.	Procedure for Point of Order.....	35
53.	Valid Points of Order.....	36
	<b>Division 8 – Minutes .....</b>	<b>36</b>
54.	Confirmation of Minutes .....	36
55.	Content of the Minutes .....	37
56.	Recording and broadcasting Meetings .....	38
	<b>Division 9 – Behaviour .....</b>	<b>38</b>
57.	Public Addressing the Meeting.....	38
58.	Chair May Remove .....	39
59.	Suspensions.....	39
60.	Removal from Chamber.....	39
	<b>Division 10 – Miscellaneous.....</b>	<b>39</b>
61.	Matters Not Provided For .....	39
	<b>Division 11 – Suspension of Standing Orders.....</b>	<b>39</b>
62.	Suspension of Standing Orders.....	39
	<b>Division 12 – Public Engagement.....</b>	<b>40</b>
63.	Community Participation .....	40
64.	Requirements for Councillors whilst speaking.....	40
65.	Acknowledgments.....	40
66.	Streaming Council Meetings .....	41
67.	Petitions .....	41



## Governance Rules

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68.	Written Submissions.....	43
69.	Speaking at a Council Meeting.....	43
70.	Public Question Time.....	45
71.	Privacy .....	46
	<b>Part D: Other Matters.....</b>	<b>48</b>
	<b>Division 1 – Committees.....</b>	<b>48</b>
72.	Delegated Committees.....	48
73.	Community Asset Committees .....	48
	<b>Division 2 – Election Period Policy .....</b>	<b>49</b>
74.	Council’s Election Period Policy.....	49
	<b>Division 3 – Conflict of Interest .....</b>	<b>48</b>
75.	Obligations with regard to Conflict of Interest.....	50
76.	Councillors, Members of Delegated Committees and Members of Community Asset Committees .....	50
77.	Procedure at a Council, Delegated Committee or Community Asset Committee Meeting.....	50
78.	Procedure at other meetings organised, hosted or supported by Council .....	51
79.	Council Staff .....	52
80.	Procedure for disclosures of conflicts of interest by Council Staff.....	52
	<b>Division 4 – Joint Council Meetings .....</b>	<b>53</b>
81.	Procedure for Joint Council Meetings.....	53
	<b>Appendix One: Petition Template.....</b>	<b>54</b>
	<b>Appendix Two: Public Question Time.....</b>	<b>55</b>

## **Part A: Introduction**

### **1. Title**

This is the Latrobe City Council Governance Rules which will be known as the "Governance Rules".

### **2. Objectives of these Governance Rules**

The objectives of these Governance Rules are to:

- 2.1. prescribe the procedures governing the conduct of Council meetings and Delegated Committee meetings;
- 2.2. prescribe the form and availability of meeting records;
- 2.3. prescribe the processes for the election of the Mayor and Deputy Mayor, and the appointment of an Acting Mayor;
- 2.4. prescribe Council's Election Period Policy;
- 2.5. prescribe the procedures for disclosure of a conflict of interest by a:
  - 2.5.1 Councillor or a member of a Delegated Committee under section 130 of the *Local Government Act 2020*;
  - 2.5.2 Councillor under section 131 of the *Local Government Act 2020*; and
  - 2.5.3 Member of Council staff when providing information in respect of a matter within the meaning of section 126(1) of the *Local Government Act 2020*; and
- 2.6. provide opportunities for community participation in Council's decision-making processes.

### **3. Authorising Provision**

These Governance Rules are made under section 60 of the *Local Government Act 2020*.

### **4. Scope of the Governance Rules**

- 4.1 These Governance Rules apply to all Council meetings.
- 4.2 These Governance Rules apply to all meetings of:
  - 4.2.1 Delegated Committees appointed by the Council;
  - 4.2.2 Community Asset Committees appointed by the Council;insofar as is set out at Rules 72-73.

## 5. Definitions and Notes

In these Governance Rules:

Act	means the <i>Local Government Act 2020</i> .
Agenda	means a document containing the date, time and place of a meeting and a list of business to be transacted at the Meeting.
Audit and Risk Committee	means the Audit and Risk Committee established by a Council under section 53 of the Act
Chair	means the Chairperson of a meeting and includes an acting, temporary and substitute Chairperson
Chamber	means any room where the Council holds a Council meeting
Chief Executive Officer	means the Chief Executive Officer of Council
Community Asset Committee	means a Community Asset Committee established by Council under section 65 of the Act
<u>Conflict of Interest</u>	<u>means a conflict of interest as defined in sections 127 to 129 of the Act</u>
Council	means Latrobe City Council
Council Meeting	means a meeting of the Council convened in accordance with <u>section 61 of the Act and</u> these Governance Rules and includes scheduled meetings and unscheduled meetings, <u>whether held by face-to-face (in person) attendance at a set location, via electronic means (virtual) or in a 'hybrid' format that mixes in-person and electronic attendance.</u>
Delegated Committee	means a Delegated Committee established by Council under section 63 of the Act
Delegated Committee meeting	means a meeting of a Delegated Committee <u>held as face-to-face (in person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' format that mixes in-person and electronic attendance.</u>
Deputy Mayor	means the Deputy Mayor of Council and any person appointed by Council to act as Deputy Mayor

Disorder/Disorderly	<p>means any disorderly conduct of a member of the gallery or a Councillor and includes:</p> <ul style="list-style-type: none"> <li>• interjecting when another person is speaking, except, in the case of where a Councillor is raising a Point of Order;</li> <li>• making comments that are defamatory, malicious, abusive or offensive;</li> <li>• refusing to leave the meeting when requested, ordered or directed to do so by the Chair in accordance with the Act and the Governance Rules; and</li> <li>• engaging in any other conduct which prevents the orderly conduct of the meeting.</li> </ul>
Election Period	has the same meaning as in the <i>Local Government Act 2020</i>
<u>Hybrid Meeting</u>	<u>in the context of a Council Meeting or Delegated Committee Meeting refers to the method of attendance whereby attendance is a combination of both in-person attendees and attendees attending via electronic means of communication.</u>
Mayor	means the Mayor of Council and any person appointed by Council to be acting as Mayor
Motion	means a proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted
Notice of Motion	means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting
Notice of rescission	means a notice of motion to rescind or amend a resolution made by Council
Point of Order	means a procedural point (about how the meeting is being conducted), not involving the substance of a matter before a meeting
Procedural Motion	means a motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure



Quorum	means the majority of members of the Council or a Delegated Committee
Rescind	means to repeal or amend a resolution and 'rescinded' includes 'amended'
Rule or Sub-Rule	means a rule or sub-rule included in these Governance Rules
Senior Officer	has the same meaning as in the <i>Local Government Act 1989</i>
Significant expenditure	means one (1) percent or more of general rate income of the Council
Urgent business	means a matter that relates to or arises out of a matter which has arisen since distribution of the agenda and cannot reasonably or conveniently be deferred until the next meeting
<u>Virtual Meeting</u>	<u>in the context of a Council Meeting or Delegated Committee Meeting refers to a meeting whereby the method of attendance is only by electronic means of communication.</u>

## **Part B: Election of the Mayor and Deputy Mayor**

### **Appointment of Acting Mayor**

Summary: This Part complements sections 25 to 27 of the Act and sets out the process to be followed for the election of the Mayor and any Deputy Mayor, and the appointment of an Acting Mayor.

#### **6. Determining the Election of the Mayor**

- 6.1. The Chief Executive Officer will preside during the election of the Mayor.
- 6.2. The Chief Executive Officer must invite nominations for the office of Mayor and confirm acceptance of the nomination with the nominee.
- 6.3. Councillors may nominate themselves, but each nomination must be seconded.
- 6.4. If there is only one nomination, the candidate nominated is declared elected. If a Councillor nominates himself or herself and they are the only Councillor nominated, then that Councillor is elected even if the nomination is not seconded.
- 6.5. If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates.
  - 6.5.1. If a candidate receives an absolute majority of the votes, that candidate is declared to have been elected;
  - 6.5.2. If no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates;
  - 6.5.3. If one of the remaining candidates receives an absolute majority of the votes, that candidate is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;
  - 6.5.4. Where there are three or more candidates remaining with two or more of those candidates having an equality of votes and one of them has to be declared, the declaration of a defeated candidate will be determined by lot.

- 6.5.5. If the lot is conducted, the Chief Executive Officer or a Senior Officer appointed by the Chief Executive Officer will conduct the lot and the following provisions will apply:
- 6.5.5.1. each candidate will draw one lot;
  - 6.5.5.2. the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
  - 6.5.5.3. as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a container. The word "Defeated" will be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it will be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates).
- 6.5.6. If there are two remaining candidates and they have an equality of votes, a second vote will be conducted;
- 6.5.6.1. where, after a second vote, the two candidates still have an equality of votes, the Chief Executive Officer will seek the meeting to resolve to conduct a new election at a meeting to be held the following day at such time as is considered appropriate.
- 6.6. Upon being elected, the Mayor may make a ceremonial speech.
- 6.7. Immediately following the election, the Mayor is to take the chair.

***Explanatory Note***

As an example, if 4 candidates are nominated and candidate A receives 3 votes and candidates B, C and D each receive 2 votes, a lot must be used to determine which of candidates B, C or D is considered defeated. This is because candidate A did not receive a majority of the votes (having received only 3 of a possible 9 votes).

In this instance, a lot is used to determine which of the 3 candidates is defeated and then the vote is re-taken for all candidates to determine if a candidate receives an absolute majority.

As the Mayor must be elected by absolute majority of the Councillors under section 25 of the Act, a lot cannot be conducted where there are only 2 candidates remaining.

**7. Determining the Election of any Deputy Mayor**

If Council resolves that there will be an office of Deputy Mayor, the Deputy Mayor is to be elected in the manner provided for in Rule 6 except that:

- 7.1. the Mayor is to chair the election of the Deputy Mayor; and
- 7.2. any reference to the Mayor in that Sub-Rule is to be taken as a reference to the Deputy Mayor.

**8. Determining the Appointment of any Acting Mayor**

If Council resolves in accordance with section 20B of the Act that an Acting Mayor is to be appointed, the Acting Mayor is to be appointed in the manner provided for in Rule 6 except that:

- 8.1. the Chief Executive Officer is to chair the appointment of the Acting Mayor;  
and
- 8.2. any reference to the Mayor in that Sub-Rule is to be taken as a reference to the Acting Mayor.

## Part C: Meetings Procedure

**Summary:** This Part complements requirements in the Act applying to all meetings of Council and deals with procedural elements of Council meetings. Voting is also conducted in accordance with the Act.

### Division 1 - Notices of Meetings and Delivery of Agendas

#### 9. Council meetings

- 9.1. The dates, times and places Council meetings are to be held will be determined by Council.
- 9.2. At or before the last meeting each calendar year, Council must fix the date, time and place of all Council meetings for the following calendar year.
  - 9.2.1 A schedule of Council meetings will be published on Council's website and be available from Council's customer service centres.
- 9.3. An unscheduled Council meeting may be called by:
  - 9.3.1 Council resolution;
  - 9.3.2 Written notice by the Mayor or three Councillors specifying the business to be transacted and delivered to the Chief Executive Officer.
- 9.4. The Chief Executive Officer must determine a time and date for the meeting within three business days unless exceptional circumstances apply.
- 9.5. Notice of an Unscheduled meeting must be published on Council's website as soon as practicable after the time and date of the meeting has been determined.
- 9.6. Only the business specified in the Council resolution, or written notice, may be considered at an Unscheduled meeting, unless all Council, by unanimous resolution determine to admit another matter.
- 9.7. Should the place of a meeting need to be changed from that on the adopted schedule, the Chief Executive Officer may, in consultation with the Mayor, determine a new location subject to the requirements of Sub-Clause 9.8.
- 9.8. Reasonable notice, including on the Council's website, must be given when Council has changed a meeting date, time or place.
- 9.9. A Council meeting must not go longer than three hours unless a majority of Councillors present vote in favour of it continuing. If the Councillors present vote against the meeting continuing, the meeting is adjourned to a time, date and place to be determined by the Chair.
- 9.10. Councillors who are unable to attend a Meeting may submit an apology:
  - 9.10.1. In writing to the Chair, who will advise the meeting; or

- 9.10.2. By seeking another Councillor to submit it at the meeting on their behalf.
- 9.11. An apology submitted to a meeting will be recorded in the minutes.
- 9.12. A Councillor intending to take a leave of absence should submit it in writing to the Mayor:
- 9.12.1. The Mayor will seek to have any leave of absence request received included in the agenda of the next Council Meeting;
- 9.12.2. A leave of absence not included in a Council Meeting agenda may still be considered by Council if a written request has been received by the Mayor prior to the meeting;
- 9.12.3. Council will not unreasonably withhold its approval of a leave of absence request.
- 9.13. A Councillor who has not submitted an apology or had a leave of absence approved who is not in attendance at a Council meeting will be recorded as absent.

## **10. Virtual and Hybrid Council Meetings**

- 10.1 Council may alter a Council Meeting format to hybrid or online only by resolution where deemed necessary. Such a resolution may be made at a Council Meeting in respect of that Council Meeting in progress or in respect of a future Council Meeting.
- 10.2 Should the Chief Executive Officer determine that extraordinary circumstances warrant it, they are authorised to determine that any meeting shall be conducted solely by electronic means of communication.
- 10.3 The Chief Executive Officer may take all relevant factors into account in determining that extraordinary circumstances warrant a meeting being held solely by electronic means of communication including, but not limited to:
- 10.3.1 any risk to the health and safety of Councillors, staff and the community;
- 10.3.2 whether all or part of the meeting is planned to be closed to the public under section 66(2) of the Act;
- 10.3.3 whether the orderly conduct of a meeting may be affected by the format of the meeting; or
- 10.3.4 The availability of suitable meeting facilities.
- 10.4 Notice of a virtual meeting must be published on Council's website as soon as practicable after a resolution or determination has been made under this Rule.

10.5 The agenda for a virtual meeting must be made available in accordance with Item 13 of the Governance Rules.

**11. Request to Attend Meeting Virtually**

11.1 If a Council Meeting is to be conducted wholly in person a Councillor may still request to attend by electronic means. Any request under this clause must:

- a) be in writing;
- b) be given to the Chief Executive Officer no later than 24 hours prior to the commencement of the relevant Council Meeting; and
- c) specify the reasons why the Councillor is unable or does not wish to attend the Council Meeting in person.

11.2 Clause 11.1(b) will not apply in unforeseen circumstances where the requirement to submit a request to attend a meeting virtually, no later than 24 hours prior to its commencement, is not feasible. In such instances, the Councillor will notify the Chief Executive Officer as soon as is reasonably possible prior to the meeting.

11.3 The Chief Executive Officer or the Chair must ensure that any such request received from a Councillor to attend by electronic means is made known at the commencement of the relevant Council Meeting.

11.4 A Councillor present by electronic means of communication is deemed present for the purposes of a quorum.

11.5 A Councillor attending a Council Meeting virtually will still be subject to the Governance Rules.

**12 Responsibilities of Attending Meeting Virtually.**

12.1 A Councillor who is attending a Council Meeting by electronic means is responsible for ensuring that they are able to access all required equipment, and that during the Council Meeting they remain in an environment that facilitates participation.

A Councillor attending a meeting by electronic means must be able to:

- a) hear the proceedings;
- b) see all Councillors and members of Council staff who are also attending the Council Meeting while they are speaking;
- c) be seen by all Councillors, members of Council staff and members of the public who are physically present at the meeting; and
- d) be heard when they speak.

If these conditions cannot be met by one or more Councillors attending a Council Meeting:

- a) the Council Meeting will proceed as long as a quorum is present; and
- b) the relevant Councillor (or Councillors) will be treated as being absent from the Council Meeting or that part of the Council Meeting.

12.2 Nothing in this Rule 12 prevents a Councillor from joining, or re-joining, a Council Meeting at the time that they are able to achieve compliance with Sub-Rule 12.1(a)-(d), even if the Council Meeting has already commenced or has continued in their absence.

12.3 If the Mayor is attending via electronic means and, during the Council Meeting, loses connection, the Deputy Mayor will assume the role as Chair until the Mayor returns to the meeting.

12.4 If both the Mayor and Deputy Mayor lose connection during the Council Meeting, Councillors will appoint a temporary chair until the Mayor returns to the meeting.

### **13. Agendas**

- 13.1 For all scheduled meetings of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda, which includes a motion to adopt the attached or previously distributed minutes of the previous meeting, to every Councillor at least three business days before the meeting.
- 13.2 For any unscheduled meeting of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda to every Councillor within a reasonable time of the special meeting being called but not less than 24 hours prior to the meeting unless there are urgent or exceptional circumstances.
- 13.3 The requirements to provide notice and an agenda under Sub-Rules 13.1 and 13.2 do not apply to a Councillor who has been granted leave of absence and who has advised the Chief Executive Officer in writing not to provide the notice and agenda.
- 13.4 An agenda for each Council meeting:
  - 13.4.1 that is not an Unscheduled meeting, will be made available on Council's website no less than two business days before the Council meeting.
  - 13.4.2 that is an Unscheduled meeting, will be made available on Council's website no less than one business day before the Council meeting unless exceptional circumstances apply in which case it will be made available as soon as practicable.



**Division 2 – Quorums****14 Inability to gain a Quorum**

If, after 30 minutes from the scheduled starting time of any Council meeting, a quorum cannot be obtained:

- 14.1 those Councillors present; or
- 14.2 if there are no Councillors present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, a senior officer appointed as a member of Council's Executive Team,

must adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

**15 Inability to maintain a Quorum**

If, during any Council meeting or any adjournment of the meeting, a quorum cannot be maintained:

- 15.1 those Councillors present; or
- 15.2 if there are no Councillors present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, a senior officer appointed as a member of Council's Executive Team,

must adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

**16 Inability to achieve or maintain a Quorum due to Conflicts of Interest of Councillors**

16.1 The Chair may defer an item of business in respect of which there is, or is likely to be, a disclosure of a conflict of interest by one or more Councillors that will cause a quorum to be lost and direct the Chief Executive Officer to include that item of business on an agenda for a future Council meeting.

16.2 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, Council will:

- 16.2.1 Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
- 16.2.2 Determine to make decisions on separate parts of the matter at a meeting where quorum can be maintained, before making a decision on the whole matter at a meeting for which quorum can be maintained.

16.3 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, and the matter cannot be separated into component parts or prior decisions made, Council will delegate the decision to be made:

- 16.3.1 By the Chief Executive Officer; or

16.3.2 By a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.

16.4 A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council meeting.

### **17 Adjourning or Postponing a Meeting**

17.1 Council may adjourn any meeting.

17.2 On advice from the Chief Executive Officer or his or her delegate that there is evidence the required meeting notice was incorrect or inconsistent and this information led to a councillor(s) not attending the meeting, the Chair may adjourn a meeting.

17.3 If the Chair is of the opinion that the conduct of those present at the meeting is obstructing the progress of business at the meeting, the Chair may adjourn the meeting to a later time on the same day, whether a short adjournment of less than an hour or a longer period as necessary, or to another day that the Chair considers appropriate.

17.4 The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining.

17.5 If there is an emergency, the Chief Executive Officer or his or her delegate may postpone a Council meeting provided reasonable attempts are made to notify every Councillor.

17.6 The Chief Executive Officer must provide a report to the next meeting of the Council of the circumstances causing the postponement of the Council meeting.

17.7 The Chief Executive Officer must provide written notice of a meeting adjourned under Rules 14, 15 or 16 but where this is not practicable because time does not permit that to occur, then, provided every reasonable attempt is made to contact every Councillor, notice by telephone, facsimile, email, in person or by some other means is sufficient.

## **Division 3 – Business of Meetings**

### **18 Business at Meetings and Order of Business**

18.1 No business can be dealt with at a Council meeting unless it is contained on the agenda or admitted as urgent business in accordance with Rule 20.

18.2 The order of business to be included in an agenda for a scheduled Council meeting will be determined by the Chief Executive Officer and the Mayor having regard to the principles of open, efficient and effective processes of government.

## **19 Change to Order of Business**

Once an agenda has been sent to Councillors, the order of business for that meeting may be altered with the consent of the Mayor prior to the commencement of the meeting.

## **20 Urgent Business**

Business which has not been listed on the agenda must not be admitted as urgent business other than by resolution of Council and only then if it:

- 20.1 relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 20.2 cannot reasonably or conveniently be deferred until the next Council meeting.

## **Division 4 – Motions and Debate**

### **21 Councillors may propose Notices of Motion**

- 21.1 A Councillor may submit a Notice of Motion to the Chief Executive Officer for a matter to be listed on a meeting agenda.
- 21.2 A Notice of Motion cannot be accepted by the Chair unless it has been listed on the agenda for the meeting at which it was proposed to be moved or unless it is accepted by Council as urgent business.

### **22 Notice of Motion**

- 22.1 A Notice of Motion must:
  - 22.1.1 be in writing;
  - 22.1.2 be signed and dated by the Councillor (including by electronic means);
  - 22.1.3 include a statement setting out the justification and background of the notice of motion.
  - 22.1.4 be raised for discussion at a Councillor Briefing Session by the Councillor who is proposing to move it, at least seven days prior to the Council meeting at which it is proposed to be moved; and
  - 22.1.5 be lodged with the Chief Executive Officer by 10:00am six days before the next scheduled Council meeting to allow inclusion in the agenda in accordance with Sub-Rule 13.1;
  - 22.1.6 relate to the objectives, role and functions of Council as outlined in the Act.

- 22.2 The Chief Executive Officer must reject a Notice of Motion which:
- 22.2.1 does not relate to the objectives, roles and function of Council as outlined in the Act;
  - 22.2.2 is vague or unclear in intention;
  - 22.2.3 is identical or substantially similar to a Notice of Motion or a rescission motion that has been considered by the Council and lost in the preceding six months;
  - 22.2.4 is defamatory, discriminatory or offensive;
  - 22.2.5 may be prejudicial to any person or Council;
  - 22.2.6 is outside the powers of Council;
  - 22.2.7 relates to an operational service request;
  - 22.2.8 relates to a matter that can be handled under delegation;
  - 22.2.9 is a Notice of Motion submitted during the Election period; or
  - 22.2.10 is a matter subject to a Council decision making process which has commenced but is not yet complete.
- 22.3 If the Chief Executive Officer rejects a Notice of Motion under Sub-Rule 22.2, the Chief Executive Officer must, in writing, inform the Councillor who lodged the Notice of Motion of that rejection and the reasons for it within 24 hours of receiving the Notice of Motion. The Chief Executive Officer will collaborate with the Councillor to develop revised wording to the draft Notice of Motion to facilitate compliance with the requirements for Notices of Motion under these rules. The Councillor may submit a revised Notice of Motion within 24 hours of being informed of the rejection.
- 22.4 The Chief Executive Officer may reject and refer any Notice of Motion to one or more of the following:
- 22.4.1 the Council's operational service request process;
  - 22.4.2 Council officers to prepare a report for consideration at the next reasonably practicable Councillor Briefing Session;
  - 22.4.3 a Councillor out of session Workshop;
- if it relates to a matter that the Chief Executive Officer determines is more appropriately addressed in one of those ways.
- 22.5 Once a Notice of Motion is lodged, the Chief Executive Officer will arrange for an Officer comment to accompany the agenda item which will include setting the Councillors justification and background relevant to the Notice of Motion, including, but not limited to:
- 22.5.1 whether the Notice of Motion, if passed, will have budget implications and, if so, what;

- 22.5.2 whether the Notice of Motion, if passed, will impact on internal resources and, if so, how;
- 22.5.3 how the Notice of Motion relates to the Council Plan and any relevant Council policies; and
- 22.5.4 how the Notice of Motion relates to work that has already been undertaken by Officers or Committees.
- 22.6 Once lodged with the Chief Executive Officer a Notice of Motion may be withdrawn by, no later than two business days before the meeting at which it was to be considered, the Councillor who lodged the Notice of Motion submitting written advice to the Chief Executive Officer that it is to be withdrawn.
- 22.7 Subject to Sub-Rule 22.9 a Notice of Motion must call for a Council report if the Notice of Motion:
- 22.7.1 substantially affects the level of Council services;
- 22.7.2 commits the Council to expenditure in excess of \$5,000 and that has not been included in the adopted budget;
- 22.7.3 establishes or amends a Council policy; or
- 22.7.4 commits the Council to any contractual arrangement, as determined by the Chief Executive Officer.
- 22.8 Where a Notice of Motion is likely to commit Council to significant expenditure not included in the adopted budget then the Notice of Motion must only call for referral to and for Council's consideration as part of its future year's annual budget and public submission process.
- 22.9 The Chief Executive Officer may designate a Notice of Motion to be confidential in accordance with the Act, in which case the Notice of Motion will be confidential unless the Council resolves otherwise.
- 22.10 The full text of any Notice of Motion accepted by the Chief Executive Officer must be included in the agenda.
- 22.11 The Chief Executive Officer must cause all Notices of Motion to be numbered, dated and entered in the Notice of Motion register in the order in which they are received.
- 22.12 Except by leave of Council, each Notice of Motion before any meeting must be considered in the order in which they were entered in the Notice of Motion register under Sub-Rule 22.12.
- 22.13 The motion moved must not be substantially different to the motion published in the agenda, however, it may be amended by resolution of the Council.

- 22.14 If a Councillor who has given a Notice of Motion is absent from the meeting or fails to move the motion when called upon to do so by the Chair, any other Councillor may move the motion.
- 22.15 If a Notice of Motion is not moved at the meeting at which it is listed, it lapses.

### **23 Chair's Duty**

- 23.1 The Chair must not accept any motion or amendment which the Chair considers to be:
- 23.1.1 defamatory;
  - 23.1.2 objectionable in language or nature;
  - 23.1.3 vague or unclear in intention;
  - 23.1.4 outside the powers of Council;
  - 23.1.5 irrelevant to the item of business on the agenda and which has not been admitted as urgent business; or
  - 23.1.6 an amendment that is contrary to Sub-Rule 27.3.
- 23.2 The Chair must:
- 23.2.1 conduct the meeting impartially;
  - 23.2.2 maintain a neutral position on an item under debate;
    - 23.2.2.1 after a motion has been determined, the Chair may make comments related to conducting the debate, for example thanking Councillors for their contribution, but keeping in mind the primacy of the chairing role and the importance of maintaining neutrality;
  - 23.2.3 refrain from debate on a motion;
    - 23.2.3.1 where the Chair wishes to move or second a motion, they must temporarily vacate the Chair before the motion is considered by Council. The Chair will be temporarily filled in accordance with Rule 51.2 until the relevant Motion is determined.
  - 23.2.4 allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the meeting;
  - 23.2.5 call a person to order if their behaviour is disruptive and interferes with the conduct of the business of Council.

### **24 Motion Procedure**

The procedure for moving any motion is:

- 24.1 The Chair will state the item number and title on the agenda in full, then ask "Councillors, do I have a motion?";

- 24.2 The mover must state the motion without speaking to it:
- 24.2.1 if the motion being moved is identical to the officer recommendation in the report, the mover may state the motion to be as per that recommendation;
  - 24.2.2 if the motion being moved is not identical to the officer recommendation in the report, the mover must state the content of the motion in full.
- 24.3 The motion must be seconded by a Councillor other than the mover.
- 24.4 The motion will lapse if it is not seconded.
- 24.5 If the motion is seconded, the Chair must ask: "Is the motion opposed?"
- 24.6 If the motion is not opposed the Chair must ask: "Does any Councillor wish to speak in favour of the motion?"
- 24.7 If a Councillor opposes the motion, the Chair must ask the mover to address the Council on the motion.
- 24.8 The Chair must ask the seconder to address the Council on the motion who may reserve his or her address until later in debate.
- 24.9 The Chair will then invite any Councillor opposed to the motion to debate it and then must provide an opportunity for any Councillor to speak in favour of the motion, allowing any other Councillors wanting to speak in favour or against the motion to speak in turn.
- 24.10 If no further Councillor wishes to speak for or against the motion, the Chair must ask the mover if they wish to exercise their right of reply in accordance with Rule 25 prior to the motion being put to the vote.

## **25 Right of Reply**

- 25.1 The mover of a motion, including an amendment, has a right of reply to matters raised during debate.
- 25.2 No new matters may be raised in the right of reply.
- 25.3 If no Councillor has spoken against a Motion, there will be no right of reply.
- 25.4 After the right of reply has been exercised but subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion or amendment, the motion or amendment must immediately be put to the vote without any further discussion or debate.

## **26 Determining a Motion**

- 26.1 To determine a motion before a Council meeting, the Chair will:
- 26.1.1 First call for those in favour of the motion;
  - 26.1.2 Then those opposed to the motion; and
- then declares the result to the meeting.

- 26.2 Each Councillor present at a meeting who is entitled to vote must vote. Any Councillor who is present and does not vote will be taken to have voted against the motion in line with section 61(5)(e) of the Act.
- 26.3 Voting may be by any method resolved by Council that enables those in attendance and, where applicable, those watching a livestream broadcast, to clearly see which way a Council has voted at the time a vote is taken.
- 26.4 In the absence of Council resolving an alternative method, voting on any matter is by show of hands.
- 26.5 Voting at a meeting must not be in secret, but if the meeting is closed to the public, a Councillor is not required to divulge their vote to the public.
- 26.6 The vote cast by each Councillor will be recorded in the minutes of the meeting.
- 26.7 Once a vote on a motion or amendment has been taken, no further discussion relating to the motion or amendment is allowed unless the discussion involves foreshadowing a notice of rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

**Explanatory Note**

For example, Rule 26.7 would permit discussion about a matter which would otherwise be left unresolved because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

**27 Moving an Amendment**

- 27.1 A motion which has been moved and seconded but not put to the vote may be amended.
- 27.2 An amendment may be proposed and seconded by any Councillor, except the mover or seconder of the motion.
- 27.3 A proposed amendment must:
- 27.3.1 be relevant to the subject of the motion;
  - 27.3.2 not be in opposition to the motion; and
  - 27.3.3 not contradict the form or substance of the motion.
- 27.4 The Chair will follow the procedure in Rules 24 to 26 for consideration of the motion.
- 27.5 Any debate arising from an amendment to a motion must be confined to the terms of the amendment.
- 27.6 A motion to confirm a previous resolution of Council cannot be amended.

**28 How many Amendments may be Proposed**

- 28.1 Only one amendment may be accepted by the Chair at any one time.



28.2 No second or subsequent amendment may be taken into consideration until the previous amendment has been dealt with.

### **29 Who may debate an Amendment**

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion.

### **30 An Amendment Once Carried**

30.1 If the amendment is carried:

30.1.1 the motion as amended becomes the substantive motion before the meeting; and

30.1.2 the mover and seconder of the amendment are deemed to be the mover and seconder of the amended motion before the meeting; and

30.1.3 the amended motion can then be further amended.

30.2 If the amendment is not carried, the debate returns to the motion, or a further amendment may be proposed.

### **31 Withdrawal of Motions and Amendments**

Before any motion or amendment is put to the vote, it may be withdrawn by the mover and seconder with leave of Council.

### **32 Separation of Motions and Amendments**

Where a motion or amendment contains more than one part, a Councillor may request the Chair before any vote is taken on the matter, to put the motion to the vote in separate parts.

### **33 Chair may Separate or Aggregate Motions and Amendments**

The Chair may decide to put any motion to the vote in:

33.1 several parts; or

33.2 its aggregate form.

### **34 Foreshadowing Motions**

34.1 At any time during debate a Councillor may foreshadow a motion so as to inform Council of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.

34.2 A foreshadowed motion must substantially relate to an item already listed on the agenda of the meeting, otherwise it can only be accepted by Council as urgent business and subject to the urgent business restrictions under Rule 20.

34.3 A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the Chair being resolved in a certain way, a Councillor intends to move an alternative motion.

34.4 If the substantive motion in relation to which a Councillor foreshadowed a motion is:

34.4.1 not moved or seconded; or

34.4.2 moved, seconded and lost;

the Chair may call on that Councillor to move their foreshadowed motion immediately.

34.5 The minutes of the meeting will not record a foreshadowed motion until the foreshadowed motion is formally moved.

### **35 Motions and Amendments in Writing**

35.1 The Chair must require that a complex or detailed motion or amendment be in writing and may adjourn the meeting while the motion or amendment is being written.

35.2 The Chair may defer a matter until a motion has been written, allowing the meeting to proceed uninterrupted.

### **36 Repeating Motion or Amendment**

The Chair may request the Chief Executive Officer or the person taking the minutes to read the motion or amendment to the meeting before the vote is taken.

### **37 Debate must be relevant to the Motion**

37.1 Debate must always be relevant to the motion before the Chair, and, if not, the Chair must request the speaker to confine debate to the motion.

37.2 If the speaker continues to debate irrelevant matters after being requested to confine debate to the motion before the Chair, the Chair may direct the speaker not to speak any further.

37.3 A speaker to whom a direction has been given under Sub-Rule 37.2 must comply with that direction. If the speaker fails to comply with the Chair's direction, the Chair may require the speaker to leave the chamber until the motion has been put to the vote and the speaker must comply with that requirement

### **38 Deferral of Debate**

38.1 A motion to defer debate on a matter to a later Council meeting must call for a supplementary report if the primary purpose of the deferral is to consider information not contained in the report already before the Council for that item of business.

38.2 The supplementary report must contain:

38.2.1 the entire original report as an attachment, including any attachments to the original report that are not included with the supplementary report;

38.2.2 an updated Officer's Recommendation;

38.2.3 where the Officer's Recommendation in the supplementary report is different in any way to the Officer's Recommendation in the original report, an explanation of the difference.

### **39 Priority of address**

In the case of competition for the right to speak, the Chair will determine the order in which the Councillors concerned will be heard.

### **40 Speaking Times**

A Councillor must not speak longer than the time set out below, unless granted an extension by the Chair:

- 40.1 the mover of a motion or an amendment which has been opposed or where a Councillor has asked to speak in favour of the motion under Rule 24 - 3 minutes;
- 40.2 any other Councillor – 3 minutes; and
- 40.3 the mover of a motion exercising a right of reply – 3 minutes.

### **41 Extension of Speaking Times**

- 41.1 An extension of speaking time may be granted by the Chair at any time before, during or immediately after debate, but only one extension is permitted for each speaker on any question and the extension cannot be granted for longer than 3 minutes.
- 41.2 The Chair must not grant an extension of speaking time if another speaker has commenced participation in the debate.

### **42 Addressing the Meeting**

A Councillor, member of Council staff or a member of the public present at a Council meeting should extend appropriate courtesy to each other when they are addressing the meeting and respect the processes under which Council operates.

### **43 Right to Ask Questions**

- 43.1 At an appropriate time during a debate, the Chair may allow questions from Councillors concerning or arising out of the motion or amendment before the Chair.
- 43.2 Questions may only be raised when no other Councillor is speaking.
- 43.3 All questions must be:
  - 43.3.1 directed through the Chair;
  - 43.3.2 relevant to the matter before Council;
  - 43.3.3 seeking genuine clarification of the matter; and
  - 43.3.4 limited to the facts of the matter.
- 43.4 The Chair has the discretion to restrict the number of questions asked and answered to allow for the orderly flow of the meeting.

**Division 5 – Procedural Motions****44 Procedural Motions**

- 44.1 Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chair.
- 44.2 The Chair may reject a procedural motion if the Chair believes the Motion on which it is proposed has not been adequately or sufficiently debated.
- 44.3 Procedural motions require a seconder.
- 44.4 Procedural motions must be recorded in the minutes of the meeting.
- 44.5 Notwithstanding any other provision in these Governance Rules, procedural motions must be dealt with in accordance with the following table:

**PROCEDURAL MOTIONS TABLE**

<b>Procedural Motion</b>	<b>Form</b>	<b>Mover and Seconder</b>	<b>When Motion Prohibited</b>	<b>Effect if Carried</b>	<b>Effect if Lost</b>	<b>Debate Permitted on Motion</b>
Deferral of debate to later hour and/or date	That Council defers consideration of this matter to the XX Council meeting.	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of the Mayor/Deputy Mayor (b) During the election of a Chair; (c) When another Councillor is speaking	Motion and/or amendment is postponed to the stated date	Debate continues unaffected	Yes
The closure (of debate)	That the motion be now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	During nominations for Chair	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

<b>Procedural Motion</b>	<b>Form</b>	<b>Mover and Seconder</b>	<b>When Motion Prohibited</b>	<b>Effect if Carried</b>	<b>Effect if Lost</b>	<b>Debate Permitted on Motion</b>
Pausing debate (laying the motion on the table)	That the motion be laid on the table	Any Councillor who has not spoken for/against the substantive motion	During the election of the Mayor/Deputy Mayor	Motion is not further discussed or voted on until Council resolves to take the motion from the table at the same meeting	Debate continues unaffected	No
Resuming debate (taking the motion from the table)	That the motion in relation to XX be taken from the table	Any Councillor	When no motion is on the table	Debate of the item resumes	Debate of the item remains paused	No
Alter the order of business	That the item listed at XX on the agenda be considered before/after the item listed as YY	Any Councillor	(a) At a meeting to elect the Mayor; (b) During any debate	Alters the order of business for the meeting	Items are considered in the order listed on the agenda	No

<b>Procedural Motion</b>	<b>Form</b>	<b>Mover and Seconder</b>	<b>When Motion Prohibited</b>	<b>Effect if Carried</b>	<b>Effect if Lost</b>	<b>Debate Permitted on Motion</b>
Suspension of standing orders	That standing orders be suspended to enable discussion on XX	Any Councillor		The rules of the meeting are temporarily suspended for the specific reason given in the motion.  No debate or decision on any matter other than a decision to resume standing orders, is permitted	The meeting continues unaffected	No
Resumption of standing orders	That standing orders be resumed	Any Councillor	When standing orders have not been suspended	The temporary suspension of the rules of the meeting is removed	The meeting cannot continue	No

## Division 6 – Rescission Motions

### 45 Notice of Rescission

- 45.1 A Councillor may propose a notice of rescission provided:
- 45.1.1 the resolution proposed to be rescinded has not been acted on; and
  - 45.1.2 the notice of rescission is provided to the Chief Executive Officer setting out:
    - 45.1.2.1 the resolution to be rescinded; and
    - 45.1.2.2 the meeting and date when the resolution was made.
- 45.2 A notice of rescission is a form of notice of motion and all provisions in these Governance Rules regulating notices of motion apply to notices of rescission.
- 45.3 A resolution will be deemed to have been acted on if the Chief Executive Officer has caused:
- 45.3.1 its contents or substance to be formally communicated to a person whose interests are materially affected by it, including by publishing the proposed minutes of the meeting on Council's website; or
  - 45.3.2 a statutory process or work to commence;
- so as to vest enforceable rights in or obligations on Council or any other person.
- 45.4 The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:
- 45.4.1 has not been acted on; and
  - 45.4.2 is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with Rule 45.1;
- unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy or in the Chief Executive Officer's opinion, place the Council at significant legal, financial or other risk.

#### Explanatory Note

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Thursday. Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of rescission would not be dealt with until the next Monday evening (being after the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the



resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Rule 45.4 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

#### **46 When a Rescission Motion is Lost**

- 46.1 If a rescission motion is lost, a similar motion may not be put before Council for at least six months from the date it was last lost, unless Council resolves that the notice of motion be re-listed at a future meeting.
- 46.2 If a rescission motion is lost, the Chief Executive Officer or an appropriate member of Council staff is not prevented from acting upon the resolution even if a subsequent notice of rescission has been listed for a Council meeting at least six months subsequent to when the motion for rescission was lost.

#### **Explanatory Note**

By way of example, assume that Council resolves to write a letter to a Minister relating to a planning matter. Immediately after the resolution is made, a Councillor lodges a notice of motion to rescind that resolution at the next Council meeting. The notice of rescission is subsequently lost. Assume that the Councillor seeks to lodge a further notice of rescission to be heard in not less than six months' time.

Rule 46.2 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the original resolution rather than deferring implementation of it until after the further notice of rescission.

#### **47 If Not Moved**

If a rescission motion is not moved at the meeting at which it is listed, it lapses and cannot be put before Council for at least six months from the date it lapsed.

#### **48 May be Moved by any Councillor**

A rescission motion listed on an agenda may be moved by any Councillor present but may not be amended.

### **Division 7 – Points of Order**

#### **49 Chair to Decide**

The Chair must decide all points of order by stating the provision, rule, practice or precedent which the Chair considers applicable to the point raised without entering into any discussion or comment.

**50 Chair may Adjourn to Consider**

- 50.1 The Chair may adjourn the meeting to consider a point of order but otherwise must rule on it as soon as it is raised.
- 50.2 All other proceedings before Council are suspended until the point of order is decided.

**51 Dissent from Chair's Ruling**

- 51.1 A Councillor may move that the Council disagree with the Chair's ruling on a point of order, by moving:  
"That the Chair's ruling [setting out that ruling or part of that ruling] be dissented from".
- 51.2 When a motion in accordance with this Rule is moved and seconded, the Chair must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not present, a temporary Chair elected by the meeting) must take their place.
- 51.3 The Deputy Mayor or temporary Chair must invite the mover to state the reasons for their dissent and the Chair may then reply .
- 51.4 The temporary Chair must put the motion in the following form:  
"That the Chair's ruling be dissented from."
- 51.5 The temporary Chair maintains a Chair's right to a second vote under section 61(5)(d).
- 51.6 If the vote is in the negative, the Chair resumes the Chair and the meeting proceeds.
- 51.7 If the vote is in the affirmative, the Chair must then resume the Chair, reverse or vary (as the case may be) the Chair's previous ruling and proceed.
- 51.8 The Chair must then resume the Chair for the remainder of the meeting.
- 51.9 The defeat of the Chair's ruling is in no way a motion of censure or non-confidence in the Chair and should not be so regarded by the meeting.

**52 Procedure for Point of Order**

- 52.1 A Councillor raising a point of order must:
- 52.1.1 state the point of order; and
  - 52.1.2 state any section, Rule, paragraph or provision relevant to the point of order.
- 52.2 Any Councillor interrupted by another Councillor raising a point of order must remain silent until the Councillor raising the point of order has been heard and determined by the Chair.

**53 Valid Points of Order**

A point of order may be raised in relation to:

- 53.1 a motion, which, under Rule 23, or a question which, under Rule 43, should not be accepted by the Chair;
- 53.2 a question of procedure;
- 53.3 any act of disorder;
- 53.4 a Councillor who is not conducting themselves in accordance with the Councillor Code of Conduct;
- 53.5 irrelevant debate; or
- 53.6 a matter that is outside the powers of Council.

**Explanatory Note**

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

Raising issues irrelevant to the motion before the meeting can be considered a basis of a valid point of order.

Making defamatory remarks or verbally personally attacking another Councillor would be considered a basis for a valid point of order.

**Division 8 – Minutes****54 Confirmation of Minutes**

- 54.1 At every Council meeting the minutes of the preceding meeting must be dealt with as follows:
  - 54.1.1 a motion will be moved to confirm the minutes in the following terms: “That the minutes of the ..... meeting held on .....20 ..... be confirmed.”;
  - 54.1.2 if no Councillor indicates opposition to the minutes, the Chair must declare the minutes confirmed;
  - 54.1.3 if a Councillor indicates opposition to the minutes, that Councillor must specify the particular matter in the minutes concerned and may, after asking any questions to clarify the matter, move a motion to correct the inaccuracy;
  - 54.1.4 once the minutes are confirmed the Chair of the meeting at which they are confirmed must sign them, if practicable.
- 54.2 No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

- 54.3 The Chief Executive Officer must ensure that the minutes of any meeting are:
- 54.3.1 published on Council's website; and
  - 54.3.2 available for inspection at Council's office during normal business hours.
- 54.4 Nothing in Sub-Rule 54.3 requires Council or the Chief Executive Officer to make public any minutes relating to a Council meeting or part of a Council meeting closed to members of the public in accordance with section 66 of the Act.

## **55 Content of the Minutes**

- 55.1 The Chief Executive Officer must ensure that minutes of each Council meeting are kept and those minutes include:
- 55.1.1 The date, place, time and nature of the meeting;
  - 55.1.2 The names of the Councillors present and the names of any Councillors who apologised in advance for their non-attendance;
  - 55.1.3 The names of the members of Council staff present;
  - 55.1.4 Any information required to reflect the mode of the meeting for example an in-person meeting, a virtual meeting or a combination of both.
  - 55.1.5 Any disclosure of the existence and type (and, where appropriate, nature) of a conflict of interest made by a Councillor, and when such disclosure occurred;
  - 55.1.6 Arrivals and departures (including temporary departures) of Councillors during the course of the meeting;
  - 55.1.7 Each motion and amendment moved (including procedural motions, and motions and amendments that lapse for the want of a seconder);
  - 55.1.8 The outcome of every motion moved;
  - 55.1.9 The vote cast by each Councillor;
  - 55.1.10 Whether any vote against a motion was a result of a Councillor abstaining from the vote including where relevant explanatory notes as to how the vote was tallied;
  - 55.1.11 Questions upon notice and the responses provided;
  - 55.1.12 Details of any petitions made to Council;
  - 55.1.13 The failure of a quorum;
  - 55.1.14 The time and reason for any adjournment of the meeting or suspension of standing orders, including when the meeting or standing orders were resumed;

- 55.1.15 Any closure of the meeting to members of the public in accordance with the provisions of section 66(2) of the Act including the reason for the closure;
- 55.1.16 The date and time the meeting was commenced and concluded;
- 55.1.17 Any other matter that the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.

## **56 Recording and broadcasting Meetings**

Except for a member of staff authorised by the Chief Executive Officer, a person must not operate film, photographic, tape-recording or other equipment to reproduce sound and/or images of any part of a Council meeting, without first obtaining the consent of Council or the Chair (as the case may be). Such consent may at any time during the course of such meeting be revoked by Council or the Chair (as the case may be).

## **Division 9 – Behaviour**

### **57 Public Addressing the Meeting**

- 57.1 All present at a Council meeting are required to behave in accordance with the Governance Rules to allow the meeting to proceed without disruption.
- 57.2 Any member of the public addressing Council must extend due courtesy and respect to Council and the processes and policies under which it operates and must take direction from the Chair whenever called on to do so.
- 57.3 Appropriate behaviour includes:
  - 57.3.1 Be quiet during proceedings;
  - 57.3.2 Not create a nuisance within the meeting;
  - 57.3.3 Be respectful of the protocols of the meeting;
  - 57.3.3 Not harassing those attending the meeting, including Councillors, officers and other visitors;
  - 57.3.4 Not bringing in any placards, posters or materials other than personal effects unless prior permission has been sought and granted from the Chair;
  - 57.3.5 Not displaying any physical violence or verbal abuse to anyone or anything within the meeting;
  - 57.3.6 Not record meeting proceedings without the consent of the Chair via photography, filming or audio unless consent has been given in accordance with Rule 56 of these Governance Rules;
  - 57.3.7 Have mobile devices switched off or on silent.

**58. Chair May Remove**

Where any person, including a Councillor, engages in improper or disorderly conduct or acts in a way that otherwise disrupts a meeting, the Chair, having previously warned the person to cease that behaviour, may order and cause the removal of that person.

**59. Suspensions**

59.1 Council may by resolution suspend from a portion of the meeting, or for the balance of the meeting, any Councillor who engages in improper or disorderly conduct or acts in a way that otherwise disrupts a meeting, where the Chair has previously warned the Councillor to cease that behaviour.

59.2 A Councillor may move a motion that another Councillor be ordered to leave the Council Chamber for the remainder of the meeting by moving:

59.2.1 For suspension for the balance of the meeting: "That Cr [...] be ordered to leave the Council Chamber for the remainder of the meeting"; and

59.2.2 For suspension for a portion of the meeting: "That Cr [...] be ordered to leave the Council Chamber until [point Councillor is to be permitted to re-enter Chamber]".

59.3 The Chair must invite the mover to state the reason for the motion and the Councillor the subject of the motion may then reply.

59.4 The Chair must then put the motion to the vote.

**60. Removal from Chamber**

The Chair, or Council in the case of a suspension, may ask a member of the Victoria Police to remove from the Chamber any person who acts in breach of these Governance Rules and whom the Chair has ordered to be removed from the meeting under Rule 58 of these Governance Rules or whom Council has suspended under Rule 59.

**Division 10 – Miscellaneous****61. Matters Not Provided For**

Where a situation has not been provided for under these Governance Rules, the Council may determine the matter by resolution.

**Division 11 – Suspension of Standing Orders****62. Suspension of Standing Orders**

62.1 To expedite the business of a meeting, Council may suspend standing orders.

**Explanatory Note**

The suspension of standing orders should be used to enable full discussion or clarification of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedures to be temporarily disposed of while an issue is discussed or clarified.

- 62.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the governance of Council.
- 62.3 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary.

**Division 12 – Public Engagement****63. Community Participation**

63.1 Latrobe City Council will consider where possible, the inclusion of community members to engage in the meetings that have not been closed to the public, or to a forum where Council decides that these Governance Rules will apply.

63.2 Subject to any determination regarding the meeting format under Rule 10, members of the public may participate at a meeting:

(a) in person; or

(b) virtually

63.3 Should a member of the public wish to participate in a meeting virtually, they must ensure that they have access to such equipment, and are present in such an environment, to ensure that they are able to be seen and heard.

63.4 Where community members or organisations, including businesses, wish to make arrangements to address Council on a topic at a time other than at a Council meeting, requests can be submitted electronically to [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au).

**64. Requirements for Councillors whilst speaking**

There is no requirement for a Councillor to stand whilst speaking. However, Councillors must ensure that they utilise the supplied microphone (or any other specific device to enable clarity of speaking), to enable that all members of the public in attendance (including hearing loop or streaming services) may hear the debate and decision making of the Council.

**65. Acknowledgments**

65.1 At times it will be appropriate for the Council to acknowledge, or recognise achievements of individuals or groups, or the passing of a person who is closely associated with the Council or the community at a Council meeting. Where formal honours are applicable, the *Civic, Ceremonial Functions and Honours Policy* must be followed.

- 65.2 At a Council meeting, the following may occur:
- 65.2.1 a Councillor speaking on the matter (in accordance with the debate timeframes outlined in these Governance Rules) noting the details of the achievements or passing of a person;
  - 65.2.2 a presentation of a certificate or plaque; or
  - 65.2.3 a minute's silence recognising the passing of a person.
- 65.3 A Council resolution is not required to note the details of the achievements or the passing of a person (or send correspondence as such), however, one will be required if further action is required and cannot override provisions outlined within the *Civic, Ceremonial Functions and Honours Policy*.

#### **66. Streaming Council Meetings**

- 66.1 In the spirit of open, accessible and transparent governance, Latrobe City Council will consider streaming Council meetings, either in part or in whole, in accordance with requirements provided for in these Governance Rules, the adopted Meeting Live Streaming Policy and the Act.
- 66.2 By attending a Council meeting those present may be recorded or image captured. Where participating in the meeting, consent is automatically given for those participating to being recorded and images captured. Notices of this effect will be on display at the meeting, although all care is to be taken to maintain a person's privacy as an attendee in the gallery.
- 66.3 Recordings are used to enable the community who are unable to attend the meeting to view the meeting and for the preparation of the official minutes. Recordings will be retained for viewing by the public for a period deemed reasonable by Council.

#### **67. Petitions**

- 67.1 The community has the right to lobby Council and can do so through petitioning. For a petition from the community to be considered valid, accepted and presented to a Council meeting on its own merits, the requirements in Sub-Rules 67.2 to 67.4 must be met:
- 67.2 A petition must be:
- 67.2.1 in the prescribed template format (attached to these Governance Rules at Appendix One);
  - 67.2.2 addressed to Latrobe City Council;
  - 67.2.3 refer to a matter on which Latrobe City Council has the power to act;
  - 67.2.4 state the reasons for petitioning Latrobe City Council;
  - 67.2.5 contain a request for action by Latrobe City Council;
  - 67.2.6 be signed by at least ten people (must not be in pencil);



- 67.2.7 not relate to a matter under consideration through a current submission/objection process (e.g. through the Act or the *Planning and Environment Act 1987*).
- 67.3. The terms of the petition must:
- 67.3.1 be placed at the top of every page;
  - 67.3.2 not contain any alterations;
  - 67.3.3 not exceed 250 words;
  - 67.3.4 not be illegal and must not promote illegal acts; and
  - 67.3.5 language must not be objectionable or inflammatory in nature.
- 67.4 Only paper-based petitions (in the prescribed format) or e-petitions that are submitted through an approved Council e-petition facility that meet the above criteria will be accepted.
- 67.5 Submitting your petition
- 67.5.1 Paper-based petitions should be forwarded by mail with the details of the head petitioner or other nominated person for follow up, to:  
Latrobe City Council  
PO Box 264  
Morwell VIC 3840  
or delivered in person to any Latrobe City Council customer service centre during business hours.
  - 67.5.2 E-petitions can be forwarded in accordance with the criteria specified by Council for that facility.
- 67.6 Once received, officers will provide written acknowledgement of receipt, and undertake an initial assessment against the criteria specified in these Rules to ensure that it complies prior to being presented to the next available Council meeting.
- 67.7 Where the petition does not meet the specified criteria, the following will apply:
- 67.7.1 If the subject matter relates to a current submission process (e.g. through the Act or the *Planning and Environment Act 1987*), the petition will be considered as a submission/objection to that process;
  - 67.7.2 Any other matter it will be considered as general correspondence and not presented to Council;
- and the head signatory or other nominated person notified accordingly.
- 67.8 A petition that meets the criteria will be listed for tabling at the next available Council meeting with the following information:
- 67.8.1 The terms of the petition;
  - 67.8.2 The number of signatures.
- 67.9 No discussion or debate will be entered into when a petition is being tabled, however, if the petition relates to an operational matter, Council must refer the

petition to the Chief Executive Officer for consideration. If this occurs, a further report to Council is not required.

67.10 Follow up of Petition

67.10.1 Once tabled, the petition is forwarded to the appropriate Divisional General Manager for action. A report is then presented to a subsequent Council meeting, which will include officers' recommended response for Councils consideration.

67.10.2 Officers may contact the head petitioner or other nominated person as appropriate to clarify any of the issues raised in the petition.

67.10.3 The head petitioner will be advised in writing of the outcome of the request contained in the petition within a reasonable timeframe.

67.10.4 It is the responsibility of the head signatory to advise other signatories of the outcome.

**68. Written Submissions**

68.1 Council will invite submissions in accordance with its policies and governing legislation in force from time to time. Written submissions can form part of an officer report being presented to Council, however there are no other opportunities for written submissions or correspondence to be listed as an agenda item.

68.2 These Rules do not override the provisions of the Act or change the opportunities or obligations in relation to people wishing to lodge submissions/objections to planning applications or proposed planning scheme amendments.

68.3 Where the submission does relate to a statutory submission process under the Act or the *Planning and Environment Act 1987*, Council will ensure that those procedures are followed, including any notifications required to those who have made a submission as specified in the applicable statutory processes.

**69. Speaking at a Council Meeting**

69.1 For a member of the public to be able to speak at a Council meeting, the following requirements must be met:

69.1.1 The request to speak must be relevant to an item that is on the agenda for that meeting, and that does not relate to a matter for which the meeting would normally be closed (section 66 of the Act);

69.1.2 Requests must be received no later than midday on the day of the meeting via contacting the Governance Officer by telephone or via the form available on Council's website;

69.1.3 The person requesting to speak must provide their name, address, contact number, if they are representing a person or organisation and, if so, who it is they represent (and provide written approval to do so unless exceptional circumstances apply), the item they wish to speak on and whether they wish to do so in person or virtually;

69.1.4 Where a person wishes for another person to speak on their behalf, they must provide written approval to do so (either in their written submission for any submission being heard under section 223 of the *Local Government Act 1989* or under separate advice to Council

- prior to the meeting);
- 69.1.5 The Chair has the discretion to limit the full time of any one person to speak to a maximum of three minutes, regardless of how many persons (or organisations) they are speaking on behalf of;
- 69.1.6 The person requesting to speak acknowledges that consent is automatically given to being recorded (if the meeting is to be livestreamed) and for the recording to be made available to the public;
- 69.1.7 Organisations are required to select one spokesperson to address Council on their behalf. If an organisation wishes to select more than one spokesperson, it may do so if its request is granted by the Chair prior to the commencement of the meeting;
- 69.1.8 Speaking at Council meeting opportunities are not to be used to present petitions, letters or ask questions (these can be done through alternative mechanisms available as outlined in these Rules);
- 69.1.9 During a declared State of Emergency public participation at Council meetings may be undertaken via tele or video conferencing as determined by Council.
- 69.2 The following procedural matters apply for managing speakers:
- 69.2.1 The order of speakers will be as follows:
- 69.2.1.1 Aligns with the order of reports on the agenda;
- 69.2.1.2 Then in order of receipt of the request to speak or as otherwise instructed by the Chair.
- 69.2.2. There is no requirement for standing orders of the meeting to be suspended or resumed to allow members of the public to speak to an item on the agenda.
- 69.3. The following requirements for addressing a Council meeting apply:
- 69.3.1 When addressing the meeting, persons are asked to address the meeting facing the Chair at the microphone provided;
- 65.3.2 Speakers are requested to keep their address brief and to the main issues of concern;
- 65.3.3 The time limit allowed for each speaker is three minutes. Only one extension of not more than three minutes can be granted regardless of how many items are being addressed.
- 65.3.4 Councillors may ask questions of the speaker to clarify a point, however, no debate or commentary is to be provided at this time.
- 69.4 The following protocol applies when addressing a Council meeting:
- 69.4.1 Any person addressing the Chair must refer to the Chair as:
- Madam Mayor; or
  - Mr Mayor; or
  - Madam Chair; or

- Mr Chair

as the case may be.

69.4.2 All Councillors, other than the Mayor, must be addressed as Councillor (*name*).

69.4.3 All members of staff in attendance must be addressed as Mr or Ms (*name*) as appropriate or by their official title.

## 70 Public Question Time

70.1. Public question time is a section of the agenda of a Council meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.

70.2 For a question to be considered at a Council meeting, the following requirements must be met:

70.2.1 The person submitting the question must include their name, address and contact number;

70.2.2 A question must not exceed 50 words in length;

70.2.3 A question must focus on an issue within Council's powers to act;

70.2.4 A question must not name, allude to, or focus on an individual

70.2.5 No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council meeting.

70.3 Questions that meet one of the following criteria will not be answered at a Council meeting:

70.3.1 Repetitive or has already been answered (either previously by officers in writing or at a Council meeting);

70.3.2 Relates to a matter for which the meeting would normally be closed (section 66 of the Act);

70.3.3 Is prejudicial to the Council or any other person if answered;

70.3.4 Relates to the personal views or actions of an individual Councillor or Officer;

70.3.5 Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage;

70.3.6 Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature;

70.3.7 Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

70.4 Submitting a question

70.4.1 Questions for consideration at a Council meeting can be submitted:

70.4.1.1 electronically to [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au);

70.4.1.2 via an online form available on Council's website; or

- 70.4.1.3 via a form available in Councils' customer service centres (attached to these Governance Rules at Appendix Two).
- 70.4.2 Questions must be received by no later than midday one business day before the Council meeting. Any questions received after this deadline that meets the criteria will be held until the next scheduled Council meeting for response.
- 70.5 Response at a Council Meeting
- 70.5.1 The Chair will ask the Chief Executive Officer to conduct the public question time session.
- 70.5.2 The Chief Executive Officer will read the question or summarise its contents and read the response to the question. The Chief Executive Officer can nominate another Senior Staff member to read the response to the question if they deem it suitable.
- 70.5.3 The details of the question and response will be included in the minutes of the meeting and a copy distributed to the person at their nominated address.
- 70.5.4 During a declared State of Emergency public participation at Council meetings may be undertaken via tele or video conferencing as determined by Council.
- 70.5.5 Council has the discretion to seek clarification to the question if deemed necessary. Otherwise the person asking the question is not permitted to enter into debate or discussion during this session.

## 71 Privacy

- 71.1 To comply with the Victorian *Privacy and Data Protection Act 2014*, personal information provided as part of any provision detailed in these Rules will only be used for the primary purpose for which it was provided – (e.g. to consider the petition, question or submission), except where the Rules specifically state otherwise.
- 71.2 Processes will comply with Council's *Privacy Policy* where applicable.
- 71.3 As part of Council's operations, any document incorporated into a Council agenda must be made publicly available, including any petitions which are tabled.
- 71.4 The agenda and minutes are printed and available for the general public and appear on Council's website. Attachments, such as full submissions and petitions, will be made available to Councillors; however will only be available for viewing at Council Headquarters via appointment for members of the public. A summary of the submissions, including name (unless specifically requested in writing to remain anonymous), will be made available in the agenda and minutes.
- 71.5 The following details as outlined in the table below will be published in the minutes.

<b>Section</b>	<b>What personal information is published in the minutes and can be published in agenda papers</b>	<b>Further information accessible through other means</b>
Acknowledgements	Name of the person who is being acknowledged and the reason for acknowledgement.	Not applicable
Petitions	Name of the person who has presented the petition (with the number of signatures and the terms of the petition)	Full copies of petitions may be viewed only by contacting Council.  A copy is provided to Councillors for their decision-making processes.
Written Submissions	Name of the person, (with a summary of the submission).	Full copies of submissions can be viewed in accordance with the provisions applicable under legislation.  If nothing is prescribed, then a copy of a submission may be viewed by contacting Council.
Speaking at a Council meeting	Name of the person who has spoken (with the details of which item on the agenda).	Not applicable.  Other information that is collected is only collected in order to contact the person if there are any actions to be followed up by officers.

Section	What personal information is published in the minutes and can be published in agenda papers	Further information accessible through other means
Public Question Time	Name of the person, (with the question and the response provided).	Not applicable. Other information that is collected is only collected in order to contact the person if there are any actions to be followed up by officers (for example, if the person is not in attendance, to provide a copy of the response).

## Part D: Other Matters

### Division 1 – Committees

#### 72 Delegated Committees

- 72.1. If Council establishes a Delegated Committee, these Rules will apply to the Delegated Committee Meetings with any necessary modifications.
- 72.2 For the purpose of Sub-Rule 72.1:
- 72.2.1 a Council Meeting is to be read as a reference to a Delegated Committee Meeting;
- 72.2.2 a Councillor is to be read as a reference to a Member of the Delegated Committee; and
- 72.2.3 a reference to the Mayor is to be read as a reference to the Chair of the Delegated Committee.
- 72.3 If Council establishes a Delegated Committee, Council may resolve that a provision of these Governance Rules do not apply to that Committee.
- 72.4 [A Delegated Committee is not required to livestream meetings subject to making a recording available on the website after the meeting has concluded.](#)

#### 73 Community Asset Committees

- 73.1 The Governance Rules may apply to any Community Asset Committee established by Council.
- 73.2 [Council may by resolution, determine which rules within these Governance Rules are to apply to a Community Asset Committee.](#)

- 73.3 Notwithstanding Sub-Rule 73.2, a Community Asset Committee must adhere to Part D Division 3 Conflict of Interest in these Governance Rules.
- 73.4 A Community Asset Committee must act in accordance with its Instrument of Delegation made by the Chief Executive Officer under section 47(1)(b) of the Act and any Terms of Reference or other governing document adopted by Council.
- 73.5 A Community Asset Committee will not be required to livestream or record meetings unless there is a specific Council resolution identifying that this is to be undertaken.

## **Division 2 – Election Period Policy**

### **74 Council’s Election Period Policy**

- 74.1 Council will have in place an Election Period Policy that:
- 74.1.1 Governs decision making during a local government election period, including what may be considered at a Council meeting;
  - 74.1.2 Prohibits the use of Council resources for any election campaign purposes, including Federal, State or Council elections;
  - 74.1.3 Sets out the conditions for any community engagement required to be undertaken during an election period, including consultations and Civic events;
  - 74.1.4 Sets out the requirements for any Council publications during a local government election period – including the website, social media, newsletters and advertising – to ensure Council does not publish materials that relate to issues that are the subject of election campaigns;
  - 74.1.5 Defines roles and responsibilities in relation to who is the spokesperson for Council during an election period;
  - 74.1.6 Sets out the requirements for a Councillor or member of Council staff who is a candidate in an election including a Federal, State or Council election.
- 74.2 At least once in each Council term and not later than 12 months prior to the commencement of an election period, Council will review its Election Period Policy.
- 74.3 The Election Period Policy forms part of these Governance Rules.
- 74.4 Any outstanding Delegate’s Reports may still be reported to a meeting of Council during this period.



### Division 3 – Conflict of Interest

#### 75 Obligations with regard to Conflict of Interest

- 75.1 Councillors, Members of Delegated Committees and Community Asset Committees and Council staff are required to:
- 75.1.1 Avoid all situations which may give rise to conflicts of interest;
  - 75.1.2 Identify any conflicts of interest; and
  - 75.1.3 Disclose or declare all conflicts of interest.
- 75.2 Council will maintain a Conflict of Interest Register that will be made available on request.

#### 76 Councillors, Members of Delegated Committees and Members of Community Asset Committees

- 76.1 May not participate in discussion or decision-making on a matter in which they have a conflict of interest.
- 76.2 All disclosures of conflicts of interest will be recorded in the minutes of a Council, Delegated Committee or Community Asset Committee meeting.

#### 77 Procedure at a Council, Delegated Committee or Community Asset Committee Meeting

- 77.1 A Councillor, Member of a Delegated Committee or Member of a Community Asset Committee who has a conflict of interest and is attending the Council, Delegated Committee or Community Asset Committee meeting must make a full disclosure of that interest:
- 77.1.1 by either:
    - (a) advising the meeting of the details required under Sub-Rules 77.1.2 and 77.1.3 at the time in the agenda for disclosures of conflicts of interest; or
    - (b) advising the Chief Executive Officer in writing of the details required under Sub-Rules 77.1.2 and 77.1.3 before the meeting; and
  - 77.1.2 classifying the type of interest that has been given rise to the conflict as either:
    - (a) a general interest; or
    - (b) a material interest; and
  - 77.1.3 describing the nature of the interest; and

- 77.1.4 if the Councillor or Committee Member advised the Chief Executive Officer of the details under Sub-Rule 77.1.1(b), at the meeting during the time in the agenda for disclosures of conflicts of interest, the Councillor or Member must make a disclosure of the class of interest only and confirm that a written notice has been given to the Chief Executive Officer under these Rules.
- 77.2 Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or Committee Member must indicate to the meeting the existence of the conflict of interest and leave the meeting.
- 77.3 A Councillor or Committee Member who discloses a conflict of interest and leaves a meeting must not communicate with any participants in the meeting while the decision is being made.
- 77.4 The Chief Executive Officer must:
- 77.4.1 keep written disclosures given to him or her under this Rule in a secure place for three years after the date the Councillor or Committee Member who made the disclosure ceases to be a Councillor or Committee Member or such longer period as may be required under the *Public Records Act 1973 (Vic)*;
- 77.4.2 record each conflict of interest disclosed under this Rule in the Register of Conflicts of Interest.
- 77.4.3 destroy the written disclosure when the applicable period referred to in Sub-Rule 77.4.1 has expired.
- 77.5 While the requirements of this Rule apply to all Members of a Community Asset Committee, it is acknowledged that the conflict of interest provisions in the Act do not apply to Community Asset Committee Members who are not Councillors or Council staff.
- 78 Procedure at other meetings organised, hosted or supported by Council**
- 78.1 A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.
- 78.2 At the time indicated on the agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the matter in which the conflict of interest arises.
- 78.3 If there is no agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest as soon the matter arises.
- 78.4 At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.
- 78.5 The existence of a conflict of interest will be recorded in the minutes of the meeting.

- 78.6 If there are no minutes kept of the meeting, the Councillor may provide to the Chief Executive Officer a written notice recording that the disclosure was made and accurately summarising the explanation given under Sub-Rule 77.2, to be retained pursuant to Sub-Rule 77.4.
- 78.7 The meeting minutes or written notice to the Chief Executive Officer will also record the duration of the discussion and whether the Councillor left the meeting.
- 78.8 A conflict of interest disclosed under this Rule must be recorded in the Register of Conflicts of Interest by the Chief Executive Officer.

### **79 Council Staff**

- 79.1 Must act in accordance with the [Staff](#) Code of Conduct.
- 79.2 Must not exercise a delegation or make a decision on any matter where they have a conflict of interest.
- 79.3 May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at Rule 80 and the [Staff](#) Code of Conduct.

### **80 Procedure for disclosures of conflicts of interest by Council Staff**

- 80.1 Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.
- 80.2 [All conflicts of interest disclosed by Council staff must be provided to Council's Governance team for recording in the Register of Conflicts of Interest.](#)
- 80.3 A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:
- 80.3.1 The number and qualifications of other people providing advice regarding the same matter is equal or greater; or
  - 80.3.2 The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
  - 80.3.3 The staff member's General Manager determines that the conflict of interest has not influenced the advice provided; and
  - 80.3.4 The existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

**Division 4 – Joint Council Meetings****81 Procedure for Joint Council Meetings**

- 81.1 Council may resolve to participate in a Joint Council meeting to consider:
- 81.1.1 Collaborative projects;
  - 81.1.2 Collaborative procurement;
  - 81.1.3 Emergency Response.
- 81.2 If Council has resolved to participate in a Joint Council meeting, the Chief Executive Officer (or Delegate) will agree on governance rules with the participating Councils.
- 81.3 Where Latrobe City Council is the lead Council on a matter to be brought for consideration at a Joint Council meeting, the Mayor will be nominated to Chair the Joint Council meeting
- 81.4 A majority of Councillors will be appointed to represent Council at a Joint Council meeting.
- 81.5 Consistent information will be provided to Councillors prior to any Joint Meeting and every endeavour will be made by the Chief Executive Officer to facilitate a joint briefing.
- 81.6 A joint briefing arranged in accordance with Sub-Rule 81.1 may be held electronically.

## Appendix One: Petition Template

### Petition to the Latrobe City Council

**Insert subject heading: e.g. Support for New Development**

We, the undersigned (insert *residents, property owners, concerned citizens, club members etc.*) wish to inform the Latrobe City Council of (briefly *explain your concern.*)

We ask that the Latrobe City Council (explain the action you would like the Council to take).

	Name (Print)	Address (minimum of residential locality must be specified)	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Appendix Two: Public Question Time**

## Council Meeting Public Question Time Form

Council invites questions from members of the community at its scheduled Council Meetings. Questions must be received by midday one business day before the Council Meeting. Any questions received after this deadline that meets the criteria specified in the Latrobe City Council *Governance Rules* will be held until the next scheduled Council Meeting for response.

Please refer to the Latrobe City Council *Governance Rules* for further information (an extract is attached over the page).

Name:	
Address:	
Contact Phone Number:	
Question Topic:	
Question:	
Signed: _____	Date: _____

*The personal information requested on this form is being collected by Council for the purpose of processing your request to ask a question at a Latrobe City Council Meeting in accordance with the Governance Rules. The personal information will be used solely by Council for that primary purpose, directly related purposes or as otherwise allowed by law.*

*If you choose not to provide this information, then we will be unable to process your request. The applicant understands that the personal information provided is for the reasons outlined above and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the Privacy Officer at Latrobe City Council on 1300 367 700.*

**Customer Service Use Only:** Note, once this form has been received at reception, the Governance team must be immediately contacted and advised.

Date and Time Question Received:.....

Contacted Governance:  Yes  No



## Council Meeting Public Question Time Form

**Latrobe City Council Governance Rules Extract** (please refer to the full Rules for further information on public question time).

### 70 Public Question Time

- 70.1 Public question time is a section of the agenda of a Council meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.
- 70.2 For a question to be considered at a Council meeting, the following requirements must be met:
- 70.2.1 The person submitting the question must include their name, address and Contact number;
  - 70.2.2 A question must not exceed 50 words in length;
  - 70.2.3 A question must focus on an issue within Councillors powers to act;
  - 70.2.4 A question must not name, allude to, or focus on an individual;
  - 70.2.5 No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council meeting.
- 70.3 Questions that meet one of the following criteria will not be answered at a Council meeting:
- 70.3.1 Repetitive or has already been answered (either previously by officers in writing or at a Council meeting);
  - 70.3.2 Relates to a matter for which the meeting would normally be closed (section 66 of the Act)
  - 70.3.3 Is prejudicial to the Council or any other person if answered;
  - 70.3.4 Relates to the personal views or actions of an individual Councillor or Officer;
  - 70.3.5 Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage;
  - 70.3.6 Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature;
  - 70.3.7 Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

#### Governance Use Only:

Question compliant with Rules:  Yes  No Date of Meeting question to be submitted to:.....

Notes:



# ADOPTION OF PROJECT REFERENCE GROUP TERMS OF REFERENCE - GIPPSLAND SPORTS AND ENTERTAINMENT PARK, GIPPSLAND REGIONAL INDOOR SPORTS STADIUM, AND TED SUMMERTON RESERVE

## PURPOSE

To seek Council's endorsement for the Terms of Reference and nominated Councillors for the Project Reference Groups to be formed for upgrade works at Gippsland Sports and Entertainment Park, Gippsland Regional Indoor Sports Stadium, and Ted Summerton Reserve.

## EXECUTIVE SUMMARY

- Hosting of the 2026 Commonwealth Games (the Games) in regional Victoria was cancelled by the Victorian State Government on 18 July 2023. Gippsland had been previously announced as one of five regional host cities.
- As part of the cancellation announcement, the State Government confirmed their commitment to deliver the infrastructure upgrades at each of the previously identified Community Competition Venues (CCVs). For Latrobe City, this includes Gippsland Sports and Entertainment Park (GSEP), Gippsland Regional Indoor Sports Stadium (GRISS), and Ted Summerton Reserve.
- On 5 June 2023, Council endorsed the Terms of Reference (ToR) for the GSEP Project Reference Group (PRG) and nominated Cr Middlemiss (chair), Cr Lund, and Cr O'Callaghan (alternate) as the Councillor representatives. This ToR has been updated to reflect an alternative stakeholder membership and is provided at Attachment 1.
- Terms of Reference have been drafted to establish two further PRG's to provide advice on the planned upgrades at GRISS and Ted Summerton Reserve. The membership for each is based on the user groups of each facility and are outlined in the Analysis section of this report.
- Each PRG will be scheduled to meet monthly, however more frequent meetings may be required at the commencement of the project to progress the design phase promptly.



## OFFICER'S RECOMMENDATION

### **That Council:**

- 1. Adopts the Terms of Reference for the following Project Reference Groups:**
  - **Gippsland Sports and Entertainment Park Redevelopment Project (revised – Attachment 1);**
  - **Gippsland Regional Indoor Sports Stadium 2023 Upgrades (Attachment 2); and**
  - **Ted Summerton Reserve 2023 Upgrades (Attachment 3);**
- 2. Confirms Cr Middlemiss (Chair), Cr Lund, and Cr O'Callaghan (alternate) as the Councillor representatives on the Gippsland Sports and Entertainment Park Project Reference Group;**
- 3. Appoints Cr \_\_\_\_\_ (chair), and Cr \_\_\_\_\_ to the Gippsland Regional Indoor Sports Stadium Project Reference Group; and**
- 4. Appoints Cr \_\_\_\_\_ (chair), and Cr \_\_\_\_\_ to the Ted Summerton Reserve 2023 Upgrades Project Reference Group.**

## BACKGROUND

As part of the 2026 Commonwealth Games, three Latrobe City Council facilities were identified as Commonwealth Games Community Competition Venues (CCVs); GSEP was to host Rugby 7's, GRISS hosting badminton, and Ted Summerton Reserve hosting Women's T20 cricket.

Following the announcement to not proceed with hosting the Games in regional Victoria, the State Government advised that proposed upgrade works at the identified CCVs would proceed.

Sport and Recreation Victoria, with input from Council officers, undertook preliminary site investigation works to inform concept designs. Since the July announcement, these designs have been reviewed to remove elements required specifically for the Commonwealth Games. Sport and Recreation Victoria are now ready to recommence consultation with the user groups at these facilities therefore necessitating the establishment of a Project Reference Group for each venue.

## ANALYSIS

Each PRG is proposed to comprise stakeholders directly affected by the works at each facility, as well as relevant State Sporting Associations where the extent of the works dictates this to be required.

The number of user groups represented is significant and the infrastructure proposed is to be provided for the affected user groups at the site, as was the case on previous PRG's for Morwell Recreation Reserve, Ted Summerton Reserve and Gippsland Sports and Entertainment Park (previous LVA project).

Time is a critical factor in the establishment of these PRG's in order to meet revised design deadlines provided by the State Government.

The proposed composition of each PRG is outlined below:

### **Gippsland Sports and Entertainment Park PRG:**

The Terms of Reference for this PRG have been revised from those previously adopted by Council to remove references to the Commonwealth Games and update the membership to reflect rugby no longer being played at this venue.

The PRG will comprise of the following:

- Up to two x Councillors, one whom shall be nominated as Chair
- One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative
- One x Falcons 2000 Soccer Club nominated representative
- One x Gippsland United Football Club nominated representative
- One x Gippsland Soccer Referees nominated representative
- One x Latrobe Valley Soccer League nominated representative

- One x Football Victoria nominated representative
- One x Football Australia nominated representative
- One x Sport and Recreation Victoria nominated representative
- LCC officers
  - One x LCC Project Owner (including PRG secretariat)
  - One x Senior Project Manager
  - LCC officers as required (Ex Officio)

**Gippsland Regional Indoor Sports Stadium PRG:**

- Up to two x Councillors, one whom shall be nominated as Chair
- One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative
- One x Latrobe Valley Badminton Association
- One x Traralgon Amateur Basketball Association nominated representative
- One x Gippsland United Basketball Club nominated representative
- One x Gippsland League Netball nominated representative
- One x Sport and Recreation Victoria nominated representative
- LCC officers
  - One x LCC Project Owner (including PRG secretariat)
  - One x Project Manager
  - LCC officers as required (Ex Officio)

**Ted Summerton Reserve PRG:**

- Up to two x Councillors, one whom shall be nominated as Chair
- One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative
- One x Cricket Latrobe Valley nominated representative
- One x Moe Football Netball Club nominated representative
- One x Moe Cricket Club nominated representative
- One x AFL Victoria Representative
- One x Cricket Victoria Representative
- One x Moe Fire Brigade nominated representative
- One x Sport and Recreation Victoria nominated representative
- LCC officers
  - One x LCC Project Owner (including PRG secretariat)
  - One x Project Manager
  - LCC officers as required (Ex Officio)

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Inability to deliver on obligations outlined in the Funding Agreements	<b>Medium</b> <i>Unlikely x Major</i>	Regular monitoring of project progress through the PRG's (which includes state government representation), combined with required reporting through to the State Government will identify any issues and allow these to be managed.
<b>SERVICE DELIVERY</b> Lack of oversight / governance for the project from the funding body (State Government)	<b>High</b> <i>Possible x Major</i>	Inclusion of a representative from Sport and Recreation Victoria (State Government) on the Project Reference Group
<b>FINANCIAL</b> Project costs exceeding the funding available	<b>Medium</b> <i>Unlikely x Moderate</i>	The establishment of a PRG will help mitigate financial risks by assisting scope and any required value management of the project with the affected user groups
<b>STRATEGIC</b> User groups not owning the project and being involved in the development of the scope and project related documentation	<b>Moderate</b> <i>Unlikely x Moderate</i>	The establishment of a PRG will help mitigate strategic risks by taking a consultative approach to the delivery of the project, considering scope, budget, sporting governing body guidelines etc.

## CONSULTATION

No community consultation specific to the formation of the PRG's is currently proposed. Officers intend to work directly with the user groups requested to provide representation on each PRG.

## COMMUNICATION

Officers have discussed the proposed PRG's and their composition internally and directly with key stakeholders during the development of this report.

The Project Reference Groups have the option to provide reports back to Council through their respective Chair, and the implementation of a communications plan for projects will ensure that the broader community is kept appropriately informed.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

The inclusion of key stakeholders will assist in the development and delivery of the project in line with user group expectations.

### **Cultural**

The inclusion of a representative from GLAWAC ensures consideration can be given to the views of local Traditional Owners.

### **Health**

Participation in sport can provide a physical and mental health benefit. As part of the venue works, officers will be working on increasing participation rates for existing and new sports across the region.

### **Environmental**

Environmental factors have been considered as part of the preliminary investigations and will be considered further as part of the design works.

### **Economic**

The construction contracts awarded to undertake these venue upgrades will provide local economic stimulus. Once completed the upgrade works will enhance the usability of each venue to host events of regional, national and international significance.

### **Financial**

The works at GSEP, GRISS, and Ted Summerton Reserve are expected to be funded by the State Government with no financial contribution from Council required at this stage.

### **Attachments**

1. Gippsland Sports and Entertainment Park Project Reference Group Terms of Reference
2. Gippsland Regional Indoor Sports Stadium 2023 Upgrades Project Reference Group Terms of Reference
3. Ted Summerton Reserve 2023 Upgrades Project Reference Group Terms of Reference

## **6.2**

### **Adoption of Project Reference Group Terms of Reference - Gippsland Sports and Entertainment Park, Gippsland Regional Indoor Sports Stadium, and Ted Summerton Reserve**

- 1 Gippsland Sports and Entertainment Park Project  
Reference Group Terms of Reference ..... 88**
- 2 Gippsland Regional Indoor Sports Stadium 2023  
Upgrades Project Reference Group Terms of Reference..... 98**
- 3 Ted Summerton Reserve 2023 Upgrades Project  
Reference Group Terms of Reference ..... 108**



# **Gippsland Sports and Entertainment Park Redevelopment – Project Reference Group Terms of Reference**

September 2023





Gippsland Sports and Entertainment Park Redevelopment Project Reference Group  
Terms of Reference | Page 2

**Contents**

Contents..... 2

Establishment of the Project Reference Group..... 3

Objectives ..... 3

Membership..... 4

    Composition of the PRG ..... 4

    Length of appointment..... 4

    Selection of members and filling of vacancies..... 4

    Co-option of members ..... 5

    Attendance at meetings..... 5

    Resignations ..... 5

Proceedings..... 5

    Chair ..... 5

    Meeting schedule ..... 5

    Meeting procedures ..... 5

    Quorum..... 6

    Voting ..... 6

    Minutes of the Meeting..... 6

    Reports to Council..... 7

Review of PRG and Duration of the PRG ..... 7

Authority and Compliance Requirements..... 7



## 1. Establishment of the Project Reference Group

- 1.1. The Gippsland Sports and Entertainment Park Redevelopment Project Reference Group (hereinafter referred to as “the PRG”), is a formally appointed Advisory PRG of Latrobe City Council (LCC) established for the purposes of providing advice to Council.
- 1.2. The membership of this PRG and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

## 2. Objectives

- 2.1. The PRG’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The PRG is an advisory group only and has no delegated decision-making authority.
- 2.3. The PRG is established to:
  - 2.3.1. Provide an interface between Council, the Project Steering Committee (PSC) and the wider community.
  - 2.3.2. Provide specific feedback to the Project Steering Committee about elements of the project where members of the Gippsland Sports and Entertainment Park PRG have specialist expertise.
  - 2.3.3. Provide advice to Council on issues relating to the redevelopment of the Gippsland Sports and Entertainment Park.
  - 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders.
  - 2.3.5. Act as advocates for the project with the wider community.
- 2.4. The PRG will carry out the following functions in order to achieve the objectives:
  - 2.4.1. Review progress of the redevelopment of the Gippsland Sports and Entertainment Park, and provide information to Council, stakeholders and the wider community.
    - 2.4.1.1. Schedule meetings as required to receive updates on the redevelopment of the Gippsland Sports and Entertainment Park.
    - 2.4.1.2. Contribute to the development of media and communication strategies.

## Gippsland Sports and Entertainment Park Redevelopment Project Reference Group Terms of Reference | Page 4

- 2.4.1.3. Assist with the appointment of co-opted members, as deemed appropriate by the PRG, to contribute at particular stages of the project.
- 2.4.1.4. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.4.1.5. Perform other activities related to this Terms of Reference as requested by the Council.

### 3. Membership

#### Composition of the PRG

- 3.1. The PRG will comprise of 10 members plus LCC officers, being:
  - 3.1.1. Up to two x Councillors, one whom shall be nominated as Chair
  - 3.1.2. One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative
  - 3.1.3. One x Falcons 2000 Soccer Club nominated representative
  - 3.1.4. One x Gippsland United Football Club nominated representative
  - 3.1.5. One x Gippsland Soccer Referees nominated representative
  - 3.1.6. One x Latrobe Valley Soccer League nominated representative
  - 3.1.7. One x Football Victoria nominated representative
  - 3.1.8. One x Football Australia nominated representative
  - 3.1.9. One x Sport and Recreation Victoria nominated representative
  - 3.1.10. LCC officers
    - 3.1.10.1. One x LCC Project Owner (including PRG secretariat)
    - 3.1.10.2. One x Senior Project Manager
    - 3.1.10.3. LCC officers as required (Ex Officio)

#### Length of appointment

- 3.2. The PRG shall be in place for a period determined by Item 5.1, and the appointment of members shall be for term as deemed appropriate by Council.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current PRG members are able to re-nominate.

#### Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a PRG based on nominations received from the nominated organisations listed in Item 3.1.

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Gippsland Sports and Entertainment Park Redevelopment Project Reference Group  
Terms of Reference | Page 5

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- 3.5. The PRG may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the Executive Manager and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

### **Co-option of members**

- 3.6. With the approval of the Chair, the PRG may invite other individuals to participate in the proceedings of the PRG on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

### **Attendance at meetings**

- 3.7. All PRG members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

### **Resignations**

- 3.10. All resignations from members of the PRG are to be submitted in writing to the Executive Manager, Latrobe City Council, PO Box 264, Morwell VIC 3840.

## **4. Proceedings**

### **Chair**

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the PRG to chair the meeting.

### **Meeting schedule**

- 4.4. The PRG will determine its meeting schedule and times for each of the meetings. The duration of each PRG meeting should generally not exceed two hours.
- 4.5. Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. Special meetings may be held on an as-needs basis.

### **Meeting procedures**

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Gippsland Sports and Entertainment Park Redevelopment Project Reference Group  
Terms of Reference | Page 6

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- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for the PRG provided (see appendix one for the agenda template).
- 4.7. Members are expected to comply with the confidential information provisions contained in the *Local Government Act 2020* and must treat information they receive as confidential unless otherwise advised. Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- 4.8. If a member has a general or material conflict of interest as defined in the *Local Government Act 2020* regarding an item to be considered or discussed by the Committee, the member must disclose this to the Chair if they are attending the meeting.
- 4.8.1 Once a declaration of either general or material conflict of interest has been made, the member must leave the room and remain outside until the conclusion of the relevant discussion. The time of leaving the meeting room and the time of their return must be recorded in the minutes or notes of the meeting.
- 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 PRG meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

### Voting

- 4.12. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in PRG minutes.

### Minutes of the Meeting

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each PRG meeting.
- 4.14. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the PRG (see appendix two for the minutes template).
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently CiAnywhere electronic document and records management system).

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Gippsland Sports and Entertainment Park Redevelopment Project Reference Group  
Terms of Reference | Page 7

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- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all PRG members, including alternative representatives.
- 4.17. A copy of the minutes shall be distributed to all PRG 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 PRG'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 Executive Manager.

### 5. Review of PRG and Duration of the PRG

- 5.1. The PRG will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the PRG will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all PRG members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
  - 5.4.1. The PRG's achievements;
  - 5.4.2. Whether there is a demonstrated need for the PRG to continue; and
  - 5.4.3. Any other relevant matter.

### 6. Authority and Compliance Requirements

- 6.1. The PRG is a consultative group only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.

Gippsland Sports and Entertainment Park Redevelopment Project Reference Group  
Terms of Reference | Page 8

## Appendix 1: Agenda Template

## AGENDA

**[Project] Project Reference Group**

Meeting Day, XX Month Year

Time Commencing: 00:00 am/pm

Expected Finish Time: 00:00 am/pm

Location: (include specific meeting room and address)

Chairperson: [Name]

## AGENDA ITEMS

No.	Item	Responsible Officer
1.	<b>Welcome &amp; Introductions</b>	
		Chair
2.	<b>Acknowledgement of Country</b>	
	<i>I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.</i>	Chair
3.	<b>Apologies</b>	
		All
4.	<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
5.	<b>Confirmation of Minutes</b>	
	<i>Confirmation of the previous minutes of the meeting</i>	All
6.	<b>Matters Arising from Previous Meetings</b>	
	<i>Review of action progress from previous meetings</i>	All
7.	<b>Reports / Items for Consideration</b>	
	<i>Matters being presented for discussion in accordance with the Terms of Reference</i>	
	•	
8.	<b>General Business</b>	
	•	All





Gippsland Sports and Entertainment Park Redevelopment Project Reference Group Terms of Reference | Page 10

## MINUTES

No.	Item	Responsible Officer
6.	<b>Matters arising from previous meeting</b>	
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p><b>5. Item Heading</b></p> <p>    <b>5.1 Sub-heading</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
6.	<b>Items for Consideration</b>	
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p><b>6. Item Heading</b></p> <p>    <b>6.1 Sub-heading</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
7.	<b>General Business</b>	
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p><b>7. Item Heading</b></p> <p>    <b>7.1 Sub-heading</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
8.	<b>Meeting Close:</b>	Chair

**PREVIOUS ACTION ITEMS**

No.	Item	Owner	Due Date
1.			

**Next Meeting** – [Provide details of the next meeting date, time, and location]





# **Gippsland Regional Indoor Sports Stadium 2023 Upgrades – Project Reference Group**

## Terms of Reference

September 2023



Gippsland Regional Indoor Sports Stadium 2023 Upgrades Project Reference Group  
 Terms of Reference | Page 2

**Contents**

Contents..... 2

Establishment of the Project Reference Group..... 3

Objectives ..... 3

Membership..... 4

    Composition of the PRG ..... 4

    Length of appointment..... 4

    Selection of members and filling of vacancies..... 4

    Co-option of members ..... 5

    Attendance at meetings..... 5

    Resignations ..... 5

Proceedings..... 5

    Chair ..... 5

    Meeting schedule ..... 5

    Meeting procedures ..... 5

    Quorum..... 6

    Voting ..... 6

    Minutes of the Meeting..... 6

    Reports to Council..... 7

Review of PRG and Duration of the PRG ..... 7

Authority and Compliance Requirements..... 7

## 1. Establishment of the Project Reference Group

- 1.1. The Gippsland Regional Indoor Sports Stadium 2023 Upgrades Project Reference Group (hereinafter referred to as “the PRG”), is a formally appointed Advisory PRG of Latrobe City Council (LCC) established for the purposes of providing advice to Council.
- 1.2. The membership of this PRG and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

## 2. Objectives

- 2.1. The PRG’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The PRG is an advisory group only and has no delegated decision-making authority.
- 2.3. The PRG is established to:
  - 2.3.1. Provide an interface between Council, the Project Steering Committee (PSC) and the wider community.
  - 2.3.2. Provide specific feedback to the Project Steering Committee about elements of the project where members of the Gippsland Regional Indoor Sports Stadium PRG have specialist expertise.
  - 2.3.3. Provide advice to Council on issues relating to the infrastructure upgrades at the Gippsland Regional Indoor Sports Stadium.
  - 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders.
  - 2.3.5. Act as advocates for the project with the wider community.
- 2.4. The PRG will carry out the following functions in order to achieve the objectives:
  - 2.4.1. Review progress of the upgrades of the Gippsland Regional Indoor Sports Stadium, and provide information to Council, stakeholders and the wider community.
    - 2.4.1.1. Schedule meetings as required to receive updates on the upgrades of the Gippsland Regional Indoor Sports Stadium.
    - 2.4.1.2. Contribute to the development of media and communication strategies.

## Gippsland Regional Indoor Sports Stadium 2023 Upgrades Project Reference Group Terms of Reference | Page 4

- 2.4.1.3. Assist with the appointment of co-opted members, as deemed appropriate by the PRG, to contribute at particular stages of the project.
- 2.4.1.4. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.4.1.5. Perform other activities related to this Terms of Reference as requested by the Council.

### 3. Membership

#### Composition of the PRG

- 3.1. The PRG will comprise of 8 members plus LCC officers, being:
  - 3.1.1. Up to two x Councillors, one whom shall be nominated as Chair
  - 3.1.2. One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative
  - 3.1.3. One x Latrobe Valley Badminton Association
  - 3.1.4. One x Traralgon Amateur Basketball Association nominated representative
  - 3.1.5. One x Gippsland United Basketball Club nominated representative
  - 3.1.6. One x Gippsland League Netball nominated representative
  - 3.1.7. One x Sport and Recreation Victoria nominated representative
  - 3.1.8. LCC officers
    - 3.1.8.1. One x LCC Project Owner (including PRG secretariat)
    - 3.1.8.2. One x Project Manager
    - 3.1.8.3. LCC officers as required (Ex Officio)

#### Length of appointment

- 3.2. The PRG shall be in place for a period determined by Item 5.1, and the appointment of members shall be for term as deemed appropriate by Council.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current PRG members are able to re-nominate.

#### Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a PRG based on nominations received from the nominated organisations listed in Item 3.1.

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Gippsland Regional Indoor Sports Stadium 2023 Upgrades Project Reference Group  
Terms of Reference | Page 5

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- 3.5. The PRG may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the Executive Manager and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

### **Co-option of members**

- 3.6. With the approval of the Chair, the PRG may invite other individuals to participate in the proceedings of the PRG on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

### **Attendance at meetings**

- 3.7. All PRG members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

### **Resignations**

- 3.10. All resignations from members of the PRG are to be submitted in writing to the Executive Manager, Latrobe City Council, PO Box 264, Morwell VIC 3840.

## **4. Proceedings**

### **Chair**

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the PRG to chair the meeting.

### **Meeting schedule**

- 4.4. The PRG will determine its meeting schedule and times for each of the meetings. The duration of each PRG meeting should generally not exceed two hours.
- 4.5. Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. Special meetings may be held on an as-needs basis.

### **Meeting procedures**

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Gippsland Regional Indoor Sports Stadium 2023 Upgrades Project Reference Group  
Terms of Reference | Page 6

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- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for the PRG provided (see appendix one for the agenda template).
- 4.7. Members are expected to comply with the confidential information provisions contained in the *Local Government Act 2020* and must treat information they receive as confidential unless otherwise advised. Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- 4.8. If a member has a general or material conflict of interest as defined in the *Local Government Act 2020* regarding an item to be considered or discussed by the Committee, the member must disclose this to the Chair if they are attending the meeting.
- 4.8.1 Once a declaration of either general or material conflict of interest has been made, the member must leave the room and remain outside until the conclusion of the relevant discussion. The time of leaving the meeting room and the time of their return must be recorded in the minutes or notes of the meeting.
- 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 PRG meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

### Voting

- 4.12. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in PRG minutes.

### Minutes of the Meeting

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each PRG meeting.
- 4.14. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the PRG (see appendix two for the minutes template).
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently CiAnywhere electronic document and records management system).

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Gippsland Regional Indoor Sports Stadium 2023 Upgrades Project Reference Group  
Terms of Reference | Page 7

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- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all PRG members, including alternative representatives.
- 4.17. A copy of the minutes shall be distributed to all PRG 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 PRG'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 Executive Manager.

### 5. Review of PRG and Duration of the PRG

- 5.1. The PRG will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the PRG will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all PRG members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
  - 5.4.1. The PRG's achievements;
  - 5.4.2. Whether there is a demonstrated need for the PRG to continue; and
  - 5.4.3. Any other relevant matter.

### 6. Authority and Compliance Requirements

- 6.1. The PRG is a consultative group only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



Gippsland Regional Indoor Sports Stadium 2023 Upgrades Project Reference Group  
Terms of Reference | Page 8

## Appendix 1: Agenda Template

## AGENDA

**[Project] Project Reference Group**

Meeting Day, XX Month Year

Time Commencing: 00:00 am/pm

Expected Finish Time: 00:00 am/pm

Location: (include specific meeting room and address)

Chairperson: [Name]

## AGENDA ITEMS

No.	Item	Responsible Officer
1.	<b>Welcome &amp; Introductions</b>	
		Chair
2.	<b>Acknowledgement of Country</b>	
	<i>I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.</i>	Chair
3.	<b>Apologies</b>	
		All
4.	<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
5.	<b>Confirmation of Minutes</b>	
	<i>Confirmation of the previous minutes of the meeting</i>	All
6.	<b>Matters Arising from Previous Meetings</b>	
	<i>Review of action progress from previous meetings</i>	All
7.	<b>Reports / Items for Consideration</b>	
	<i>Matters being presented for discussion in accordance with the Terms of Reference</i>	
	•	
8.	<b>General Business</b>	
	•	All





Gippsland Regional Indoor Sports Stadium 2023 Upgrades Project Reference Group Terms of Reference | Page 10

## MINUTES

No.	Item	Responsible Officer
6.	<b>Matters arising from previous meeting</b>	
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p><b>5. Item Heading</b></p> <p>    <b>5.1 Sub-heading</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
6.	<b>Items for Consideration</b>	
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p><b>6. Item Heading</b></p> <p>    <b>6.1 Sub-heading</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
7.	<b>General Business</b>	
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p><b>7. Item Heading</b></p> <p>    <b>7.1 Sub-heading</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
8.	<b>Meeting Close:</b>	Chair

**PREVIOUS ACTION ITEMS**

No.	Item	Owner	Due Date
1.			

**Next Meeting** – [Provide details of the next meeting date, time, and location]





# **Ted Summerton Reserve 2023 Upgrades – Project Reference Group Terms of Reference**

September 2023



Ted Summerton Reserve Upgrades Project Reference Group  
Terms of Reference | Page 2

**Contents**

Contents..... 2

Establishment of the Project Reference Group..... 3

Objectives ..... 3

Membership..... 4

    Composition of the PRG ..... 4

    Length of appointment..... 4

    Selection of members and filling of vacancies..... 4

    Co-option of members ..... 5

    Attendance at meetings..... 5

    Resignations ..... 5

Proceedings..... 5

    Chair ..... 5

    Meeting schedule ..... 5

    Meeting procedures ..... 5

    Quorum..... 6

    Voting ..... 6

    Minutes of the Meeting..... 6

    Reports to Council..... 7

Review of PRG and Duration of the PRG ..... 7

Authority and Compliance Requirements..... 7

Ted Summerton Reserve Upgrades Project Reference Group  
Terms of Reference | Page 3

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## 1. Establishment of the Project Reference Group

- 1.1. The Ted Summerton 2023 Upgrades Project Reference Group (hereinafter referred to as “the PRG”), is a formally appointed Advisory PRG of Latrobe City Council (LCC) established for the purposes of providing advice to Council.
- 1.2. The membership of this PRG and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

## 2. Objectives

- 2.1. The PRG’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The PRG is an advisory group only and has no delegated decision-making authority.
- 2.3. The PRG is established to:
  - 2.3.1. Provide an interface between Council, the Project Steering Committee (PSC) and the wider community.
  - 2.3.2. Provide specific feedback to the Project Steering Committee about elements of the project where members of the Ted Summerton 2023 Upgrades PRG have specialist expertise.
  - 2.3.3. Provide advice to Council on issues relating to the infrastructure upgrades at Ted Summerton Reserve.
  - 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders.
  - 2.3.5. Act as advocates for the project with the wider community.
- 2.4. The PRG will carry out the following functions in order to achieve the objectives:
  - 2.4.1. Review progress of the upgrades at Ted Summerton Reserve, and provide information to Council, stakeholders and the wider community.
    - 2.4.1.1. Schedule meetings as required to receive updates on the upgrades at Ted Summerton Reserve.
    - 2.4.1.2. Contribute to the development of media and communication strategies.
    - 2.4.1.3. Assist with the appointment of co-opted members, as deemed appropriate by the PRG, to contribute at particular stages of the project.

## Ted Summerton Reserve Upgrades Project Reference Group Terms of Reference | Page 4

- 2.4.1.4. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.4.1.5. Perform other activities related to this Terms of Reference as requested by the Council.

### 3. Membership

#### Composition of the PRG

- 3.1. The PRG will comprise of 10 members plus LCC officers, being:
  - 3.1.1. Up to two x Councillors, one whom shall be nominated as Chair
  - 3.1.2. One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative
  - 3.1.3. One x AFL Victoria nominated representative
  - 3.1.4. One x Cricket Victoria nominated representative
  - 3.1.5. One x Cricket Latrobe Valley nominated representative
  - 3.1.6. One x Moe Football Netball Club nominated representative
  - 3.1.7. One x Moe Cricket Club nominated representative
  - 3.1.8. One x Moe Fire Brigade nominated representative
  - 3.1.9. One x Sport and Recreation Victoria nominated representative
  - 3.1.10. LCC officers
    - 3.1.10.1. One x LCC Project Owner (including PRG secretariat)
    - 3.1.10.2. One x Project Manager
    - 3.1.10.3. LCC officers as required (Ex Officio)

#### Length of appointment

- 3.2. The PRG shall be in place for a period determined by Item 5.1, and the appointment of members shall be for term as deemed appropriate by Council.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current PRG members are able to re-nominate.

#### Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a PRG based on nominations received from the nominated organisations listed in Item 3.1.

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Ted Summerton Reserve Upgrades Project Reference Group  
Terms of Reference | Page 5

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- 3.5. The PRG may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the Executive Manager and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

### Co-option of members

- 3.6. With the approval of the Chair, the PRG may invite other individuals to participate in the proceedings of the PRG on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

### Attendance at meetings

- 3.7. All PRG members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

### Resignations

- 3.10. All resignations from members of the PRG are to be submitted in writing to the Executive Manager Latrobe City Council, PO Box 264, Morwell VIC 3840.

## 4. Proceedings

### Chair

- 4.1. The nominated Councillor shall Chair the meetings.
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Ted Summerton Reserve Upgrades Project Reference Group  
Terms of Reference | Page 6

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Ted Summerton Reserve Upgrades Project Reference Group  
Terms of Reference | Page 7

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Ted Summerton Reserve Upgrades Project Reference Group  
Terms of Reference | Page 8**Appendix 1: Agenda Template****AGENDA****[Project] Project Reference Group**

Meeting Day, XX Month Year

Time Commencing: 00:00 am/pm

Expected Finish Time: 00:00 am/pm

Location: (include specific meeting room and address)

Chairperson: [Name]

**AGENDA ITEMS**

No.	Item	Responsible Officer
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		Chair
2.	<b>Acknowledgement of Country</b>	
	<i>I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.</i>	Chair
3.	<b>Apologies</b>	
		All
4.	<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
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	<i>Confirmation of the previous minutes of the meeting</i>	All
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	<i>Review of action progress from previous meetings</i>	All
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	<i>Matters being presented for discussion in accordance with the Terms of Reference</i>	
	•	
8.	<b>General Business</b>	
	•	All





Ted Summerton Reserve Upgrades Project Reference Group  
Terms of Reference | Page 10

## MINUTES

No.	Item	Responsible Officer
6.	<b>Matters arising from previous meeting</b>	
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p><b>5. Item Heading</b></p> <p>    <b>5.1 Sub-heading</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
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8.	<b>Meeting Close:</b>	Chair

**PREVIOUS ACTION ITEMS**

No.	Item	Owner	Due Date
1.			

**Next Meeting** – [Provide details of the next meeting date, time, and location]



# LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM - PHASE 4 (PART B)

## PURPOSE

To seek Council endorsement of the project list for Phase 4 (Part B) of the Local Roads and Community Infrastructure Program.

## EXECUTIVE SUMMARY

- The Federal Government has allocated \$2,680,732 to Council under the Local Roads and Community Infrastructure Program – Phase 4 (LRCIP4), for projects to be completed by 30 June 2025.
- LRCIP4 is made up two parts, Part A (\$1,700,085) and Part B (\$980,647). Part A has already been resolved by Council to be allocated to the Traralgon Flood Recovery Project. Whilst Part B is additional funding which is yet to be allocated by Council. Part B funds should only be applied to *Local Roads* projects
- Table 1 is the prioritised list of primary projects that meet the criteria up to the funding amount. Table 2 is the supplementary list of projects that were outside the funding amount, these will also form a source of ‘endorsed replacement projects’ if there is surplus funding in the program, or if changes are required in the future.
- Officers are seeking Council’s endorsement of the primary and supplementary project lists.

## OFFICER’S RECOMMENDATION

### That Council:

1. **Endorses the list of projects in Attachment 1 – List of LRCIP4 Part B Primary Projects of this report for submission for funding to the Local Road and Community Infrastructure Program – Phase 4 Part B; and**
2. **Endorses the list of projects in Attachment 2 – List of LRCIP4 Part B Supplementary Projects of this report as replacement or supplementary projects to the Local Road and Community Infrastructure Program – Phase 4 Part B, if a primary project in Attachment 1 cannot be delivered or if there is a surplus developed through the delivery of the program.**

## BACKGROUND

The Federal Government has allocated \$2,680,732 to Council under the Local Roads and Community Infrastructure Program – Phase 4 (LRCIP4), for projects to be completed by 30 June 2025. LRCIP4 is made up two parts, Part A and Part B.

Part A was an allocation of \$1,700,085, which has already been resolved by Council to be allocated to the Traralgon Flood Recovery Project. Whilst Part B is an additional amount of \$980,647, which is yet to be allocated by Council.

Part B funds should only be applied to *Local Roads* projects. This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic calming/control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and footpath maintenance, where additional to normal capital works schedules.

The guidelines for this phase of the program can be found at Attachment 3.

## ANALYSIS

A list of candidate projects was developed based on the future known capital works and unfunded project requests. The cost of the full list of projects was more than the available \$980,647 and as a result has been prioritised (see Tables 1 and 2 below) based on a simplistic assessment of the projects using the following criteria:

- Level of Risk Associated;
- Project Value;
- Officer Priority Ranking;
- Political and Councillor Interest;
- Likelihood of Other Funding Being Obtained;
- Confidence in Scope of Project;
- Shovel Ready Status;
- Delivery by Council;
- Renewal or New Infrastructure;
- Staged or Whole Project;

- Safety/Environmental benefit; and
- Community Interest.

**Table 1 – List of LRCIP4 Part B Primary Projects**

Candidate Project Name	Description of Works	Estimate
Access Lanes to Wetlands at The Acreage, Tyers	Installation of a vehicular access lanes to the wetlands at Tyers	\$70,000
Landslip Maintenance Works	Maintenance works required to keep reconstructed landslips in good order, above 2023/24 budget allocation for unsealed road maintenance works	\$150,000
Reconstruction of Kerb at Howitt Street, Traralgon	Reconstruction of Kerb and Pavement on southern side of Howitt Street between Liddiard Road and Breedon Street, Traralgon.	\$100,000
Roadside Drainage Improvements Tyers	Implementation of improved erosion and sediment controls to improve water quality leaving the site	\$100,000
Wirraway Street, Moe Chicanes	Replacement of the Wirraway Street chicanes with a more appropriate and permanent solution	\$350,000
Construction of Missing Link Footpaths	Construction of Missing Link Footpaths at the following locations: 1. Elliott Street, Traralgon; 2. Princes Drive, Morwell (Jane Street); 3. Park Lane, Traralgon (Pram Crossing); 4. Park Crescent, Moe; 5. Morwell Skate Park/Commercial Road, Morwell; and 6. Various other locations throughout the municipality.	\$110,000
Local Area Traffic Management Devices	Installation of Local Area Traffic Management Devices at the following locations: 1. Truscott Road, Moe; 2. Phillip Street, Traralgon; 3. Elgin Street, Morwell; and 4. Various other locations throughout the municipality.	\$100,647
<b>TOTAL</b>		<b>\$980,647</b>

The supplementary projects within Table 2 are provided as those that remained on the previous supplementary list endorsed by Council for LRCIP Phase 3, nonetheless for re-endorsement now as replacement or additional projects, should a surplus become available or a candidate project be found ineligible or cannot be delivered.



While the deadline to complete the projects in Phase 4 is 30 June 2025, the additional projects valued at approximately \$980,647 will challenge Council's internal resourcing and delivery of them may also be impacted by contractor availability.

Councillor feedback is sought on the proposed project list, a future report is planned for the 2 October 2023 Council meeting for endorsement of the project list.

**Table 2 – List of LRCIP4 Part B Supplementary Projects**

Supplementary Project Name	Description of Works	Estimate
GSEP Grandstand* <i>(anticipated to be undertaken as part of State Government funding associated with Commonwealth games)</i>	Repairs to degrading asset including sandblasting, painting, repairs to roof and guttering etc. as prioritised by officers in line with building condition report (should be noted approximately \$5.0 million is estimated to bring this facility up to an appropriate standard for use and access)	\$1,000,000.00
Kernot Lake, Morwell - Supplemental water supply*	To install a Gross Pollutant Trap and drainage system to divert stormwater from a nearby residential area to maintain water levels and enhance water quality	\$365,000.00
Lloyd Street Moe - Bicycle Lane^	Widen shoulder and line mark from Waterloo Road to the overpass (VicRoads Road)	\$100,000.00
Victory Park, Traralgon Garden Bed Edging - New installation*	Victory Park rose garden bed - install new edging	\$50,000.00
Latrobe City - Gross Pollutant traps - At Key Locations*	Installation of Gross Pollutant at key locations	\$300,000.00
Lake Hyland Dam and Edward Hunter Dam Works*	Dam Remediation of Lake Hyland and High priority Maintenance and Vegetation Removal at Edward Hunter Dam, as per Dam Design Report developed by external consultant	\$600,000.00

*\* it should be noted these projects are ineligible under Part B of LRCIP4 but remained on the previously endorsed supplementary list endorsed by Council.*

*^ officers are of the opinion funds should not be allocated to works on another authority's asset.*

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p><b>COMPLIANCE</b></p> <p>The conditions of the funding will be required to be met once the agreement is signed.</p>	<p><b>Low</b></p> <p><i>Unlikely x Minor</i></p>	<p>Ensure reporting requirements and deadlines are met by allocating an administration resource to undertake the reporting required</p>
<p><b>SERVICE DELIVERY</b></p> <p>The additional work will impact the delivery of Council's normal capital works program</p>	<p><b>Medium</b></p> <p><i>Possible x Minor</i></p>	<p>Allocate appropriate resources to the projects with internal resources, and review opportunities to contract consultants to undertake other works where budgets allow</p>
<p><b>FINANCIAL</b></p> <p>The projects may cost more than the estimated amounts.</p>	<p><b>Medium</b></p> <p><i>Possible x Minor</i></p>	<p>There is flexibility within the program to use surpluses to offset overruns. Officers will value manage projects where possible to limit overruns.</p>

## CONSULTATION

No external consultation has taken place to date. Once the program of projects is endorsed by Council and subsequently approved by the Federal Government, engagement with the community for individual projects will be completed in line with standard project management practices.

## COMMUNICATION

Officers have undertaken internal discussions in the preparation of the project lists.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

It is considered that some of the projects listed will provide positive social outcomes, whether through improved transport solutions, safer road environments, or improved off road facilities.

### **Cultural**

Not applicable.

### **Health**

Not applicable.

### **Environmental**

There are no environmental implications associated with this report, however specific projects may have environmental impacts and require particular assessment be undertaken e.g. native vegetation assessments and/or offset and removal.

### **Economic**

Not applicable.

### **Financial**

LRCIP4 Part B provides new funding to Council and supports some existing budget provisions that would have been required in future budgets. The delivery of all the projects requires staffing resources be provided by Council. With regard to project allocations, officers will value manage projects where possible to limit overruns.

### **Attachments**

1. List of LRCIP4 Part B Primary Projects
2. List of LRCIP4 Part B Supplementary Projects
3. LRCIP4 Grant Guidelines

# 6.3

## Local Roads and Community Infrastructure Program - Phase 4 (Part B)

1	List of LRCIP4 Part B Primary Projects .....	125
2	List of LRCIP4 Part B Supplementary Projects.....	126
3	LRCIP4 Grant Guidelines .....	127

**Attachment 1****List of LRCIP4 Part B Primary Projects**

<b>Candidate Project Name</b>	<b>Description of Works</b>	<b>Estimate</b>
Access Lanes to Wetlands at The Acreage, Tyers	Installation of a vehicular access lanes to the wetlands at Tyers	\$70,000
Landslip Maintenance Works	Maintenance works required to keep reconstructed landslips in good order, above 2023/24 budget allocation for unsealed road maintenance works	\$150,000
Reconstruction of Kerb at Howitt Street, Traralgon	Reconstruction of Kerb and Pavement on southern side of Howitt Street between Liddiard Road and Breedon Street, Traralgon.	\$100,000
Roadside Drainage Improvements Tyers	Implementation of improved erosion and sediment controls to improve water quality leaving the site	\$100,000
Wirraway Street, Moe Chicanes	Replacement of the Wirraway Street chicanes with a more appropriate and permanent solution	\$350,000
Construction of Missing Link Footpaths	Construction of Missing Link Footpaths at the following locations: 1. Elliott Street, Traralgon; 2. Princes Drive, Morwell (Jane Street); 3. Park Lane, Traralgon (Pram Crossing); 4. Park Crescent, Moe; 5. Morwell Skate Park/Commercial Road, Morwell; and 6. Various other locations throughout the municipality.	\$110,000
Local Area Traffic Management Devices	Installation of Local Area Traffic Management Devices at the following locations: 1. Truscott Road, Moe; 2. Phillip Street, Traralgon; 3. Elgin Street, Morwell; and 4. Various other locations throughout the municipality.	\$100,647
<b>TOTAL</b>		<b>\$980,647</b>

**Attachment 2****List of LRCIP4 Part B Supplementary Projects**

<b>Supplementary Project Name</b>	<b>Description of Works</b>	<b>Estimate</b>
GSEP Grandstand* <i>(anticipated to be undertaken as part of State Government funding associated with Commonwealth games)</i>	Repairs to degrading asset including sandblasting, painting, repairs to roof and guttering etc. as prioritised by officers in line with building condition report (should be noted approximately \$5.0 million is estimated to bring this facility up to an appropriate standard for use and access)	\$1,000,000.00
Kernot Lake, Morwell - Supplemental water supply*	To install a Gross Pollutant Trap and drainage system to divert stormwater from a nearby residential area to maintain water levels and enhance water quality	\$365,000.00
Lloyd Street Moe - Bicycle Lane <sup>^</sup>	Widen shoulder and line mark from Waterloo Road to the overpass (VicRoads Road)	\$100,000.00
Victory Park, Traralgon Garden Bed Edging - New installation*	Victory Park rose garden bed - install new edging	\$50,000.00
Latrobe City - Gross Pollutant traps - At Key Locations*	Installation of Gross Pollutant at key locations	\$300,000.00
Lake Hyland Dam and Edward Hunter Dam Works*	Dam Remediation of Lake Hyland and High priority Maintenance and Vegetation Removal at Edward Hunter Dam, as per Dam Design Report developed by external consultant	\$600,000.00

*\* it should be noted these projects are ineligible under Part B of LRCIP4 but remained on the previously endorsed supplementary list endorsed by Council.*

*<sup>^</sup> officers are of the opinion funds should not be allocated to works on another authority's asset.*

## Local Roads and Community Infrastructure Program – Phase 4 Grant Guidelines

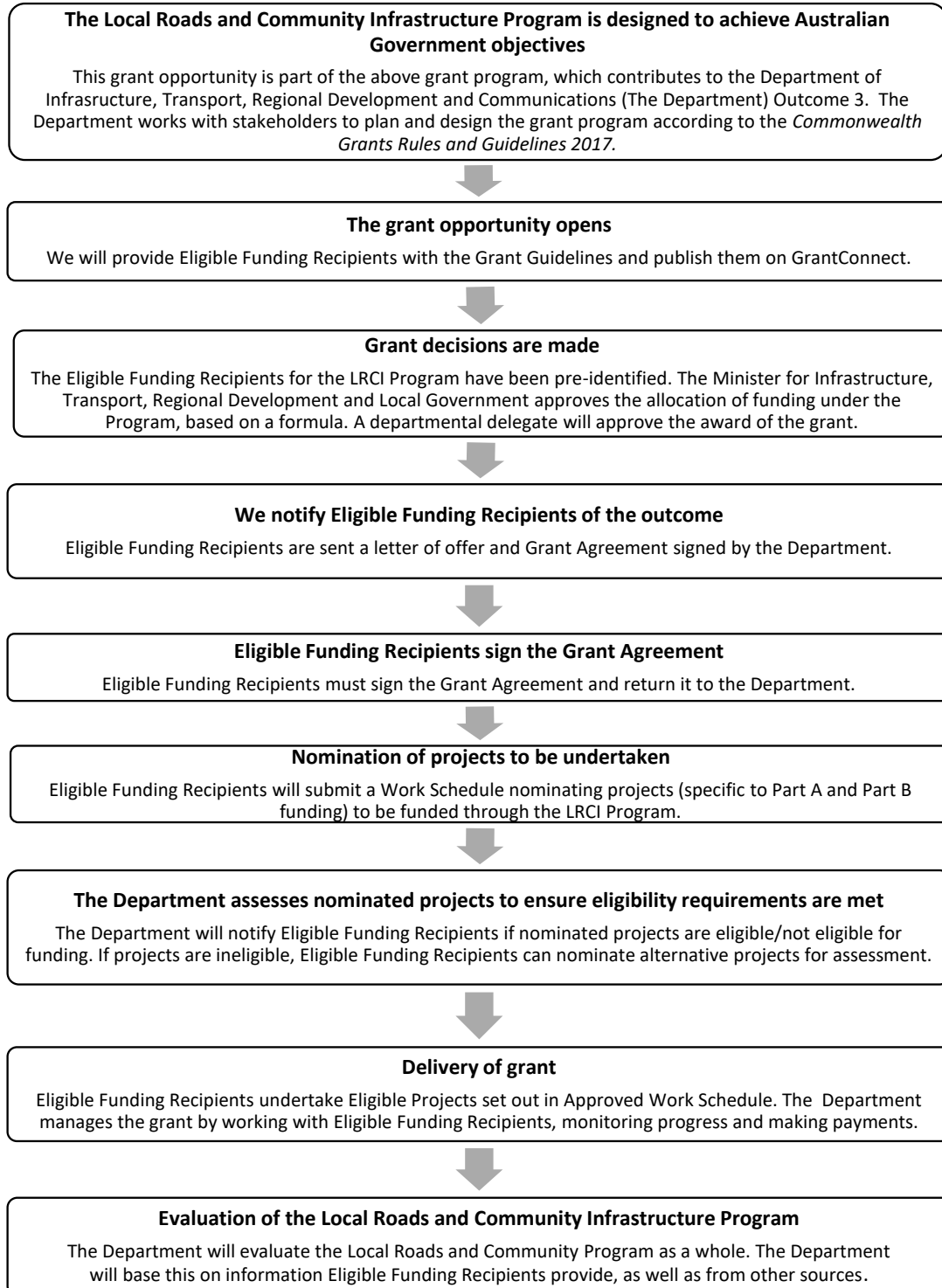
Date guidelines released:	July 2023
Type of grant opportunity:	Demand-driven (Eligibility-based)
Opening Date:	July 2023
Commonwealth Policy Entity:	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
Administering Entity:	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
Enquiries:	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program <a href="mailto:LRCIP@infrastructure.gov.au">LRCIP@infrastructure.gov.au</a>

## Table of Contents

1. Local Roads and Community Infrastructure Program Process.....	3
1.1 Introduction .....	4
2. About the LRCI Program – Phase 4 .....	4
3. Grant amount and grant period.....	5
3.1 Phase 4 – ‘use it or lose it’ principle.....	6
4. Eligibility criteria.....	6
4.1 Who is eligible for a grant? .....	6
4.2 Who is not eligible for the Grant Program? .....	7
5. What the grant money can be used for .....	7
5.2 Maintaining Overall Capital Expenditure .....	9
5.3 Co-contributions .....	9
5.4 Eligible Construction Time Period (ECTP) .....	9
5.5 Multi-stage Projects.....	9
5.6 What the grant money cannot be used for .....	10
6. The grant selection process.....	11
6.1 Who will approve grants? .....	11
6.2 How to seek a variation to project nominations?.....	11
6.3 How to seek an extension to approved project construction timeframes? ..	12
7. Letter of offer process.....	12
8. Notification of outcomes .....	13
9. Successful grantees .....	13
9.1 The Grant Agreement.....	13
9.3 Grant Payments and GST .....	18
10. Announcement of grants .....	18
11. Reporting requirements .....	18
11.1 Ad hoc Report .....	19
11.2 Annual Report .....	19
11.4 Audited financial statements.....	20
11.5 Acquittal process - Final Report.....	21
11.6 Reconciliation Process .....	21
11.7 Compliance visits and Record Keeping .....	21
11.8 Fraud.....	22
11.9 Specific legislation, policies and industry standards.....	22
12. How we monitor your grant activity .....	22
12.1 Keeping the Department informed .....	22
12.2 Department Contact Details.....	23
12.3 Evaluation .....	23
12.4 Public information conditions .....	23
12.5 Signage.....	23
12.6 Project Events .....	24
13. Probity.....	24
13.1 Enquiries and feedback.....	24
13.2 Conflicts of interest.....	25
13.3 How we manage conflicts of interest .....	25
13.4 Privacy .....	25
13.5 Confidential Information.....	26
13.6 Freedom of information .....	27
14. Consultation .....	27
15. Glossary .....	28



## 1. Local Roads and Community Infrastructure Program Process



## 1.1 Introduction

These Guidelines contain information for Phase 4 of the Local Roads and Community Infrastructure (LRCI) Program grants, that support Eligible Funding Recipients to deliver priority local road and community infrastructure projects across Australia.

The LRCI Program commenced on 1 July 2020 and has delivered projects across Phase 1, 2 and 3. Phase 4 provides a further \$750 million provided in two funding allocations:

- Part A - \$500 million available to 550 councils across Australia to spend on local roads and community infrastructure projects, and
- Part B - \$250 million available to 466 councils in rural, regional or outer-urban areas to spend exclusively on roads projects.

Including Phase 4, the total Australian Government investment in the program is \$3.2 billion.

The grant opportunity set out in these Program Guidelines is for LRCI Program Phase 4 only.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility criteria for Part A and Part B funding allocations;
- how Eligible Funding Recipients will be monitored and evaluated; and
- responsibilities and expectations in relation to the grant opportunity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department).

## 2. About the LRCI Program – Phase 4

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across the nation, supporting jobs and delivering benefits to local communities.

Phase 4 of the LRCI Program will open from 1 July 2023 and Grant Agreements will be sent to Eligible Funding Recipients for review and signature. Once the Grant Agreements have been returned and executed by the Department, councils will be invited to submit Project Nominations via a Work Schedule to the Department.

From 1 July 2023, the eligible construction time period (ECTP) commences. Project construction can only begin once Project Nominations are approved by the Department. Projects are required to be physically completed by 30 June 2025.

Should Eligible Funding Recipients proceed with LRCI Phase 4 projects that have not been approved by the Program Delegate, all costs associated with these projects will be the responsibility of the proponent.

Phase 4 of the LRCI Program continues to be a temporary, targeted measure supporting local infrastructure, jobs, firms, and procurement.

As with the earlier Phases of the LRCI Program, Eligible Funding Recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that Eligible Funding Recipients will use local businesses and workforces to deliver projects wherever possible to ensure direct benefits to local communities.

The LRCI Program is a demand driven (eligibility based) grant program, delivered under Outcome 3.2 of the Department's Portfolio Budget Statement 2021-2022: the local government program supports regional development and local communities through delivery of policy advice to the Australian Government and financial assistance to local governments to strengthen local government capacity and better support local communities.

The objective of the LRCI Program is to maintain and create jobs through road infrastructure and construction activities in communities across Australia. The intended outcomes of the LRCI Program are to:

- deliver benefits to communities, such as improved road safety, accessibility and visual amenity; and
- create local short-term employment opportunities through funding construction projects.

The Department will administer the LRCI Program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

### 3. Grant amount and grant period

The Australian Government has committed total funding of \$750 million for Phase 4 of the LRCI Program. This funding comprises of:

- Part A: \$500 million to be made available to all Eligible Funding Recipients for use on road and or community infrastructure projects, and
- Part B: \$250 million to be made available to Eligible Funding Recipients – that are defined as being in a rural, regional or outer-urban location – for use on rural, regional or outer-urban road projects.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'. This will be comprised of:

- **Part A:** The formula used to calculate a Nominal Funding Allocation (Part A) has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program.

The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on factors such as population estimates, and road length in each local governing body area. The formula has been applied to all previous phases (1, 2 and 3) to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

- **Part B:** The formula used to calculate the Nominal Funding Allocation (Part B) is the same as Part A, with eligible councils in non-urban areas being identified based on the Australian Classification of Local Governments (ACLG), and for the

Australian Capital Territory (ACT), the Urban Centre and Locality (UCL) frameworks to determine which Eligible Funding recipients are deemed as 'non-urban'. Under the UCL, a portion of the ACT is rural and allocated a Part B Nominal Funding Allocation.

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government program funds (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

This grant opportunity will open on 1 July 2023 and close on 30 June 2026.

The First Instalment of the Phase 4 Nominal Funding Allocation will be paid to the Eligible Funding Recipient after the Grant Agreement has been fully executed, including an Approved Work Schedule, and not before 1 July 2023.

### 3.1 Phase 4 – 'use it or lose it' principle

If:

- an Eligible Funding Recipient has not applied for the full amount of their Phase 4 Nominal Funding Allocation in a draft Work Schedule by 30 June 2024; or
- savings related to Eligible Projects have not been reallocated under an Eligible Funding Recipient's Phase 4 Nominal Funding Allocation before 1 January 2025,

then the Australian Government has the right to not pay the amount of the Phase 4 Nominal Funding Allocation not applied for or reallocated by the Eligible Funding Recipient.

## 4. Eligibility criteria

Only Eligible Funding Recipients are able to participate in Phase 4 of the LRCI Program. Eligible Funding Recipients will receive a letter of offer to participate in Phase 4 of the LRCI Program:

- Where eligibility for the Part A \$500 million component is met, the letter of offer will include reference to this separate funding amount.
- Where eligibility for the Part B \$250 million component is met, the letter of offer will include reference to this separate funding amount.

The Eligible Funding Recipients have been selected for this grant opportunity as the intention is to fund local communities directly. A list of funding recipients, and their funding allocations is available on the Department's website at this [link](#).

### 4.1 Who is eligible for a grant?

Eligible Funding Recipients for Phase 4 are the same as for Phase 1, Phase 2 and Phase 3 of the LRCI Program.

550 Eligible Funding Recipients have been selected for the Phase 4 grant opportunity of \$500 million (Part A) to fund and provide eligible local council services to communities directly.

466 Eligible Funding Recipients (rural, regional or outer-urban developed locations) have been selected for the Phase 4 grant opportunity of \$250 million (Part B) to fund the development or improvement of local roads in rural, regional and outer-urban locations.

#### 4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see 4.1).

Council areas in urban developed locations are not eligible for the Phase 4 Part B nominal funding allocation.

General applications by other organisations will not be accepted. Applications by Eligible Funding Recipients reasonably understood to be on behalf of, or for the benefit of another otherwise ineligible organisation, will not be accepted.

### 5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are projects that are Local Road Projects or Community Infrastructure Projects (see 5.1) or as specified for each funding amount (see 3). Eligible Projects must meet the Eligible Project Requirements set out in subsections 5.1 to 5.6, and deliver benefits to the community.

#### 5.1 Eligible Grant Activity

Funding received under Part A can be spent on any eligible local road or community infrastructure project.

Funding received under Part B should be spent on eligible local rural, regional or outer-urban road projects. Funding Recipients must contact the Department if they are unable to spend all of their Part B funding on roads projects. In exceptional circumstances, Part B funding may be used for Eligible Community Infrastructure Projects at the discretion of the Delegate.

#### *Local Roads Projects*

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes.

This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic calming/control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and footpath maintenance, where additional to normal capital works schedules.

**NOTE:** The funding is not intended to replace existing expenditure commitments or regular scheduled maintenance but rather to enable further, additional expenditure as needed to address roads infrastructure issues.

### *Community Infrastructure Projects*

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are primarily for the direct use and benefit of the local community.

'Direct use and benefit' means the project, or the amenity provided by the project, is open for primary use by the local community and provides benefit to members of the local community. Projects involving public areas such as parks, playgrounds, footpaths and roads generally meet this requirement.

Projects will also be considered primarily for the 'direct use and benefit' if they are:

- available to the wider public undertaking a specific activity (for example council operated sporting fields); or
- available for a limited age group of the community as a whole i.e. a kindergarten building or seniors' centre; or
- used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is for the direct use and benefit of the community.

All projects whether carried out on council owned land, or another type of public land, must deliver direct benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);
- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures;
- off-road car parks (such as those at sporting grounds or parks); and
- projects that support the transition to Net Zero for council owned assets.

**NOTE:** The funding is not intended to replace existing expenditure commitments or regular scheduled maintenance but rather to enable further, additional expenditure as needed to address community infrastructure issues.

### *Other Public Land*

Projects that involve the construction, maintenance and/or improvements to state/territory and Crown owned land/assets, and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the site(s) are accessible to the public (including natural assets).

### 5.2 Maintaining Overall Capital Expenditure

The intent of LRCI funding is that Eligible Funding Recipients undertake infrastructure projects which are **additional** to projects that they had planned using either their own funds or funds already available to the Eligible Funding Recipients by another opportunity.

The LRCI funding is not intended to replace existing expenditure commitments or regular scheduled maintenance but rather to enable further, additional expenditure to meet the local needs of the community.

Proof of maintaining capital expenditure may be a requirement for an Eligible Funding Recipient to receive their full Phase 4 Nominal Funding Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

### 5.3 Co-contributions

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government program funds (including state government programs), as long as the combined funding for the project does not exceed the cost of a project.

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced. Eligible Funding Recipients are responsible for determining if the funding conditions of another program would permit the use of LRCI Program funding towards that project.

### 5.4 Eligible Construction Time Period (ECTP)

The eligible construction time period to undertake construction activity on Eligible Projects must be undertaken between 1 July 2023 and 30 June 2025.

Due to the longer construction period, it is not expected that requests to extend the ECTP beyond 30 June 2025 would be needed or granted. Planning issues and general delays associated with construction will not be considered exceptional circumstances.

### 5.5 Multi-stage Projects

Eligible Funding Recipients can nominate discrete later stages of projects that are already receiving funding under the LRCI Program, however the Phase 4 nomination must be a new, separate and previously unfunded project stage.

Any component funded under Phase 1, Phase 2 or Phase 3 must not be amended without approval by the Delegate and must maintain eligibility under the relevant program guidelines.

### 5.6 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, for projects that are not primarily for the direct use and benefit of the local community, or for any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- costs incurred in the preparation of reporting documentation including Audit requirements;
- general administrative overheads and staff salaries not directly connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- transport planning studies;
- upgrades or improvements to tourist precincts that are not generally accessible to the wider community;
- road rehabilitation studies (if not part of an Eligible Project);
- road building plant or other capital equipment especially moveable equipment or assets (e.g. graders or trailers);
- purchase or improvement of structural assets that are not for the primary use and benefit of the local community (e.g. caretakers' residence);
- land;
- purchase of or improvement to assets that will be 'handed off' to ineligible funding recipients under a cost reduction, cost sharing or minimisation strategy, or similar;
- purchase of or improvement to assets solely for the purpose of a cost reduction, cost sharing or cost minimisation strategy, or similar;
- training;
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- preliminary planning and stand-alone design that do not relate to an Eligible Project;
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective project costs undertaken prior to formal project nomination and work schedule approval.



## 6. The grant selection process and Work Schedule approval process

The amount of grant money awarded to an Eligible Funding Recipient in the Grant Agreement will be in accordance with the formula outlined at section 3 and as published on the Department's website.

The Eligible Fund Recipients for LRCI Phase 4 have been pre-determined (as per section 4 of these Guidelines).

### 6.1 Who will approve grants?

An SES Band 1, Assistant Secretary level Delegate will approve and execute the Grant Agreement on the basis that the organisation is an Eligible Funding Recipient as identified in section 4.1.

As part of the grant approval process, Eligible Funding Recipients will be asked to nominate projects by submitting a Work Schedule. The initial Phase 4 Work Schedule will be considered for approval by an SES Band 1, Assistant Secretary level Delegate.

Subsequent requests to vary the Approved Work Schedule will be considered for approval by:

- an EL 2, Director level Delegate (up to a pre-determined financial limit), or
- an SES Band 1, Assistant Secretary level Delegate.

The Delegate's decision is final in all matters, including:

- the approval of a Work Schedule; and
- the approval of project nominations.

There is no appeal mechanism for the decision to approve or not approve a grant agreement.

### 6.2 How to seek a variation to project nominations?

If an Eligible Funding Recipient requires an amendment to their Approved Work Schedule, the Eligible Funding Recipient will be required to resubmit their Phase 4 Work Schedule for re-approval, including:

- an increase or decrease of total project cost, including co-contribution amounts;
- an increase or decrease in the scope of works;
- the removal of approved project, or
- nominations of a new project(s).

To request a variation:

- Edit and annotate the most recently approved Phase 4 Work Schedule on Microsoft Word, using track changes.
- Ensure all sections are completed as directed.
- Submit the request to [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au) for assessment.

Assessment and approval of variations:

- All variation requests will be assessed by LRCI Grant Officers to ensure all eligibility criteria is met.
- Where information is missing or unclear, contact will be made to rectify the issue. **Note:** this may delay the outcome.
- The Program Delegate will provide final approval of all variations.

The time frame for variation assessment and outcome (provided all information is correct in the first instance) can be up to four (4) weeks.

**NOTE:** Should Eligible Funding Recipients proceed with LRCI Phase 4 variations that have not been approved by the relevant Program Delegate, all costs associated with these variations will be the responsibility of the proponent.

### 6.3 How to seek an extension to approved project construction timeframes?

If an Eligible Funding Recipient needs to amend the start or end date of an Approved Project only, this can be done via email notification to the LRCI Administration team, provided the new dates fit within the ECTP of 1 July 2023 to 30 June 2025.

If other updates are also required, the process outlined in 6.2 must be followed.

See section 5.4 for information about extensions to the ECTP beyond 30 June 2025.

## 7. Letter of offer process

All Eligible Funding Recipients will receive an offer to participate in Phase 4 of the LRCI Program. This offer will:

- specify the Phase 4 \$500 million Nominal Funding Allocation (Part A);
- specify the Phase 4 \$250 million Nominal Funding Allocation (if eligible) (Part B);
- include a Grant Agreement that sets out the terms and conditions of Phase 4 of the LRCI Program executed by the Australian Government;
- provide information on the submission of Work Schedules.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found on the Department's website and on [GrantConnect](#). Any alterations and addenda will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

Eligible Funding Recipients are encouraged to return a signed Grant Agreement as soon as practicable after receiving the document.

Work Schedules can be submitted for Phase 4 projects any time from 1 July 2023 to 31 December 2024.

After 31 December 2024, the Department expects to only be managing variations or additional project nominations to ensure that an Eligible Funding Recipient is able to fully utilise their Phase 4 Nominal Funding Allocation and complete construction by 30 June 2025.

## 8. Notification of outcomes

All Eligible Funding Recipients will receive a letter of offer to participate in Phase 4 of the LRCI Program and a Grant Agreement.

## 9. Successful grantees

### 9.1 The Grant Agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Australian Government by signing the Grant Agreement. The Grant Agreement used for Phase 4 of the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

To accept the offer, the Eligible Funding Recipient must;

- sign the Grant Agreement;
- provide all the information requested; and
- return the Grant Agreement to the LRCI Program Manager.

The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and the Work Schedule is approved for the Eligible Funding Recipient.

The Grant Agreement must be executed with the Australian Government before any payments can be made.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Australian Government may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. If an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
<p><b>First Instalment:</b> Work Schedule approval payment</p>	<p>The First Instalment of the Phase 4 Nominal Funding Allocation will be paid after 1 July 2023 and after the Eligible Funding Recipient's Work Schedule has been approved.</p>	<p>The First Instalment will be equal to 40 per cent of an Eligible Funding Recipient's Phase 4 Nominal Funding Allocation.</p> <p>For Low Value Grants, Eligible Funding Recipients will receive 60 per cent of their Phase 4 Nominal Funding Allocation in their first instalment.</p>
<p><b>Progress Instalments:</b> Eligible Funding Recipients can receive multiple progress payments.</p>	<p>Within four weeks of the Department's acceptance of a complete and accurate Ad-hoc Report</p>	<p>A Progress Instalment will be equal to the Eligible Funding Recipient's:</p> <ul style="list-style-type: none"> <li>• actual expenditure until the end of the period covered by the relevant Ad-hoc Report; and</li> <li>• projected expenditure on Eligible Projects in an Approved Work Schedule for the next 3 months;</li> </ul> <p><u>less:</u></p> <ul style="list-style-type: none"> <li>• received instalments; and</li> <li>• 10 per cent of the Phase 4 Nominal Funding Allocation.</li> </ul> <p>For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of an Ad hoc Report being submitted provided they also submit completed acquittal documentation.</p>
<p><b>Final Instalment:</b> Final payment</p>	<p>Within 16 weeks of the Department's acceptance of a complete and accurate Annual Report or Final Report and decision to release the Final Instalment.</p>	<p>The Final Instalment will equal the smaller of:</p> <ul style="list-style-type: none"> <li>• the residual amount of an Eligible Funding Recipient's Phase 4 Nominal Funding Allocation; or</li> <li>• the total eligible expenditure and projected expenditure to the end of the Eligible Projects;</li> </ul> <p><u>less</u> instalments paid to date.</p>

### *Submission of a Work Schedule*

Eligible Funding Recipients will nominate eligible projects they intend to spend LRCI grant money on in their draft Work Schedule.

Eligible Funding Recipients are required to submit a draft Work Schedule in the manner and form stipulated by the Department.

Work Schedules can be submitted between 1 July 2023 and 31 December 2024, but failure to promptly return a Work Schedule will result in release of grant funds being delayed.

In order for Eligible Funding Recipients to receive their full Phase 4 Nominal Funding Allocation, they must have submitted a draft Work Schedule for the total amount of their Phase 4 Nominal Funding Allocation by 31 December 2024.

If an Eligible Funding Recipient has not applied for their full Phase Nominal Funding Allocation in a draft Work Schedule by 31 December 2024, or savings related to Eligible Projects have not been reallocated under their Phase 4 Nominal Funding Allocation before 31 December 2024, the Australian Government has the right to not pay the amount of the Phase 4 (Part A) and Phase 4 (Part B) (where applicable) Nominal Funding Allocation not yet applied for or reallocated by the Eligible Funding Recipient.

The manner and form for submitting a draft Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Eligible Funding Recipient proposes to undertake using the grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5, problem being address and benefits the project will provide the community;
- proposed timeframes for the project, including construction commencement date and estimated construction completion date;
- detail of any conflicts of interest and management actions to manage these conflicts;
- the amount of grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- expected number of full-time equivalent jobs supported by the project over the construction period;
- meet mapping requirements notified by the Department;
- whether the project involves Indigenous employment of Business use; and
- Work Category, Outcome Category

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's own workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method.

Project management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated with Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

The total amount of grant funding sought under a draft Work Schedule cannot exceed the amount of the grant specified in the Grant Agreement.

#### *Approval of a Work Schedule*

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department may contact an Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Program Delegate to approve/not approve the Work Schedule.

If an Eligible Funding Recipient nominates projects with a total value of more than 40 per cent of their Phase 4 Nominal Funding Allocation and the Work Schedule is approved, the Delegate will approve release of the First Instalment of grant funds.

The decision to release funds will be made on the basis of their assessment of the information provided by an Eligible Funding Recipient and any other information in the Program Guidelines. Approval may be subject to conditions detailed in the Grant Agreement. Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

#### *First Instalment*

The First Instalment will be available to be paid to an Eligible Funding Recipient from 1 July 2023 or within four weeks of the Work Schedule and release of the First Instalment being approved by the Delegate, provided this date is after 1 July 2023.

The value of the First Instalment will be 40 per cent of an Eligible Funding Recipient's Phase 4 Nominal Funding Allocation or 60 per cent of Low value grant (under \$1,000,000) recipients funding allocation.

#### *Low Value Grants*

A Low Value Grant is a Phase 4 Nominal Funding Allocation under \$1,000,000. In application of the proportionality principle, different requirements relating to Instalments and Reporting apply to these grants.

For a Low Value Grant, the process for Work Schedule approval is the same as detailed above. However, Low Value Grant recipients can receive 60 per cent of their Phase 4 Nominal

Funding Allocation as their First Instalment provided they have nominated projects totaling 60 per cent or more of their Phase 4 Nominal Funding Allocation.

#### *Progress Instalments*

Eligible Funding Recipients may lodge a request for a Progress Instalment Payment through the submission of a complete and accurate Ad-hoc Report.

The lodgment of Ad-hoc Reports to request the release of funding may be made up to 3 times per financial year, provided the total of all progress Instalment Payments does not exceed 90 per cent of the total Nominal Funding Amount available.

The relevant EL2 Program Delegate will approve the release of a Progress Instalment Payment on the basis of:

- the Department's assessment of, and the information provided in, relevant Ad-hoc Report;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; including
- consideration of other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

Further relevant information may be requested by the Department at this stage and considered by the Delegate.

If the Delegate approves the release of a Progress Instalment, payment will be made within four weeks of the Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release a Progress Instalment.

The payment value for a Progress Instalment will equal:

- actual expenditure up until the date of the Ad-hoc Report; plus
- projected expenditure for the following three (3) months.  
**less**
- Received payment instalments; and
- 10 per cent of the Phase 4 Nominal Funding Allocation.

#### *Final Instalment*

The Delegate will decide whether to approve release of the Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report or Final Report;
- information in the Work Schedule; and
- any other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

The Final Instalment will be the lesser of:

- the residual amount of an Eligible Funding Recipient's Phase 4 Nominal Funding Allocation, compared to the total actual expenditure;  
**less**
- instalments paid to date.

Councils should report on funds expended as they accrue, not as funds are paid out by Council. Therefore, once construction work has been completed, expenditure has been accrued and can be reported as such, even if invoices have not yet been received or paid by Council.

Further information may be requested by the Department at this stage and considered by the Delegate. The Final Instalment will be paid within four weeks of the Delegate's decision to release the grant payment.

### 9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST.

Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

## 10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect within 21 days after the date of effect of the Grant Agreement as required by section 5.3 of the [CGRGs](#).

The Department may also publish details of grants on its website or other government websites, including individual projects funded, underway or complete. This information may include, but is not limited to:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes including estimates of jobs supported.

## 11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Ad-hoc Reports and Work Schedules if necessary.



Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

The Department must be informed of any reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

### 11.1 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of the Annual Report period, they can submit an Ad hoc report to access a further instalment early. The submission of an Ad hoc report does not negate the requirement to submit an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 July 2023 until the date specified in the Ad hoc Report;
- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects in an Approved Work Schedule in the three (3) months immediately following the report;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- council or contractor jobs supported by the grant funding.

Ad hoc Reports can be submitted to receive progress payments up to three time per financial year.

### 11.2 Annual Report

Eligible Funding Recipients must provide the Department with Annual Reports no later than 31 October 2024, 31 October 2025 and 31 October 2026 unless otherwise agreed by the Department.

The Annual Report will need to be in the manner and form specified by the Department.

The Annual Report will need to include the following information:

- Total amount of grant funding made available and subsequently received over the financial year;
- Total amount of grant funding spent on Eligible Projects;
- Total amount (if any) of grant money unspent and either returned or will be returned to the Department;
- a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
  - the amount of Phase 4 grant payments which remained unspent from the financial year;
  - the amount of Phase 4 grant payments received by the Eligible Funding Recipient in the financial year;

- the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
- the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year; and
- the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditures by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.

**Note:** The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.

The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

*Table 2 – Reports*

Lodgment period for Reports	Actual expenditure period	Report
1–31 October 2024	1 July 2023 – 30 June 2024	<b>Annual Report</b> - Actual expenditure, funding received and eligible project updates from 1 July 2023 to 30 June 2024.
1–31 October 2025	1 July 2024 – 30 June 2025	<b>Annual Report</b> - Actual expenditure, funding received and eligible project updates from 1 July 2024 to 30 June 2025.
1–31 October 2026	1 July 2025 – 30 June 2026	<b>Annual Report</b> - Actual expenditure, funding received and eligible project updates from 1 July 2025 to 30 June 2026.

#### 11.4 Audited financial statements

Eligible Funding Recipients are required to submit a report in writing and signed by an appropriate auditor providing the auditor's opinion on the use by Eligible Funding Recipients of proper accounts and records and preparation of financial statements.

In meeting this audit requirement, the Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts and keeping of records that relates to any Phase 4 funding received during the financial periods: Financial Year 2023-24 or Financial Year 2024-25 or Financial year 2025-26.

As part of the Annual Report process outlined in section 11.2 above, the Department requires that Eligible Funding Recipients submit a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.3) is based on proper accounts and records;
- the Chief Executive Officer's financial statement agrees with the accounts and records;
- the expenditure has been on Eligible Projects under the LRCI Program;

- the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

### 11.5 Acquittal process - Final Report

The Eligible Funding Recipient can complete an Acquittal (Final) Report as soon as they have expended all funds and all projects in the work Schedule are complete. An Acquittal (Final) Report must include:

1. Total amount of grant funding made available and subsequently received over the grant period;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
  - a. a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
    - i. the amount of grant payments which remained unspent from the grant period;
    - ii. the amount of grant payments received by the Eligible Funding Recipient over the duration of the grant period;
    - iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule over the duration of the grant period;
    - iv. the amount spent by the Eligible Funding Recipient over the duration of the grant period;

**Note:** The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
4. photographs of projects completed using grant payments.
5. The submission of an Acquittal (Final) Report does not replace the requirement to submit an Annual Report. The Acquittal (Final) Report must be included as part of the related financial year Annual Report for the Phase and must be also be audited by an appropriate auditor at this time.

### 11.6 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule before 30 June 2025, the Department may require the Eligible Funding Recipient to repay that amount to the Department within four weeks of receiving such notice.

### 11.7 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs (geo tagged if possible) of projects completed using grant payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

### 11.8 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

### 11.9 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

#### **Environment and Planning laws**

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and local government planning approvals. Approvals must be obtained prior to nominating the project.

## 12. How we monitor your grant activity

### 12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for Phase 4 of the LRCI Program is the bank account the Eligible Funding Recipient currently uses for the LRCI Program.

Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2025.

Councils must also inform the Department of any changes - additions or deletions - to the relevant contacts/grant managers details that need to be informed of LRCI information. This includes, but is not limited to, changes to the authorised signatory, financial manager or program manager.

### 12.2 Department Contact Details

Email the mailbox at: [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au)

Mail to: Program Manager - Local Roads and Community Infrastructure Program  
Road and Vehicle Safety Division  
Department of Infrastructure, Transport, Regional Development and Communications  
GPO Box 2154  
CANBERRA ACT 2601

### 12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of projects to assist with this evaluation.

### 12.4 Public information conditions

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

If Eligible Funding Recipients propose to issue any public announcements/media release relating to an Eligible Project under Phase 4 of the LRCI Program, they must:

- Invite the relevant Australian Government representative to participate in the public information activity; and
- at least five business days prior to its proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release to the Department and obtain the Department's agreement to the media release.

### 12.5 Signage

Eligible Funding Recipients must erect signage in accordance with the updated signage guidelines available on the Department's website at [Resources for funding recipients | Infrastructure Investment Program](#).

## 12.6 Project Events

If an Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to an Eligible Project they must inform the Department, the Minister for Infrastructure, Transport, Regional Development and Local Government, the Minister for Regional Development, Local Government and Territories and the relevant Australian Government representative of the proposed ceremony or event at least four weeks before the proposed ceremony or event is to be held.

The Eligible Funding Recipient should provide details of the proposed ceremony or event, including proposed invitees and order of proceedings to [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au).

If requested by the Department or the relevant Australian Government representative, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the Guidelines, the revised Guidelines will be published on GrantConnect and the Department's website.

### 13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au).

To provide feedback or to make a complaint; the Department can be contacted at [Clientservice@infrastructure.gov.au](mailto:Clientservice@infrastructure.gov.au). Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

Assistant Secretary - Targeted Infrastructure Programs Branch  
GPO Box 2013  
CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

- Phone (toll free): 1300 362 072
- Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)
- Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to an Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

### 13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the [Public Service Act 1999](#). Australian Government officials including decision makers, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

### 13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or

function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Australian Government entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

### 13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement.

The obligation will not be breached where required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and it has been explained why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Australian Government employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Australian Government agencies for any purposes, including government administration, research or service delivery;
- other Australian Government, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.



The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator  
Department of Infrastructure, Transport, Regional Development and Communications  
GPO Box 2154  
CANBERRA ACT 2601  
Tel: (02) 6274 7111 Fax: (02) 6275 1347 email: [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## 14. Consultation

These Guidelines have been influenced by engagement with local councils, feedback provided, and administrative improvements identified during Phase 1, Phase 2 and Phase 3.

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
appropriate auditor	has the meaning provided in <i>the National Land Transport Act 2014</i> Section 4 - Definitions
commencement date	the expected start date for the grant activity
completion date	the expected end date for the grant activity
<a href="#">Commonwealth Grants Rules and Guidelines</a> (CGRGs)	<p>establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration.</p> <p>Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.</p>
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	A project that meets the Eligible Project Requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>• under which relevant money<sup>2</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>3</sup> is to be paid to a grantee other than the Commonwealth; <b>and</b></li> <li>• which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives</li> </ul>

Grant agreement (Agreement)	sets out the relationship between the parties, and specifies the details of the grant. The Grant Agreement includes: <ul style="list-style-type: none"> <li>- the letter of offer</li> <li>- the nominal funding allocation amount</li> <li>- all grant terms and conditions; and</li> <li>- the grant opportunity guidelines</li> </ul>
<a href="#">GrantConnect</a>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Capital Expenditure	the money an Eligible Funding Recipient spends on purchasing and maintaining fixed assets, i.e. infrastructure, roads etc
Maintaining Overall Capital Expenditure	maintaining your overall capital spending amount, funded by your own revenue, at or above current levels, on roads and community infrastructure.
Personal information	has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <ul style="list-style-type: none"> <li>• Information or an opinion about an identified individual, or an individual who is reasonably identifiable;</li> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not</li> </ul>
Program delegate (Delegate)	the official of the Department to whom authority has been delegated to enter into, vary or administer an arrangement or a grant of financial assistance under the LRCI Program.
Approved Work Schedule	the list of Eligible Projects approved by the Program Delegate that the Eligible Funding Recipient can use grant money to pay for.
Work Schedule	a list of projects that an Eligible Funding Recipient proposes to be funded under the LRCI Program

<sup>3</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>4</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

## NEW ENERGY PROJECTS INVESTMENT - INCREASE TO THE CEO APPROVAL AMOUNT

### PURPOSE

To seek an increase in the total funding allocation for new energy projects from \$3.95 million to \$4.86 million.

### EXECUTIVE SUMMARY

The previous resolution of Council for the New Energy Projects Investment is as follows:

*That Council:*

1. *Approves the allocation of \$3.95M from cash holdings to fund the delivery of the following New Energy Projects:*
  - *Solar power generation installations up to the value of \$1.7M;*
  - *Streetlighting upgrades to LED up to the value of \$2.25M.*
2. *Delegates the Chief Executive Officer the power to award contracts and approve expenditure up to the value of \$3.95M associated with the New Energy Projects.*

This amount did not include a \$500,000 contribution to the project from Phase 3 of the Local Roads and Community Infrastructure Program.

Since the project was approved, a number of unforeseen costs have arisen, bringing the total for the two new energy projects, including grant funding, to \$4.86 million excluding GST.

In order to award the solar installation contract, an additional funding amount of \$403,780 excluding GST is required, bringing the total amount required for the CEO delegation (including the grant funding) to \$4.86 million excluding GST (5.4 million including GST).

These projects, when fully implemented, will still save Council \$700,000 per year in electricity and maintenance costs, generate around \$1.5 million in one-off rebates and generate yearly income from large generation certificates (LGCs).

Officers seek Council endorsement to provide the additional \$403,780 from Council's cash reserve to award the solar installation contract.

## OFFICER'S RECOMMENDATION

### **That Council:**

- 1. Approves an increase of \$403,780 excluding GST for the delivery of New Energy projects to be allocated from cash holdings, with all savings, rebates and energy certificates received from or relating to the New Energy projects to be utilised firstly to repay the allocations from cash holdings for these projects; and**
- 2. Delegates authority to the Chief Executive Officer to award individual contracts and approve expenditure up to the total value of \$4.86 million (GST exclusive) associated with the New Energy Projects.**

## BACKGROUND

At the Council Meeting on 5 December 2022, Council endorsed the report to fund New Energy Projects Investment in Solar Generation installations and Streetlighting Upgrades to LED with CEO delegation to sign the relevant contracts totalling \$3.95 million, consisting of solar power generation installations up to the value of \$1.7 million excluding GST and streetlighting upgrades to LED up to the value of \$2.25 million.

This allocation, and therefore the CEO delegation, did not include GST or the Local Council Roads Infrastructure grant funding of \$550,000.

## ANALYSIS

The Streetlight LED Upgrade Program will replace nearly 3,000 streetlights with LEDs, resulting in a reduction of nearly one million kWh per year, \$400,000 in energy and maintenance costs per year and 900 tonnes of greenhouse gas emissions each year.

The solar installation project will install 1.4 MW of solar in the 24FY, which will reduce electricity costs by \$300,000 per year and reduce greenhouse gas emissions by 1600 tonnes per year.

To date, a contract has been awarded to Ironbark consulting for the streetlighting upgrades, and a tender has been received for the solar installations project, but not yet awarded.

An invoice of \$165,000 including GST has been received from Ausnet Services for maintenance fees for the streetlight replacement project, which was not previously disclosed by the contractor. Therefore, this amount was not included in the projected project costs. The installation costs have also increased due to a lack of suitable contractors.

These increases to the streetlight upgrades project (a total of \$350,000) means that the total costs for the streetlight project to date are \$3.1 million excluding GST (\$3.4 million GST inclusive). The payback period for the project as a result has gone from around three years to four years. The project will still save around \$400,000 per year in energy and maintenance costs and generate \$1.5 million in rebates once installed.

The solar installation project has received a tender for the amount \$1.76 million excluding GST. In order to award the contract, an additional funding amount of \$403,780 is required, bringing the total amount required for CEO delegation (including the grant funding) to \$4.86 million excluding GST (5.4 million including GST).

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>SERVICE DELIVERY</b> Risk to Solar Project Tender being awarded without increased funding allocation and CEO delegation	<b>High</b> <i>Likely x Moderate</i>	Increase funding allocation and CEO delegation to approve contracts for New Energy Projects.
<b>FINANCIAL</b> Increased electricity costs from not completing Solar Projects	<b>High</b> <i>Almost certain x Moderate</i>	Increase funding allocation and CEO delegation to approve contracts for New Energy Projects.
<b>STRATEGIC</b> Decrease in reputation if Solar Project doesn't go ahead	<b>High</b> <i>Likely x Moderate</i>	Increase funding allocation and CEO delegation to ensure Solar tender is awarded and project delivered.

## CONSULTATION

Council Officers have consulted with the Finance Team (procurement and accounting) to determine the best way of proceeding with the projects.

## COMMUNICATION

N/A

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

N/A

### **Cultural**

N/A

### **Health**

N/A

### **Environmental**

The delivery of the new energy projects will have a benefit to the environment in the long run due to the energy savings from LED streetlights and solar installations, as well as saving 900 tonnes of greenhouse gas emissions per year.

### **Economic**

N/A

### **Financial**

The delivery of these projects will save Council \$700,000 per year in ongoing energy and maintenance costs as well as generate revenue from one-off rebates of \$1.5 million after installation and generate a yearly income from large generation certificates.

### **Attachments**

Nil



# ESTABLISHMENT OF A PROJECT REFERENCE GROUP FOR REGIONAL CAR PARK FUND AT 2 KAY STREET TRARALGON

## PURPOSE

Seek Council endorsement of the Project Reference Group (PRG), Terms of Reference (ToR) and undertaking an Expression of Interest (EOI) process.

## EXECUTIVE SUMMARY

- The State Government committed to funding 900 all day car parking spaces across Moe, Morwell and Traralgon.
- Latrobe City Council and the State Government are yet to formally enter into a funding agreement for the 2 Kay Street site (Site 7).
- Latrobe City Council has entered a funding agreement with the State Government to conduct site investigations and conceptual to preliminary design works for Site 7.
- Site 7 is estimated to be a 5-storey construction including ground floor and open top deck, that will increase parking capacity by an estimated 365 spaces.
- There are 51 other properties with multiple businesses surrounding 2 Kay Street.
- The site of the future proposed Quest hotel at 171 Franklin Street (Traralgon Hotel) is likely to commence construction late 2023 (estimates from the builder).
- There will be a net loss of 154 parking spaces inclusive of four accessible spaces during the construction of the carpark, with reduced access to parking for some businesses including rear private parking for two properties.
- As part of the proposed engagement for the Regional Car Park Fund (RCPF) Site 7, a draft Project Reference Group (PRG) Terms of Reference (Attachment 1) has been prepared.
- The draft Terms of Reference suggests a membership that comprises members specific to the impact of the design and construction, and community users.
- Officers will undertake an Expression of Interest (EOI) for the community member and adjoining building and business owners.

## OFFICER'S RECOMMENDATION

### That Council:

1. **Adopts the Regional Car Park Fund (2 Kay Street, Traralgon) PRG Terms of Reference (Attachment 1); and**
2. **Appoints Cr Howe (Chair) and Cr Law to the Regional Car Park Fund (2 Kay Street, Traralgon) PRG; and**
3. **Receives a Councillor Briefing report detailing the results of the Expression of Interests received for the community, building owner and business owner membership.**

## BACKGROUND

The Regional Car Parks Fund (RCPF) arose from an election commitment to provide car parking spaces in Gippsland, primarily on VicTrack and Regional Roads Victoria land. The assigned funding for both Ballarat and Gippsland was \$30.0 million.

The program seeks to fund up to 900 car spaces across Latrobe City, nominally Traralgon (500), Morwell (300) and Moe (100).

Regional Development Victoria (RDV) led a consultation process with Council officers, stakeholders and the community which has led to the identification of the sites for construction of the car parks as identified in Table 1 below. A Project Control Group (PCG) including Council officers and other stakeholders (VicTrack, Regional Roads Victoria, and other Department of Transport agencies) has been established to steer the projects across the multiple sites.

Table 1 - RCPF site locations, land ownership and construction type

Site	Town	Location	Owner	Proposed Construction Type
1*	Moe	George Street Moe, west of Moe Service Centre	VicTrack; Lot 93	At Grade (ground level)
2	Traralgon	Queens Parade	VicTrack; Lot 18	At Grade (ground level)
3*	Morwell	Princes Drive, opposite Collins Street	VicTrack; Lot 96	At Grade (ground level)
4*	Morwell	Commercial Road West of Jane Street Overpass	Regional Roads Victoria; Road reserve	At Grade (ground level)
5*	Morwell	Princes Drive Opposite Hopetoun Avenue	Regional Roads Victoria Road reserve	At Grade (ground level)
6	Traralgon	23 Seymour Street Seymour/Hotham carpark	Latrobe City Council	An additional floor of car parking on its existing carpark

Site	Town	Location	Owner	Proposed Construction Type
7	Traralgon	2 Kay Street	Latrobe City Council	A multi-storey carpark
8	Morwell	Latrobe City Council headquarters 141 Commercial Road.	Latrobe City Council	Single storey carpark

\* These sites have been delivered.

Site 6 is currently being designed for construction through a design and construct contract, and sites 2,7 and 8 are yet to be formally funded via a funding agreement, although limited funding has been secured to complete investigations and concept designs for those sites.

## ANALYSIS

The PRG is proposed to comprise adjoining businesses and the nearby Grey Street Primary School that are directly impacted by the development works, as well as a member of the local Chamber of Commerce and Industry, and a community representative.

Due to the significant size, scale, and impact of the proposed redevelopment, it is considered beneficial to establish a PRG to provide an official forum where concerns of impacts both short and long term can be addressed, and information can be shared.

The proposed PRG composition is provided below.

### **Composition of the proposed PRG:**

1.1. The PRG will comprise of 11 members plus LCC officers, being:

- 1.1.1. Two x Councillors, one of whom shall be nominated as Chair.
- 1.1.2. One x Local Residents Group representative. (to be selected via an expression of interest process).
- 1.1.3. One x Grey Street Primary School appointed Representative.
- 1.1.4. One x Community representative (to be selected via an expression of interest process).
- 1.1.5. One x Latrobe City Business chamber appointed Representative.
- 1.1.6. Up to Two x adjoining property owners that own an adjoining property but do not run a business from that property (to be selected via an expression of interest process).

1.1.7. Up to Two x adjoining business operators that run a business from an adjoining property where they are not the property owner (to be selected via an expression of interest process).

1.1.8. One x State Government Representative.

1.1.9. LCC officers

1.1.9.1. One x LCC Project Sponsor (GM RCPA)

1.1.9.2. One x Project Owner (Senior PM RCPF)

1.1.9.3. One x Project Manager

1.1.9.4. One x Project support officer

1.1.9.5. LCC officers as required.

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> PRG members do not comply with the intent of the PRG.	<b>Medium</b> <i>Possible x Moderate</i>	Adopt terms of reference to ensure PRG operates appropriately.
<b>SERVICE DELIVERY</b> PRG members do not buy into the project as a whole and focus on their own interest outside the terms of reference.	<b>Medium</b> <i>Possible x Moderate</i>	Ensure the Terms of Reference include a mechanism for removal of members if those members become non-compliant with the goals of the PRG.

RISK	RISK RATING	TREATMENT
<p><b>FINANCIAL</b> PRG gain significant influence over delivery of the project causing delays and design changes that are not allowed for.</p> <p>Business owners demand free allocated spaces as compensation for inconvenience.</p>	<p><b>Medium</b> <i>Possible x Moderate</i></p>	<p>Ensure the Terms of Reference (ToR) are well communicated noting that the PRG is an advisory body only. Provide each PRG member with a copy of the ToR prior to the first meeting.</p> <p>Ensure the Terms of Reference include a mechanism for removal of members if those members become non-compliant with the goals of the PRG.</p> <p>Ensure the Terms of Reference (ToR) are well communicated noting that the PRG is an advisory body only.</p>
<p><b>STRATEGIC</b> PRG members do not buy in or advocate for the outcome of the project and become vocal in the public space.</p>	<p><b>Medium</b> <i>Possible x Minor</i></p>	<p>Carefully pick PRG members who are pragmatic and supportive of the overall Council Plan and Traralgon activity centre plan.</p> <p>Ensure that the Expression of Interest has relevant questions to separate those who have a self-interest from those who have a wider community interest.</p>

## CONSULTATION

Council officers will notify the organisations as outlined in the ToR of the formation of a PRG, and request that a member be nominated where relevant. Where an expression of interest (EOI) is to be undertaken (attachment 2), the required advertisement will be developed to target potential members. For the adjoining business owners, contact will be made in person and via email to advise of the EOI, including application details, selection criteria and the aim of the PRG. Councillors independent of the PRG and Council officers will evaluate all submissions received as part of the EOI process and appoint appropriate members.

## COMMUNICATION

Officers have discussed the proposed PRG and its composition internally prior to developing this briefing report.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Recent customer satisfaction surveys have shown that car parking has been a key point of feedback and delivering this project should assist in allaying some concerns.

### **Cultural**

Not applicable.

### **Health**

Not applicable.

### **Environmental**

Not applicable

### **Economic**

This project will see the construction and delivery of a free public car park containing at least 365 parking spaces. It will result in improved access to the Traralgon CBD, resulting in increased retail turnover and better outcomes for mobility impaired vehicle users.

The funding agreement requires the car park to be maintained and operated as a free car park for at least ten years after the completion date.

### **Financial**

Not applicable.

### **Attachments**

1. Terms of Reference
2. Expression of Interest form - Draft

# 6.5

## Establishment of a Project Reference Group for Regional Car Park Fund at 2 Kay Street Traralgon

1	Terms of Reference .....	169
2	Expression of Interest form - Draft.....	181





**Regional Car Park Fund  
Multi-level Car Park (2 Kay Street,  
Traralgon)  
Project Reference Group**

**Terms of Reference**

**August 2023**

Regional Car Park Fund Multi-level carpark (2 Kay Street, Traralgon) Project Reference  
Group Terms of Reference | Page 2

**Contents**

Contents ..... 2

Establishment of the Project Reference Group ..... 3

Objectives ..... 3

Membership..... 3

    Composition of the PRG ..... 4

    Length of appointment ..... 4

    Selection of members and filling of vacancies ..... 6

    Co-option of members ..... 6

    Attendance at meetings ..... 6

    Resignations ..... 6

Proceedings..... 7

    Chair ..... 7

    Meeting schedule ..... 7

    Meeting procedures ..... 7

    Quorum ..... 8

    Voting ..... 8

    Minutes of the Meeting ..... 8

    Reports to Council ..... 8

Review of PRG and Duration of the PRG ..... 9

Authority and Compliance Requirements ..... 9



## 1. Establishment of the Project Reference Group

- 1.1. The Regional Carpark Fund Multi-Level Carpark Project Reference Group (2 Kay Street, Traralgon) (hereinafter referred to as “the PRG”), is a formally appointed Advisory Committee of Latrobe City Council (LCC) for the purposes of the *Local Government Act 2020*.
- 1.2. The membership of this PRG and these Terms of Reference will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

## 2. Objectives

- 2.1. The PRG’s role is to report to the Council and provide appropriate advice, information, and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The PRG is an advisory group only and has no delegated decision-making authority.
- 2.3. The PRG is to provide strategic input for consideration, and not to provide input directed at personal benefit or against the objectives of the Project.
- 2.4. The PRG is established to:
  - 2.4.1. Provide an interface between Council, the Project Control Group (PCG), the Project Assurance Group (PAG) and the wider community.
  - 2.4.2. Provide specific feedback to the Project Assurance Group about elements of the project at a strategic level.
  - 2.4.3. Provide advice to Council on issues relating to the development of the multi-level carpark project at 2 Kay Street, Traralgon.
  - 2.4.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders.
  - 2.4.5. Act as advocates for the project with the wider community.
- 2.5. The PRG will carry out the following functions in order to achieve the objectives:
  - 2.5.1. Review progress of the multi-level carpark and provide information to Council, stakeholders, and the wider community.
    - 2.5.1.1. Schedule meetings as required to receive updates on the development of the multi-level carpark.

Regional Car Park Fund Multi-level carpark (2 Kay Street, Traralgon) Project Reference  
Group Terms of Reference | Page 4

2.5.1.2. Contribute to the development of media and communication strategies.

2.5.1.3. Assist with the appointment of co-opted members, as deemed appropriate by the PRG, to contribute at particular stages of the project.

2.5.2. Policy and Strategy Development

2.5.2.1. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.

2.5.3. Perform other activities related to this Terms of Reference as requested by the Council.

### 3. Membership

#### Composition of the PRG

- 3.1. The PRG will comprise of 11 members plus LCC officers, being:
- 3.1.1. Two x Councillors, one of whom shall be nominated as Chair.
  - 3.1.2. One x Local Residents Group representative.
  - 3.1.3. One x Grey Street Primary School appointed Representative.
  - 3.1.4. One x Community representative (to be selected via an expression of interest process).
  - 3.1.5. One x Latrobe City Business Chamber appointed Representative.
  - 3.1.6. Up to Two x adjoining property owners that own an adjoining property but do not run a business from that property (to be selected via an expression of interest process).
  - 3.1.7. Up to Two x adjoining business operators that run a business from an adjoining property where they are not the property owner (to be selected via an expression of interest process).
  - 3.1.8. One x State Government Representative.
  - 3.1.9. LCC officers
    - 3.1.9.1. One x LCC Project Sponsor (GM RCPA).
    - 3.1.9.2. One x Project Owner (Senior PM RCPF).
    - 3.1.9.3. One x Project Manager.
    - 3.1.9.4. One x Project Officer.
    - 3.1.9.5. LCC officers as required.

Regional Car Park Fund Multi-level carpark (2 Kay Street, Traralgon) Project Reference  
Group Terms of Reference | Page 5

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DRAFT

**Length of appointment**

- 3.2. The PRG shall be in place for a period determined by Item 5.1, and the appointment of members shall be for term as deemed appropriate by Council. The term for co-opted members shall be for one year or as required specific to the task.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current PRG members are able to re-nominate.

**Selection of members and filling of vacancies**

- 3.4. Latrobe City Council shall determine the original membership of a PRG based on nominations received from the nominated organisations listed in Item 3.1.
- 3.5. The PRG may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the General Manager Regional City Planning and Assets, and the endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

**Co-option of members**

- 3.6. With the approval of the Chair, the PRG may invite other individuals to participate in the proceedings of the PRG on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

**Attendance at meetings**

- 3.7. All PRG members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may, at the discretion of Latrobe City Council, have their term of office revoked.

**Resignations**

- 3.10. All resignations from members of the PRG are to be submitted in writing to the General Manager Regional City Planning and Assets, Latrobe City Council, PO Box 264, Morwell VIC 3840.

## 4. Proceedings

### Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor Chair is unavailable, he/she shall delegate to another nominated Councillor to chair the meeting.
- 4.3. If a Councillor is not available, the Chair may nominate a replacement from the current membership of the PRG to chair the meeting.

### Meeting schedule

- 4.4. The PRG will determine its meeting schedule and times for each of the meetings. The duration of each PRG meeting should generally not exceed two hours.
- 4.5. Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. Special meetings may be held on an as-needs basis.

### Meeting procedures

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for the PRG provided (see appendix one for the agenda template).
- 4.7. Members are expected to comply with the confidential information provisions contained in Section 125 of the *Local Government Act 2020* and must treat information they receive as confidential unless otherwise advised. Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- 4.8. If a member has a general or material conflict of interest as defined in the *Local Government Act 2020* regarding an item to be considered or discussed by the Committee, the member must disclose this to the Chair if they are attending the meeting.
  - 4.8.1 Once a declaration of either general or material conflict of interest has been made, the member must leave the room and remain outside until the conclusion of the relevant discussion. The time of leaving the meeting room and the time of their return must be recorded in the minutes or notes of the meeting.
- 4.9. All recommendations, proposals and advice must be directed through the Chair.

**Quorum**

- 4.10. A majority of members including a minimum of one Councillor constitutes a quorum.
- 4.11. If at any PRG meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

**Voting**

- 4.12. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in PRG minutes.

**Minutes of the Meeting**

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each PRG meeting.
- 4.14. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the PRG (see appendix two for the minutes template).
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently CiAnywhere electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all PRG members, including alternative representatives.
- 4.17. A copy of the minutes shall be distributed to all PRG 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 PRG'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 Regional City Planning and Assets.



## 5. Review of PRG and Duration of the PRG

- 5.1. The PRG will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the PRG will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all PRG members, management, and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
  - 5.4.1. The PRG's achievements;
  - 5.4.2. Whether there is a demonstrated need for the PRG to continue; and
  - 5.4.3. Any other relevant matter.

## 6. Authority and Compliance Requirements

- 6.1. The PRG is a consultative group only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.

Regional Car Park Fund Multi-level carpark (2 Kay Street, Traralgon) Project Reference  
Group Terms of Reference | Page 10**Appendix 1: Agenda Template****AGENDA****[Project] Project Reference Group**

Meeting Day, XX Month Year

Time Commencing: 00:00 am/pm

Expected Finish Time: 00:00 am/pm

Location: (include specific meeting room and address)

Chairperson: [Name]

**AGENDA ITEMS**

No.	Item	Responsible Officer
1.	<b>Welcome &amp; Introductions</b>	
		Chair
2.	<b>Acknowledgement of Country</b>	
	<i>I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.</i>	Chair
3.	<b>Apologies</b>	
		All
4.	<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
5.	<b>Confirmation of Minutes</b>	
	<i>Confirmation of the previous minutes of the meeting</i>	All
6.	<b>Matters Arising from Previous Meetings</b>	
	<i>Review of action progress from previous meetings</i>	All
7.	<b>Reports / Items for Consideration</b>	
	<i>Matters being presented for discussion in accordance with the Terms of Reference</i>	
	•	
8.	<b>General Business</b>	
	•	All





Regional Car Park Fund Multi-level carpark (2 Kay Street, Traralgon) Project Reference  
Group Terms of Reference | Page 12

## MINUTES

No.	Item	Responsible Officer
6.	<b>Matters arising from previous meeting</b>	
	<i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i> <b>5. Item Heading</b> <b>5.1 Sub-heading</b> • 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> <b>6. Item Heading</b> <b>6.1 Sub-heading</b> • Action(s): •	
7.	<b>General Business</b>	
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> <b>7. Item Heading</b> <b>7.1 Sub-heading</b> • Action(s): •	
8.	<b>Meeting Close:</b>	Chair

## PREVIOUS ACTION ITEMS

No.	Item	Owner	Due Date
1.			

**Next Meeting** – [Provide details of the next meeting date, time, and location]





**EXPRESSION OF INTEREST FORM**

**Nomination to the  
Regional Car Park Fund (2 Kay Street Traralgon)  
Project Reference Group**

Please register my interest in becoming a member of Regional Car Park Fund (2 Kay Street Traralgon) Project Reference Group

**Name:** .....

**Address:** .....

..... **Postcode:** .....

**Email:** .....

**Telephone Contact: Daytime:** .....

**After Hours:** .....

**Mobile:** .....

Latrobe City Council is seeking expressions of interest from the community, specifically **community representatives, adjoining building owners and adjoining business owners** to sit on the Regional Car Park Fund (2 Kay Street Traralgon) Project Reference Group. The Project Reference Group will meet every month or as required.

**Closing date for Expressions of Interest is Sunday 29 October 2023 at 5.00 pm.**

**I am seeking a role as (please tick relevant box):**

- a community representative**
- an adjoining building owner representative**
- an adjoining business owner representative**

**NB:** If relevant please seek endorsement from any group you seek to represent. See endorsement section at the end of this form.

**Question 1.**

**Please detail your type of business, the number and demographic of your customers, and the number of staff members**

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**Question 2.**

**What is your interest to this project and outline how your skillset may contribute collaboratively and effectively to this project?**

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**Question 3.**

**What is the location of your business? Please detail the number of years of operation for this business?**

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**Question 4.**

**Please outline your experience in working collaboratively in similar or other working groups and/or committees, in both a professional and/or volunteer capacity?**

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**Question 5.**

**What is your overall opinion of this project?**

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**Statement – Selection Process**

As part of the selection process to be part of the Regional Car Park Fund (2 Kay Street Traralgon) PRG, I understand that I could be asked to attend an interview.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---

Please forward the completed Expression of Interest form to:

Brian Feltham  
Senior Project Manager – Regional Car Park Fund  
Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

Email: [brian.feltham@latrobe.vic.gov.au](mailto:brian.feltham@latrobe.vic.gov.au)  
Telephone: 1300 367 700

# CEO DELEGATION TO AWARD CONSTRUCTION CONTRACTS FOR THE MARSHALLS ROAD PROJECTS

## PURPOSE

To seek Council endorsement of an increase to the CEO delegation for the delivery of the signalised intersection at Traralgon-Maffra Road and Marshalls Road, and other associated contracts.

## EXECUTIVE SUMMARY

- Council is required by the Development Plan for Traralgon North to deliver a signalised intersection at Traralgon-Maffra Road and Marshalls Road.
- As part of this project, Council is also working with Gippsland Water to resolve issues with the Regional Outfall System (ROS) and how best to incorporate this critical asset into the signalised intersection project. Currently, this piece of work is likely to be let as a separate public tender.
- Council has delegated the Chief Executive Officer (CEO) authority to award contract works up to \$1,000,000 including GST.
- The signalised intersection and road rehabilitation works are estimated at up to \$5,300,000 excluding GST, whilst the associated works required by Gippsland Water on the Regional Outfall System (ROS) are estimated at up to \$2,100,000 excluding GST.
- A public tender for the signalised intersection project and road rehabilitation is expected to take place in October 2023. However, the procurement and evaluation process will not be completed in time for presentation at the December 2023 Council meeting.
- As the estimate of works for both the intersection and associated ROS works exceed the existing CEO delegation, the tenders would require presentation at a future Council Meeting for endorsement.
- A tender advertised during October 2023 requiring Council endorsement, as per the Procurement and Council report deadlines, would not be presented to Council until the first Council Meeting of 2024. This would impact delivery milestones associated with the project, and potentially the supermarket development.
- To avoid this delay, officers are seeking Council endorsement to increase the CEO delegation to award individual contracts associated with the Marshalls Road Signalised Intersection project provided they fit within the existing budget and meet the requirements of the Procurement Policy.

## OFFICER'S RECOMMENDATION

**That Council delegates authority to the Chief Executive Officer (CEO) to award individual contracts and approve expenditure associated with the Signalised Intersection Works at Marshalls Road and Traralgon-Maffra Road up to \$7.42 million excluding GST where the tenders are within budget and comply with the Procurement Policy.**



**BACKGROUND**

Council is required by the Development Plan for Traralgon North to deliver a signalised intersection at Traralgon-Maffra Road and Marshalls Road.

As part of the signalised intersection project, Council is rehabilitating a section of Marshalls Road west of the intersection and is also working with Gippsland Water to resolve issues with the ROS and how best to incorporate this critical asset into the signalised intersection project. At this stage, it is likely this work on the ROS will be advertised as a separate public tender.

**ANALYSIS**

Council typically advertises public tenders for three weeks, followed by a period to evaluate tenders, clarify any tender issues, carry out necessary referee checks and prepare the tender evaluation report and associated report either to Council or the CEO.

Where a tender is over the CEO’s delegated amount of \$1,000,000 (including GST) the tender must be referred to Council for approval, adding three to five weeks to the process dependent upon the timing of the tender closing and the timing of the tender evaluation against the Council report timetable.

If Council does not increase the delegation for the CEO, the tenders will be brought to Council for approval at the next available Council meeting following the tender evaluation process.

Although awarding the project may be delayed, this would not jeopardise delivery of the works overall. However, it does significantly impact on the ability for Council to complete the works in a timely manner to support the development of the supermarket site and provide the appropriate infrastructure.

Therefore, to expedite the process officers will be seeking to increase the CEO delegation to award individual contracts associated with the Marshalls Road Signalised Intersection project provided they fit within the existing budget and meet the requirements of the Procurement Policy.

**RISK ASSESSMENT**

RISK	RISK RATING	TREATMENT
<b>SERVICE DELIVERY</b> Delay in awarding contracts if Council endorsement is required.	<p style="text-align: center;"><b>High</b> <i>Likely x Moderate</i></p>	Providing delegation to the CEO will reduce the risk of delays associated with the time to award contracts.

RISK	RISK RATING	TREATMENT
<b>STRATEGIC</b> There is a risk to Council's reputation within the community and the supermarket developer should the intersection not be delivered in a timely manner	<b>Medium</b> <i>Possible x Moderate</i>	Authorising the CEO to award contracts up to the budget amount will allow for projects to be delivered promptly.

#### CONSULTATION

No external consultation has been undertaken in relation to this report.

#### COMMUNICATION

In preparing this report, internal communication has been held with the Procurement Team.

#### DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Not applicable.

### **Cultural**

Not applicable.

### **Health**

Not applicable.

### **Environmental**

Not applicable.

### **Economic**

Not applicable.

### **Financial**

Not applicable.

### **Attachments**

Nil

# REVIEW OF THE MOE ACTIVITY CENTRE PLAN

## PURPOSE

To seek endorsement to commence preparations to update the Moe Activity Centre Plan and seek funding from the Regional Planning Hub to commission several background documents to inform the update.

## EXECUTIVE SUMMARY

- The Moe Activity Centre Plan was prepared in 2007 and implemented into the Latrobe Planning Scheme in 2009.
- The plan prepared in 2007 had a number of projects including the Moe Library and Civic Centre, upgrades to Moore Street and George Street, and the upgrades to the Clifton Street car park which have all been implemented. The Plan does not provide further direction for the continued economic growth of the Moe CBD.
- An updated plan should be prepared to develop a vision and framework for the look, feel and viability of the Moe CBD over the next 15 years to help Moe-Newborough transition and thrive.
- An update of the Moe Activity Centre Plan will include the following background reports:
  - Planning Context Report;
  - Community Infrastructure Assessment;
  - Economic Analysis;
  - Community Consultation Summary;
  - Urban Design Analysis; and
  - Traffic, Movement and Car Parking Assessment.
- Council officers will undertake consultation with the public and prepare the first four reports. However, the traffic, movement and car parking assessment and the urban design analysis should be undertaken by specialists in these fields. These two assessments will cost approximately \$100,000 to prepare.
- There is currently \$20,000 allocated to undertake the two studies from the Strategic Planning Budget.
- Council officers believe the best option to address a shortfall in funding to commence the two background reports that will enable the project to be finalised is through an application to the Regional Planning Hub.
- The Regional Planning Hub is planning support service for rural and regional councils run by the Department of Transport and Planning.

## OFFICER'S RECOMMENDATION

### **That Council:**

- 1. Endorse the preparation of an updated Moe Activity Centre Plan; and**
- 2. Seek funding from the Regional Planning Hub to prepare an Urban Analysis and Traffic, Movement and Car Parking Assessment for the update to the Moe Activity Centre Plan.**

## BACKGROUND

The Moe Activity Centre (the Moe CBD) is identified as a sub-regional retail centre within the Latrobe Planning Scheme and was one of the first of the four main towns to have an activity centre plan prepared.

The Moe Activity Centre Plan (the Plan) was prepared by Tract Consultants for Latrobe City Council in December 2007. The report was intended to build upon previous planning studies such as the Transit Centred Precincts - Urban Renewal Framework. The Plan identified projects that Council could take a lead in implementing, particularly public projects that can have a catalyst effect on broader regeneration. The Plan concludes that focus for development should be on delivering a high-quality transport and an activity hub at the train station. This would alleviate the divisive nature of the rail corridor. In addition, other “finer grain initiatives” are also recommended that will slowly improve the amenity, vibrancy, and liveability of Moe. “Finer Grain Initiatives” were defined as public realm improvements that build on existing mature tree plantings rather than major restructuring of the street space. The Plan was implemented into the Latrobe Planning Scheme through Amendment C62 in 2009.

The *Latrobe City Retail Strategy*, which was completed in 2019, found that Moe CBD, Morwell CBD and Mid Valley are currently all experiencing high retail vacancy rates. Reasons for the underperformance of these centres include lack of population and spending growth, lack of private sector investment, poor urban environment and public realm, and the growth of Traralgon as the major retail centre in the region. To support viability of the Moe CBD, the *Retail Strategy* implementation plan identified that:

*Council should prepare and implement an updated Activity Centre plan for Moe that considers revitalisation of the centre, improved integration of land uses, quality of the public realm as a catalyst for generating on-street activity and private sector investment, and the most appropriate land use zone for land to the south of the railway line.*

More recently, in 2022/2023 financial year, the Plan was identified as in need of review through the Strategies and Plans Review Program, however, due to resourcing constraints, the work was deferred until the 2023/2024 financial year.

## ANALYSIS

Strategic Planning has since undertaken a review of the actions in the Plan and have assessed how the planning context has changed over the past 16 years since the Plan was finalised. The actions from the Plan are either complete, superseded by other plans such as the Moe Rail Revitalisation Plan or have been superseded by updated policy in the Latrobe Planning Scheme. As such, there is a need to provide further strategic direction through an updated Moe Activity Centre Plan to guide the look, feel and viability of future development in the Moe CBD.

The following background documents are required to inform the review and update of the Moe Activity Centre Plan:

- Planning Context Report (see attached);
- Economic Analysis;
- Community Infrastructure Assessment;
- Urban Design Analysis;
- Traffic, Movement and Car Parking Assessment; and
- Consultation Summary.

It is anticipated that four of those reports will be prepared in-house, however, officers require specialist expertise to prepare an urban design analysis and the traffic, movement and car parking assessment. These two documents will need to be prepared by consultants with knowledge in these areas to ensure comprehensive and detailed analysis informs the updated Moe Activity Centre Plan.

These background reports will inform the development of the updated Moe Activity Centre Plan and any subsequent planning scheme amendment.

The Plan will outline key policy directions and important physical outcomes as they relate to the following:

1. Land use and activity;
2. Built form and development;
3. Landscape and public realm; and
4. Access and movement

The Plan will also outline a series of urban design guidelines to support the built form strategies.

The preparation of the urban design analysis and the traffic, movement and car parking assessment is anticipated to cost \$100,000. Strategic Planning can contribute \$20,000 from its consultancy budget in the 2023/2024 financial year. There is expected to be a shortfall of approximately \$80,000 which will need to be sought from alternate funding sources. The updated Moe Activity Centre Plan is expected to cost a total of \$100,000 as the other documents will be prepared in-house. This is the only item from the Strategic Planning / Urban Growth Business Plan for 23/24 that is not funded.

Officers believe the best approach to address the shortfall is to apply to the Regional Planning Hub to help deliver the project. The Regional Planning Hub supports rural and regional councils plan and develop their municipalities and shires.

The program is managed by the Regional Planning Partnerships team of the Department of Transport and Planning and provides statutory and strategic planning support and resources.

Priority is given to requests for assistance that meet all or most of the eligibility criteria. There is no limit to the number of requests that a council can make. Each application is assessed against the criteria and prioritised accordingly.

The eligibility criteria includes:

1. *Need for assistance.*
  - a. Demonstrate a need for surge support in statutory or strategic planning that will deliver outcomes on the ground including specific skills required outside of available resources.
  - b. Demonstrate a need to improve the council's planning and economic development capacity including providing clarity and guidance for decision making.
2. *Statutory and strategic alignment.*
  - a. Assistance will support a matter of demonstrated sound planning need including a matter that has clear links to state, regional or local policy.
3. *Social, environmental and economic impact.*
  - a. Assistance will contribute to regional Victoria's liveability.
  - b. Assistance will support economic development and recovery in regional Victoria.
4. *Planning Improvement.*
  - a. Assistance will deliver an improvement to a planning scheme or process including updates the planning scheme with current local content and policy and implements completed strategic planning work that will improve decision making.

Officers believe that the Moe Activity Centre Plan Review can meet all four of the eligibility criteria.

The Regional Planning Hub has previously supported (either through funding or procurement of consultants):

- Peer Review of Amendment C131 (Flood Overlays Update);
- Further work to update the methodology for Amendment C127 (Bushfire Assessment and Rural Rezoning); and
- Support for the Industrial Interface Assessment.

If this application is not successful, the finalisation of the background documents will be delayed until funding can be secured.



## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p><b>COMPLIANCE</b></p> <p>The Latrobe Planning Scheme continues to provide old, and outdated policy direction for the Moe town centre.</p>	<p><b>Medium</b></p> <p><i>Possible x Minor</i></p>	<p>The Moe Activity Centre Plan is updated to ensure that it remains current.</p>
<p><b>SERVICE DELIVERY</b></p> <p>Delays in the delivery of the project if it is not supported by Council.</p>	<p><b>Low</b></p> <p><i>Possible x Insignificant</i></p>	<p>Council officers will continue consultation and in-house background work and seek further funding opportunities to undertake the final two background reports.</p>
<p><b>FINANCIAL</b></p> <p>Project is delayed in delivery due to lack of budget to complete necessary background work.</p>	<p><b>Low</b></p> <p><i>Possible x Insignificant</i></p>	<p>Council officers will continue consultation and in-house background work and seek further funding opportunities to undertake the final two background reports.</p>
<p><b>STRATEGIC</b></p> <p>Delays in preparing the updated Moe Activity Centre Plan which will support investment and reduces unnecessary planning permit triggers.</p> <p>Perception from the community that Moe is being ignored.</p>	<p><b>Medium</b></p> <p><i>Possible x Minor</i></p> <p><b>Medium</b></p> <p><i>Possible x Minor</i></p>	<p>Council officers will continue consultation and in-house background work and seek further funding opportunities to undertake the final two background reports.</p> <p>Council officers will continue to update stakeholders and interested parties.</p>

## CONSULTATION

No consultation has occurred in the preparation of this report, however, if the Moe Activity Centre Plan project proceeds, an engagement plan will be prepared as a part of the project, consultation is expected to include key stakeholders such as:

- Landowners;
- Business owners;
- Tenants;
- Referral and service agencies; and
- Community groups and individual users of the activity centre.

It will also seek to engage with Traditional Owners; and special interest groups.

## COMMUNICATION

As the revised Plan progresses, stakeholders and interested parties will be involved in the development of the vision and strategic directions that will guide the look, and feel of the Moe CBD.

Internal stakeholders have reviewed the Planning Context report and provided feedback.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

The Plan is expected to have a positive social impact by improving the range of commercial, employment and housing opportunities available in the centre. It promotes healthy lifestyle options and could reduce social isolation by increasing social interaction through increased foot traffic and increased public events/activities.

### **Cultural**

Not applicable.

### **Health**

The Plan will increase active transport by facilitating greater walkability and better public transport access, which aims to reduce the reliance on automobiles. It is anticipated that the Plan will promote greater street tree planting and canopy cover to reduce the impacts of severe heat on the public.

### **Environmental**

All known environmental implications have been identified through the preparation of the Planning Context Report (including potentially contaminated land within the study area).

The Plan and subsequent amendment will give statutory effect to the environmentally sustainable design objectives relating to new development. The amendment will assist in improving the built environment by ensuring integrated development that incorporates high quality design and energy efficiency within the centre.

### **Economic**

The Plan will assist in promoting economic growth by stimulating private and public investment in Moe, increasing competitiveness in the retail environment and providing a range of direct and indirect employment opportunities.

### **Financial**

The preparation of the urban design analysis and the traffic, movement and car parking assessment is anticipated to cost \$100,000. Strategic Planning can contribute \$20,000 from its consultancy budget in the 2023/2024 financial year. There is expected to be a shortfall of approximately \$80,000 which will need to be sought from alternate funding sources.

### **Attachments**

Nil

# **STATUTORY PLANNING**

## 7. STATUTORY PLANNING

Item Number 7.1

02 October 2023

Regional City Planning and Assets

# 2022/362 USE AND DEVELOPMENT OF LAND FOR A CHILDCARE CENTRE AND DISPLAY OF BUSINESS IDENTIFICATION SIGNAGE AT 7,9 AND 11 BURNS STREET, TRARALGON

## PURPOSE

To provide Council with an assessment of planning application 2022/362 for the use and development of land for a child care centre and display of business identification signage at 7, 9 and 11 Burns Street, Traralgon, against the provisions of the Latrobe Planning Scheme.

## EXECUTIVE SUMMARY

The subject site is located in General Residential Zone – Schedule 2 (GRZ2) and is not subject to any overlays. It consists of 3 adjoining vacant lots with a combined land area of 3,233 square metres.

The proposed childcare centre would cater for a maximum of 120 children from ages 0 to 5 years with the hours of operation proposed to be 6.30am to 6.30pm, Monday to Friday.

The childcare centre building would be single storey with a floor area of 943.9 square metres and would be located on the southern two lots (7 & 9 Burns Street) in an 'L' configuration. The building would be contemporary in design incorporating a mix of brick, timber and rendered materials with combined skillion and flat roofs and an overall height of 6.26 metres.

A car parking area of 26 spaces would be located to the north of the building. Vehicle access to the site would be via a double crossover from Burns Street. A minimum 1.80 metre-high acoustic grade timber fence is proposed to the north and south (side) boundaries and the west (rear) boundary.

One non-illuminated business identification sign is proposed to be located on the front elevation of the building.

Following advertising of the application, 11 objections were received against the application however, one has since been withdrawn leaving 10 remaining with the following concerns raised:

- Increase in traffic
- Insufficient car parking
- Pedestrian and cyclist safety
- Building design not respectful of heritage of area
- Noise impacts
- Removal of vegetation from the site

- Impact on property values
- Impact on local business

Having considered the proposal against the relevant provisions of the Latrobe Planning Scheme (the Scheme) and the objections submitted, it is considered that the proposal is generally consistent with the relevant objectives and decision guidelines of the Scheme.

The subject land is considered to be suitable for a childcare centre because of the site context, consisting of three lots to be consolidated, and in proximity to other non-residential uses.

The proposed building incorporates high levels of articulation through design detailing and setbacks and has been designed to protect the amenity of neighbouring residential properties with increased setbacks and acoustic fencing to these interfaces. Proposed car parking satisfies the Scheme requirements with no reduction being sought.

The childcare centre would provide an easily accessible service to the surrounding community and would form part of a residential area with existing non-residential 'community' uses. This area of Traralgon presently sees approximately 3.36 children competing for every one child care place, with the population of the Traralgon's 0-6 year old expected to increase by 17% from 2023 to 2040.

The proposed signage is modest and would be consistent with the surrounding streetscape character. It adequately addresses the relevant decision guidelines for signage in the Scheme.

It is therefore recommended that a Notice of Decision to Grant a Permit be issued, subject to specified conditions.

#### OFFICER'S RECOMMENDATION

**That Council issues a Notice of Decision to Grant a Permit for the use and development of land with a child care centre and display of business identification signage at 7, 9 and 11 Burns Street, Traralgon (Lots 2, 3 & 4 PS 832329) subject to conditions at Attachment 1 to this report.**

## BACKGROUND

### *Summary*

Land: 7, 9 and 11 Burns Street, Traralgon, known as Lots 2, 3 and 4 on Plan of Subdivision 832329W.

Proponent: Human Habitats

Zoning: General Residential Zone – Schedule 2 (GRZ2)

Overlay: Nil

A Planning Permit is required:

- Pursuant to Clause 32.08-2 (GRZ2) for the use of land for a child care centre
- Pursuant to Clause 32.08-9 (GRZ2) for buildings and works.
- Pursuant to Clause 52.05-13 for business identification sign.

*Proposal* The application is for the use and development of land with a childcare centre and display of business identification signage. The proposal is to be located across three lots, being 7, 9 and 11 Burns Street, Traralgon.

### Childcare centre

- The proposed childcare is for a maximum of 120 children from 0 to 5 years.
- The hours of operation will be 6.30am to 6.30pm, Monday to Friday.
- No tenant is currently proposed.

### Buildings and works for the child care centre

- The building would be single storey and located on the southern two lots (7 & 9 Burns Street) in an 'L' configuration extending to the west. Ground floor area would be 943.9 square metres. Car parking would be to the north of the building on the remaining lot (11 Burns Street).
- The building would have a setback of 9 metres from the Burns Street (east) frontage, a minimum setback of 5.3 metres from the south (side) boundary, a minimum setback of 19.5 metres from the north (side) boundary and a minimum 10.2 metres from the west (rear) boundary.
- The building would consist of an entrance foyer, reception, offices, kitchen, staff room, laundry, 7 child minding rooms, amenities, cot room, 4 prep rooms, and an indoor 'piazza' (communal area).
- An outdoor play area of 1220 square metres would be located around the building to the west, south and east.
- The walls of the building would be a combination of brick (natural colour), timber look cladding, rendered finish in dark and light grey, and clear glazing. The roof would be a combination of three skillion roofs interspersed with flat sections, all of corrugated colorbond sheet roofing

- The maximum building height would be 6.26 metres.
- Entry to the building would be from a pedestrian pathway/ramp from Burns Street.
- Two colorbond steel sheds, 20 square metres each and 2 metres in height, used for storage of play equipment: one located adjacent to the entryway from Burns Street, behind internal fencing and the other located to the rear of the building, adjacent to west end of the car park.
- A minimum 1.80 metre-high acoustic grade timber fence is proposed to the north and south (side) boundaries and the west (rear) boundary.
- A 1.8m high fence of 25% transparency – fixed timber battens with colour accents - is proposed for the Burns Street front boundary which would enclose the frontage from south of the entry to the building. Additional internal fencing would enclose the rear play area from the south side of the building, and the car park to the north.

#### Vehicle access and car parking

- Vehicle access to the development would be from a 6.4 metre-wide crossing at the northern end of the Burns Street site frontage
- A total of 26 car spaces would be provided to the north of the building.

#### Signage

A non-illuminated aluminium business identification sign with a dimension of 1.5 metres by 1.5 metres (advertising area of 2.25 square metres) is proposed to be located on the front elevation of the building, adjacent to the entrance. The sign would not be illuminated and would have the wording 'early learning centre'.

A copy of the development plans can be found at Attachment 2 of this report

#### *Subject Land:*

The subject land is located at 7, 9 and 11 Burns Street, Traralgon. It is legally identified as Lots 2, 3 and 4 of PS 832329.

The site is located between the intersection of Burns Street with Grey Street to the south and Gordon Street to the north. It consists of three adjoining lots, with each lot having an east-west alignment. The combined site is generally regular in shape, with a combined frontage to Burns Street of 57.15 metres, maximum depth of 55.94 metres and overall area of 3,240 square metres.



The lots are currently vacant, having been recently cleared of the landscaped garden which had been planted by the Anglican Church in 1978 and known as “St James Wayside Garden”. The lots were previously part of the larger parcel of land at 100 Grey Street, which contains St James Anglican Church, thirteen retirement dwellings and car parking. Planning permit 2019/121/A was issued on the 29 April 2020 for a four-lot subdivision which created the current lot configuration. There is an existing vehicle crossover centrally located along the Burns Street frontage.

Topographically, the site is relatively flat and there is no noticeable change in levels between the subject site and the adjoining sites. There is no front fence and 1.8 metre high timber fences line the remaining boundaries.

The land is encumbered with a 0.5 metre wide electricity easement in the south-west corner. A Section 173 Agreement is registered on all three titles that requires stormwater detention works on the land to be in accordance with the site drainage plan approved under permit 2019/121/A, prior to the issue of an occupancy permit for any dwelling. As the proposal is for a child care centre, it is not in breach of this agreement.



**Figure 1: Aerial image of the subject land:**



**Figure 2: Aerial image of the subject land and surrounds**

*Surrounding Land Use:*

The site is located within an established residential area approximately 450 metres west of the Traralgon Activity Centre. The area includes a mix of residential and non-residential land uses. St James Anglican Church on Grey Street abuts the site to the south, the Traralgon RSL is located on the southern side of Grey Street, and the site is within walking distance of Stockdale Road Primary School, Apex Park, Kay Street Gardens, and the Gippsland Regional Aquatic Centre.

The details of the immediate adjoining sites are as follows:

- North: Established residential area in GRZ2 with lots of approximately 900 square metres in size primarily containing single dwellings (single storey).
- East: Established residential lots in GRZ2 of approx. 600 square meters containing single dwellings and some multi dwelling developments. An Edwardian dwelling opposite the site on the corner of Burns Street and Moore Street is of heritage significance and therefore located in Neighbourhood Residential Zone Schedule 4 and is subject to the Heritage Overlay. Further east along Moore Street are dwellings subject to the Heritage Overlay (Moore Street Precinct), being a mix of Edwardian and interwar bungalows.
- South: St James Anglican Church and associated buildings occupy a 1.29 hectare site located on the corner of Burns and Grey Streets. A single storey dwelling (rectory) on the church land abuts the southern boundary of the subject site, with the church buildings beyond this fronting Grey Street. The site is located in GRZ2.

West: Thirteen attached and semi-detached retirement dwellings occupy the same lot as the Anglican Church, with access provided by a crossover from Grey Street. Single dwellings on approx. 600 square metre lots are located further west and are also in GRZ2.

### *History of Application*

The application was received on 20 December 2022. A request for further information was made, with Council officers requesting the application be amended to include details of business signage, consolidation of lots, and to address concerns over crossovers and waste vehicle swept paths. Amended plans were lodged to address these matters.

No further changes have been made to the plans following advertising of the application and the receipt of objections.

### CONSULTATION

The application was advertised pursuant to Section 52(1)(a) and (d) of the Planning and Environment Act 1987 (the Act). Notices were sent to all adjoining and adjacent landowners and occupiers and a site notice was displayed on the site frontage for 14 days.

Following advertising of the application, 11 submissions in the form of written objections were received. Subsequent to a response to objections provided by the applicant, 1 objection was withdrawn, with 10 remaining. A copy of objections can be viewed at Attachment 3 to this report. Attachment 4 to this report provides a map of the location of the objectors.

The main issues raised in the objections can be summarised as:

- Increase in traffic
- Insufficient car parking
- Pedestrian and cyclist safety
- Building design not respectful of heritage of area
- Noise impacts
- Removal of vegetation for the site
- Impact on property values
- Impact on local business

The concerns raised by the objectors are discussed in the Response to Objections at Attachment 5 to this report.

### External:

The application was referred to the following external authorities:

<i>Referral Agency</i>	<i>Referral Trigger</i>	<i>Response</i>
<b>DTP</b>	Clause 66.02-11	Consent, no conditions.
<b>GIPPSLAND WATER</b>	Section 52	Conditional consent.

### Internal:

The application was referred internally to Council's:

- Engineering Development team: conditional consent
- Health team: conditional consent
- Strategic Planning team: no objection
- Environment team: no objection. Vegetation on the site that had been cleared was planted and therefore no permit was required for its removal.

### ANALYSIS

#### **Latrobe Planning Scheme**

#### **Municipal Planning Strategy (MPS) and Planning Policy Framework (PPF)**

The relevant direction and policy contained in the MPS and PPF of the Latrobe Planning Scheme have been considered as part of the assessment of this application.

#### Relevant Planning Policies

- Clause 02.03-1 Settlement
- Clause 02.03-5 Neighbourhood character
- Clause 02.03-9 Community infrastructure
- Clause 11.01-1S Settlement
- Clause 11.01-1R Settlement – Gippsland
- Clause 11.01-1L Traralgon
- Clause 13.05.1S Noise management
- Clause 13.07-1S Land use compatibility
- Clause 15.01-1S Urban design
- Clause 15.01-1L Urban design
- Clause 15.01-2S Building design
- Clause 15.01-2L Energy and resource efficiency
- Clause 15.01-5S Neighbourhood character
- Clause 15.01-5L Neighbourhood character
- Clause 17.01-1S Diversified Economy
- Clause 17.02-1S Business
- Clause 18.01-1S Land use and transport integration
- Clause 18.02-4S Roads

- Clause 19.02-2S Education facilities
- Clause 19.02-4S Social and cultural infrastructure
- Clause 19.02-4S Social and cultural infrastructure

The relevant direction and policy contained in the MPS and PPF of the Latrobe Planning Scheme have been considered as part of the assessment of this application and the proposal has been found to be consistent with policy. A response to relevant policy can be viewed at Attachment 6 to this report.

## **Zone**

### Clause 32.08 General Residential Zone Schedule 2 (GRZ2)

The purpose of GRZ2 is (as relevant to this application):

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage development that respects the neighbourhood character of the area.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

Pursuant to Clause 32.08-2 of the Scheme, a permit is required for the use of land for a child care centre (Section 2 use).

Pursuant to Clause 32.08-9 of the Scheme, a permit is required to construct a building or construct or carry out works for a use in Section 2.

The decision guidelines for the consideration of non-residential uses and development under the zone provisions at Clause 32.08-13 are:

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of this zone.*
- *The objectives set out in a schedule to this zone*
- *Whether the use or development is compatible with residential use.*
- *Whether the use generally serves local community needs.*
- *The scale and intensity of the use and development.*
- *The design, height, setback and appearance of the proposed buildings and works.*
- *The proposed landscaping.*
- *The provision of car and bicycle parking and associated accessways.*
- *Any proposed loading and refuse collection facilities.*

- *The safety, efficiency and amenity effects of traffic to be generated by the proposal.*

The proposal is considered consistent with the decision guidelines for the following reasons:

General

- The proposal satisfactorily addresses the Municipal Planning Strategy and the Planning Policy Framework.
- The proposal addresses the purpose of the zone as the childcare centre would be an educational and community use that would serve the local community in an appropriate location.
- The built form would be single storey with a modest profile and would be set back generously from all boundaries. The roof form, while contemporary would be reflective of the pitch of the surrounding buildings and in particular, the Anglican church building.
- The location is considered to be appropriate as the site is on a local road located approximately 70 metres from Grey Street and abuts the existing 'hub' of a church and associated meeting spaces, dwellings and op shop.
- The childcare centre meets the objectives set out in the schedule to the zone as it would have generous front and side building setbacks and would be provided with landscaping which would contribute to the spacious regional suburban character of Traralgon. Being for a child care centre, the safety afforded by a front fence is paramount hence while the front fence is proposed to be 1.8 metres high, it will be of 25 percent transparency to aid visibility and lessen the impact of the fence. Amended plans will be required to be submitted to show the storage shed within the frontage to be of no greater height than this fence.
- The proposal addresses the decision guidelines specified in the schedule to the zone as:
  - the development provides for appropriate setbacks and landscaping which would contribute to the garden character of the area.
  - the vehicle access point would be safe and accessible with only one entry point to the childcare centre from Burns Street proposed.
  - the building façade would be suitably articulated through changes in form, line, materials and colours with extensive full length fenestration.
  - adequate space would be provided within the front setback of the childcare centre for landscaping.

- the proposed building has a light 'open' style which incorporates a mix of materials and extensive glazing and would be single storey. It would be set back 9.0 metres from the site frontage allowing for extensive landscaping to be undertaken in the front setback and would be generously set back from the other boundaries. As such it is considered that the proposal would sit well within the context of the neighbouring Church buildings and residences, without dominating the surrounds. As such, it would provide a suitable transition to the nearby properties including those in the Neighbourhood Residential Zone.

#### Non-residential use and development

- The childcare centre is considered to be compatible with the adjoining residential and community uses. The boundary abuttal to the south is to the Church rectory and west is to retirement dwellings on Church land. Three dwellings to the north all share their rear boundary with the site. The proposed car parking area on the north side of the site, combined with the large rear yards of these dwellings, provide sufficient distance from any play area. All but the dwelling to the south is orientated away from the centre. The addition of acoustic fencing to the side and rear boundaries will assist in the reduction of noise when considering residential amenity. This fencing is detailed in the *Acoustic report for Town Planning Application* prepared by Enfield Acoustics Pty Ltd, document reference V1232-01-P Acoustic Report (r0).docx, dated 9 November 2022. Amended plans will be required to be submitted to clearly show the extent of this acoustic fencing.
- Hours of operation for the centre are 6.30am to 6.30 pm Monday to Friday for childcare centres and serve a community need particularly for shift workers who have childcare needs outside of standard business hours. Vehicle access is proposed from Burns Street, just north of Grey Street.
- The proposed childcare use would serve a local community need by providing an additional 120 childcare places to be utilised by families in the local area.
- The design, height, setback and appearance of the proposed building and works are acceptable for the site and the surrounding area. The overall height of the building would be approximately 6.26 metres at the apex of the skillion roofs, with the majority of the built form approximately 5.3 metres in height. Generous setbacks from all boundaries are proposed.
- A landscape concept plan has been submitted however; the submission of a detailed landscape plan would be a condition of approval. Any condition will specify landscaping within the front setback to include canopy trees, the bin enclosure area to be landscaped, and appropriate landscaping along the rear boundary of the site.

- Car parking and associated accessway would be provided on the northern side of the childcare centre, in accordance with the requirements of Clause 52.06 of the Scheme.
- Four bicycle spaces would be provided near the entrance to the site which is acceptable. It is noted that bicycle parking is not triggered for the use under Clause 52.34 of the Scheme.
- Bin storage is proposed in the north-west portion of the site, at the end of the car park, with no dedicated loading areas identified. Waste collection is proposed to occur outside of operational hours of the child care centre, thereby utilising the empty car park width for access and turning. Adequate operation of waste collection and loading is to be addressed by way of condition of permit.
- Vehicle access and car parking to the proposed childcare centre will be from Burns Street. It is considered that the proposal will not have a detrimental impact on the amenity of the surrounding area due to access and car parking as adequate onsite car parking is proposed in an appropriate location set back from sensitive uses.

### **Overlay**

The subject site is not subject to any overlays.

### **Particular Provisions**

#### Clause 52.05 Signs:

The purpose of this clause is:

- *To regulate the display of signs and associated structures.*
- *To provide for signs that are compatible with the amenity and visual appearance of an area, including the existing or desired future character.*
- *To ensure signs do not contribute to excessive visual clutter or visual disorder.*
- *To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance, or efficiency of a road.*

The site is within the GRZ, which stipulates that 'Category 3' requirements of the clause will apply to the proposed signs. Pursuant to Clause 52.05-13 of the Scheme relating to Category 3 – High amenity areas, a permit is required for business identification signs. The purpose of signs in the area is *to ensure that signs in high-amenity areas are orderly, of good design and do not detract from the appearance of the building on which a sign is displayed or the surrounding area.*

One business identification sign is proposed, with a total advertising area of 2.25 square metres, fixed to the facade of the proposed building. The sign would be non-illuminated, constructed on aluminium with printed details. As there is currently no tenant proposed full details of the sign content is not available. Any changes to what are endorsed however, will require plans to be amended under secondary consent. Any change to the type of sign would require an amendment to any permit issued and therefore allow for full assessment.



Decision guidelines relating to signs include the sensitivity of the area in terms of the residential character and the compatibility of the proposed sign with the existing or desired future character of the area in which it is proposed to be located.

Clause 52.05 provides that signage should be compatible with the amenity and visual appearance of an area, including the existing or desired future character. Signs should not contribute to excessive visual clutter or visual disorder, or adversely affect the appearance or efficiency of a road.

The extent of the signs is considered to be modest, and thereby respectful of the existing neighbourhood character.

#### Clause 52.06 Car Parking:

The purpose of this clause is, to among other things, ensure the provision of an appropriate number of car parking spaces.

Table 1 of Clause 52.06-5 specifies the car parking requirement for a childcare centre as 0.22 spaces to each child. In this regard, a childcare centre for 120 children will generate a car parking requirement of 26 spaces. A total of 26 car parking spaces would be provided on site. A reduction in car parking requirements is therefore not being sought as part of the application.

Car parking provision must meet the design standards at Clause 52.06-9 of the Scheme relating to accessways, car parking spaces, gradients, urban design, safety, and landscaping. The car parking design was assessed to be satisfactory by Council's Engineering Development team.

#### ***Decision Guidelines (Clause 65):***

Clause 65.01 sets out the decision guidelines to be considered before deciding on an application or approve a plan.

The proposal is considered to be generally consistent with the relevant decision guidelines as follows:

The application satisfies the relevant objectives and strategies stipulated in the MPS and PPF relating to non-residential uses in residential areas.

As established in several cases before VCAT, whilst a child care center is a commercial venture; it does not make the use inappropriate within a residential setting. The appropriateness of a site's location and built form are paramount in determining whether a permit ought to be granted. It is considered that the proposal adequately addresses these issues.

The appearance of the built form of the proposed childcare centre would be compatible with the surrounding neighbourhood because the layout, scale and design of the childcare centre building is respectful of the existing neighbourhood character.

***Incorporated Documents (Clause 72.04):***

The proposal is considered to be consistent with the following relevant incorporated documents:

- *Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Off-street car parking, Standards Australia 2004.*
- *Design Vehicles and Turning Path Templates, Austroads, 1995 (AP-34/95).*

***Background Documents (Clause 72.08):***

The proposal is considered to be consistent with the following relevant background documents:

- *Environment Protection Regulations under the Environment Protection Act 2017.*
- *Noise Limit and Assessment Protocol for the Control of Noise from Commercial, Industrial and Trade Premises and Entertainment Venues, Environment Protection Authority.*
- *Latrobe Structure Plan – Traralgon Community Implications*

The application received 10 submissions in the form of objections.

A response to the issues highlighted can be viewed at Attachment 5 to this report.

**RISK ASSESSMENT**

RISK	RISK RATING	TREATMENT
REPUTATIONAL RISK Refusing an application which is consistent with the Latrobe Planning Scheme	<b><i>Medium</i></b> <i>Possible x Moderate</i>	The proposal has been considered against the Latrobe Planning Scheme and it is considered to be consistent with the relevant provisions and should therefore be approved.

RISK	RISK RATING	TREATMENT
<p>REPUTATIONAL RISK AND FINANCIAL RISK</p> <p>Supporting the application and an objector(s) seeking review of the decision at VCAT</p>	<p><b>Medium</b></p> <p><i>Likely x Moderate</i></p>	<p>To manage and limit the potential risk, the recommendation has been considered against the requirements of the GRZ2, Planning Policy Framework and Municipal Planning Strategy, and relevant Particular Provisions. The recommendation to approve is considered to be consistent with the Latrobe Planning Scheme and VCAT precedent.</p>
<p>REPUTATIONAL RISK AND FINANCIAL RISK</p> <p>Not supporting the application and the applicant seeking review of the decision at VCAT.</p>	<p><b>High</b></p> <p><i>Almost Certain x Major</i></p>	<p>Supporting the application based on the requirements of the GRZ2, and the relevant policies in the Planning Policy Framework and Municipal Planning Strategy and all other relevant components of the Scheme.</p>

#### DECLARATIONS OF INTEREST

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

#### Attachments

1. Attachment 1 - Draft Permit Conditions
2. Attachment 2 - Development Plans
3. Attachment 3 - Objections (Published Separately)

*This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Contains personal details of objectors.*

4. Attachment 4 - Map of Objectors (Published Separately)

*This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Contains personal details of objectors.*

5. Attachment 5 - Response to Objections

6. Attachment 6 - Relevant Policy and Assessment

# 7.1

## **2022/362 Use and Development of Land for a Childcare Centre and Display of Business Identification Signage at 7,9 and 11 Burns Street, Traralgon**

<b>1</b>	<b>Attachment 1 - Draft Permit Conditions.....</b>	<b>214</b>
<b>2</b>	<b>Attachment 2 - Development Plans.....</b>	<b>224</b>
<b>5</b>	<b>Attachment 5 - Response to Objections.....</b>	<b>236</b>
<b>6</b>	<b>Attachment 6 - Relevant Policy and Assessment.....</b>	<b>241</b>

**PERMIT CONDITIONS 2022/362****Proposal: Use and development of land for a child care centre and display of business identification signage****7, 9 and 11 Burns Street, TRARALGON****Lots 2, 3 and 4 on Plan of Subdivision 832329W****Amended Plans Condition:**

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must generally be in accordance with the plans submitted on the 14 25 May 2023, prepared by Jesse Ant Architects and Jeavons Landscape Architects but modified to show:
  - a) Provision of a minimum 1.8m high acoustic fence along both side and rear boundaries of the subject land, in accordance with *Acoustic report for Town Planning Application* prepared by Enfield Acoustics Pty Ltd, document reference V1232-01-P Acoustic Report (r0).docx, dated 9 November 2022.
  - b) Height, style, construction materials and extent of Burns Street boundary fencing and all internal fencing.
  - c) The location of the raingarden and stormwater detention and re-use tanks.
  - d) Dimensions, elevations, construction materials and finishes for the the two storage sheds located to the west and east side of the main building. The shed located within the site frontage must not be greater than 1.8m in height.,
  - e) Landscaping generally in accordance with *Landscape Concept Plan*, prepared by Jeavons Landscape Architects (Dwg No: CPO1 of 1, dated 11.05.23) but amended to show:
    - i. a planting schedule of all proposed vegetation (trees, shrubs and ground covers) which includes, botanical names, common names, pot size, mature size and total quantities of each plant,
    - ii. the use of drought tolerant species;

- iii. the provision of a minimum of six (6) canopy trees within the front setback which are able to achieve a minimum height of three (3) metres.
- iv. all planting abutting the accessway(s) to have a maximum mature height of no more than 900mm in accordance with Clause 52.06-8 (Design Standards for car parking) of the Latrobe Planning Scheme;
- v. an appropriate irrigation system.

**Endorsed Plans Conditions:**

2. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
3. The siting, structure, content and design of the sign(s) must be in accordance with the endorsed plans and must not be altered or modified without the written consent by the Responsible Authority.

**Use Conditions:**

4. The use and/or development must be managed so that the amenity of the area is not detrimentally affected through the:
  - a) transportation of materials, goods or commodities to or from the land;
  - b) appearance of any building, works or materials;
  - c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil;
  - d) presence of vermin,or otherwise, to the satisfaction of the Responsible Authority.
5. Not more than 120 children may be present on the premises at any one time without the written consent of the Responsible Authority.
6. The use may operate only between the hours of 6.30 am and 6.30 pm Monday to Friday, unless with the written consent of the Responsible Authority.
7. Any waste removal from the land, other than Council-provided kerbside collection, must only occur:
  - a) outside the operating hours of the child care centre, and

b) not between 2000-0700 hours, and

c) only Monday to Saturday,

unless with the prior written consent from the Responsible Authority, and must be generally in accordance with *Waste Management Plan* prepared by Fraser Consulting Services, document Version 0, dated 08/12/2022.

8. All waste material must be screened and regularly removed from the site. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.
9. All external plant and equipment must be acoustically treated or placed in soundproof housing to reduce noise to a level satisfactory to the Responsible Authority.
10. No external sound amplification equipment or loudspeakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.
11. External lighting must be designed, baffled and located to prevent any detrimental effect on nearby land, to the satisfaction of the Responsible Authority.
12. All security alarms or similar devices installed on the land must be of a silent type in accordance with the current standard specified by Standards Australia International Limited and connected to a security service.
13. All pipes, fixtures, fittings and vents servicing any building on the land, other than stormwater down pipes, must be concealed or otherwise hidden from view to the satisfaction of the Responsible Authority.
14. Preventative measures must be taken within the car parking areas to prevent damage to fences or landscaped areas.

**Development Conditions:**

15. Once building works have commenced, they must be completed to the satisfaction of the Responsible Authority.
16. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.



17. Upon completion of the development/works, the land must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.
18. Construction works on the land must be carried out in a manner that does not result in damage to existing Council assets and does not cause detriment to adjoining owners and occupiers, to the satisfaction of the Responsible Authority.
19. The external, materials and/or finishes of the building(s) shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

**Landscaping Conditions:**

20. Before the use starts or the occupancy of the development or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
21. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

**Sign Conditions:**

22. The sign must not contain any flashing lights or animation.
23. The sign must not be illuminated without the written consent by the Responsible Authority.
24. The sign must be constructed in a safe and working condition, and the appearance of the sign must be maintained, to the satisfaction of the Responsible Authority.
25. The signage authorised by this permit must only contain an advertisement which provides or supplies information relating to the business conducted on the land.

**Health Conditions:**

26. Plant equipment and music playback on the land shall comply with EPA Publication 1826 – Noise Limit and Assessment Protocol for the Control of Noise from Commercial, Industrial and Trade Premises and Entertainment Venues at all times.

27. Before the use starts and/or the development is occupied, all acoustic fencing must be constructed in accordance with *Acoustic report for Town Planning Application* prepared by Enfield Acoustics Pty Ltd, document reference V1232-01-P Acoustic Report (r0).docx, dated 9 November 2022 & Association of Australasian Acoustical Consultants (AAAC) Guideline for Childcare Centre Acoustic Assessment, as follows:
- a) Ground Floor Boundary Acoustic Fence
  - b) To the specified heights and locations as shown in Section 4.2 of *'the report'*;
  - c) Using fibre cement sheeting, treated timber, lightweight aerated concrete, transparent acrylic panels, glass and profiled sheet cladding as long the selected material (or combined skins) has a mass of at least 10kg/m<sup>2</sup>;
  - d) The fence shall have no gaps or holes in it, or the likelihood of such occurring through natural causes or deformations, thus allowing noise to pass through;
  - e) The fence must be designed and built in an acceptable manner so that noise will not pass underneath it;
  - f) Any butt joints shall be sealed with a fire-rated weather proof mastic or an overlapping piece of material meeting the mass requirements of 10kg/m<sup>2</sup> (minimum 35mm each side of the butt joint); and
  - g) Where multiple cladding layers are used (e.g. FC sheeting over timber paling fence), joints in the cladding materials shall not coincide.

**Engineering Conditions:**

28. Prior to the commencement of any works hereby permitted, the titles to the land to which this permit applies must be consolidated to ensure that the land comprising all dwellings, buildings, car parking and vehicle access ways allowed by this permit are contained within a single title.
29. Before the commencement of any works hereby permitted a site drainage plan, including levels or contours of the land and all hydraulic computations, must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with

dimensions and an electronic copy in PDF format must be provided. The drainage plan must be prepared in accordance with the requirements of Latrobe City Council's design guidelines and must provide for the following:

- a) How the land including all buildings, open space and paved areas will be drained to the legal point of discharge for a 20 % AEP storm event.
  - b) An underground pipe drainage system conveying stormwater discharge to the legal point of discharge.
  - c) The provision of stormwater detention within the site and prior to the point of discharge into Latrobe City Council's drainage system. The stormwater detention system must be designed to ensure that stormwater discharges arising from the proposed development of the land are restricted to pre-development flow rates. The rate of pre-development stormwater discharge shall be calculated using a co-efficient of run-off of 0.4.
30. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
31. Before the use commences of the development hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority:
- a) All drainage works must be constructed in accordance with the approved site drainage plan.
  - b) The proposed vehicle crossing shall be constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307.
  - c) The areas shown on the endorsed plans for car parking and for vehicle access to the car parking must be constructed and surfaced in accordance with the approved plans and line marked to indicate each car space.
  - d) The redundant vehicle crossing in Burns Street must be removed and kerb and channel and grassed naturestrip reinstated.

32. The loading and unloading of goods and wastes from vehicles must be carried out on the land subject to this permit and must not disrupt the circulation and parking of vehicles on the land or adjacent roads. Delivery and waste collection vehicles must enter and exit the site in a forward direction. Delivery and waste collection vehicles shall not be larger than 8.8 metres in length. Waste collection must occur outside of the operation times approved for the development hereby permitted.
33. Car spaces, vehicle access lanes, vehicle turn around areas and driveways must be kept available for these purposes at all times.
34. The areas set aside for car parking and vehicle access lanes must be maintained in a continuously useable condition and not adversely affect the amenity of the area, to the satisfaction of the Responsible Authority.

**Gippsland Water Conditions:**

35. Pay to Gippsland Water New Customer Contributions for the change in servicing of the land. These charges will be applied after 30 June 2023 and will be based on Gippsland Water's Essential Services Commission approved charges.
36. Install water services to the satisfaction of Gippsland Water. As Constructed details showing the location of the installed services are required to be submitted to Gippsland Water.
37. Install sewer services to the satisfaction of Gippsland Water. As Constructed details showing the location of the installed services are required to be submitted to Gippsland Water.
38. An As Laid sanitary drainage plan showing the location of the sanitary drain(s) is required to be submitted by the plumber to CIS Services either by email to: [plans@cis1.com.au](mailto:plans@cis1.com.au) or by fax (03) 9835 5515 and a copy to Gippsland Water by email to: [statplanning@gippswater.com.au](mailto:statplanning@gippswater.com.au)
39. A Property Services quote request form must be completed and forwarded to our Property Connections Team to arrange a quote for the provision of water and/or sewer services to the development.

Endorsed plans together with the issued planning permit must be supplied with this application. Please refer to our website: <https://www.gippswater.com.au/developers/propertyconnections/connections>

**Expiry of Permit Condition:**

40. This permit will expire if one of the following circumstances applies:
- a) the development is not started within two years of the date of this permit; or
  - b) the development is not completed within four years of the date of this permit; or
  - c) the use is not commenced within two years of the completion of the development; or
  - d) the signage is not displayed within two (2) years of the date of this permit.

In accordance with section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

Where an amended permit is issued allowing for further development, the expiry provisions for those works will commence from the date of issue of the amended permit.

41. The approval contained in this permit for the signage shown on the endorsed plans expires 15 years from the date of this permit. At such a time, the sign and structures built specifically to support it must be removed.

**NOTES:**

- Note 1.** This permit does not authorize the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.

- Note 2.** Unless exempted by Latrobe City Council, an Asset Protection Permit must be obtained prior to the commencement of any proposed building works, as defined by Latrobe City Council's Local Law No. 3. Latrobe City Council's Asset Protection Officer must be notified in writing at least 7 days prior to the building works commencing or prior to the delivery of materials/equipment to the site.
- Note 3.** The location of the Legal Point of Discharge for any property and the connection point into Latrobe City Council's stormwater drainage system can be obtained by completing a Legal Point of Discharge form, found at [http://www.latrobe.vic.gov.au/Building\\_and\\_Planning/Building/Work\\_Permits\\_and\\_Property\\_Information](http://www.latrobe.vic.gov.au/Building_and_Planning/Building/Work_Permits_and_Property_Information)
- Note 4.** A Latrobe City Vehicle Crossing Permit must be obtained prior to the commencement of the construction of all new vehicle crossings and for the upgrading, alteration or removal of existing vehicle crossings. The relevant fees, charges and conditions of the Vehicle Crossing Permit will apply to all vehicle crossing works. It is a requirement that all vehicle crossing works be inspected by Latrobe City Council's Asset Protection Officer.
- Note 5.** The fit out of the food premises must comply with the Food Standards Code Australia Standard 3.2.3, Food Premises and Equipment. Compliance with Standard 3.2.3 will facilitate compliance with Standard 3.2.2 Food Safety Practices and General Requirements and the Australian Standard Design, Construction of Food Premises AS 4674-2004.
- Note 6.** The operator of the child care centre must obtain Food Act 1984 registration from Council prior to commencing operation.
- Note 7.** Children and baby rooms used for the preparation of food and/or milk/formula must contain, as a minimum, a dedicated hand wash sink in addition to separate equipment wash sink; and/or activity sink.
- Note 8.** The operator of this permit must ensure that all relevant Permits have been obtained prior to the commencement of the use.

**Note 9.** Before any earthworks are undertaken, it is recommended that you contact Dial Before You Dig on 1100.

**PROPOSAL CHILDCARE CENTER AT  
7-11 BURNS STREET, TRARALGON VIC 3844**

**TOWN PLANNING DRAWING LIST:**

- TP00 - COVER SHEET
- TP01 - SITE LOCATION PLAN
- TP02 - NEIGHBORHOOD CHARACTER
- TP03 - DESIGN RESPONSE
- TP04 - DEMOLITION PLAN & STREETScape
- TP05 - GROUND FLOOR PLAN
- TP06 - ROOF PLAN
- TP07 - ELEVATIONS
- TP08 - ELEVATIONS
- TP09 - SHADOW DIAGRAMS
- TP10 - SHADOW DIAGRAMS

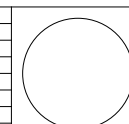
**Notes**  
 - DO NOT SCALE FROM DRAWINGS.  
 - SITE & FLOOR LEVELS TO BE CONFIRMED ON SITE BY BUILDER PRIOR TO COMMENCEMENT OF ANY WORKS. ANY ERRORS, DISCREPANCIES OR OMISSIONS IN THE DRAWINGS, NOTATIONS OR DIMENSIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE ARCHITECT FOR CLARIFICATION PRIOR TO WORKS COMMENCING.  
 - ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH SPECIFICATIONS, STRUCTURAL, MECHANICAL, ELECTRICAL, HYDRAULIC, LANDSCAPE ARCHITECTURAL DRAWINGS.  
 - LOCATION OF ALL HARDWARE, FIXTURES AND FITTINGS TO BE CONFIRMED WITH ARCHITECT PRIOR TO WORKS COMMENCING.



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Project	7-11 BURNS STREET, TRARALGON
Drawing	COVER SHEET

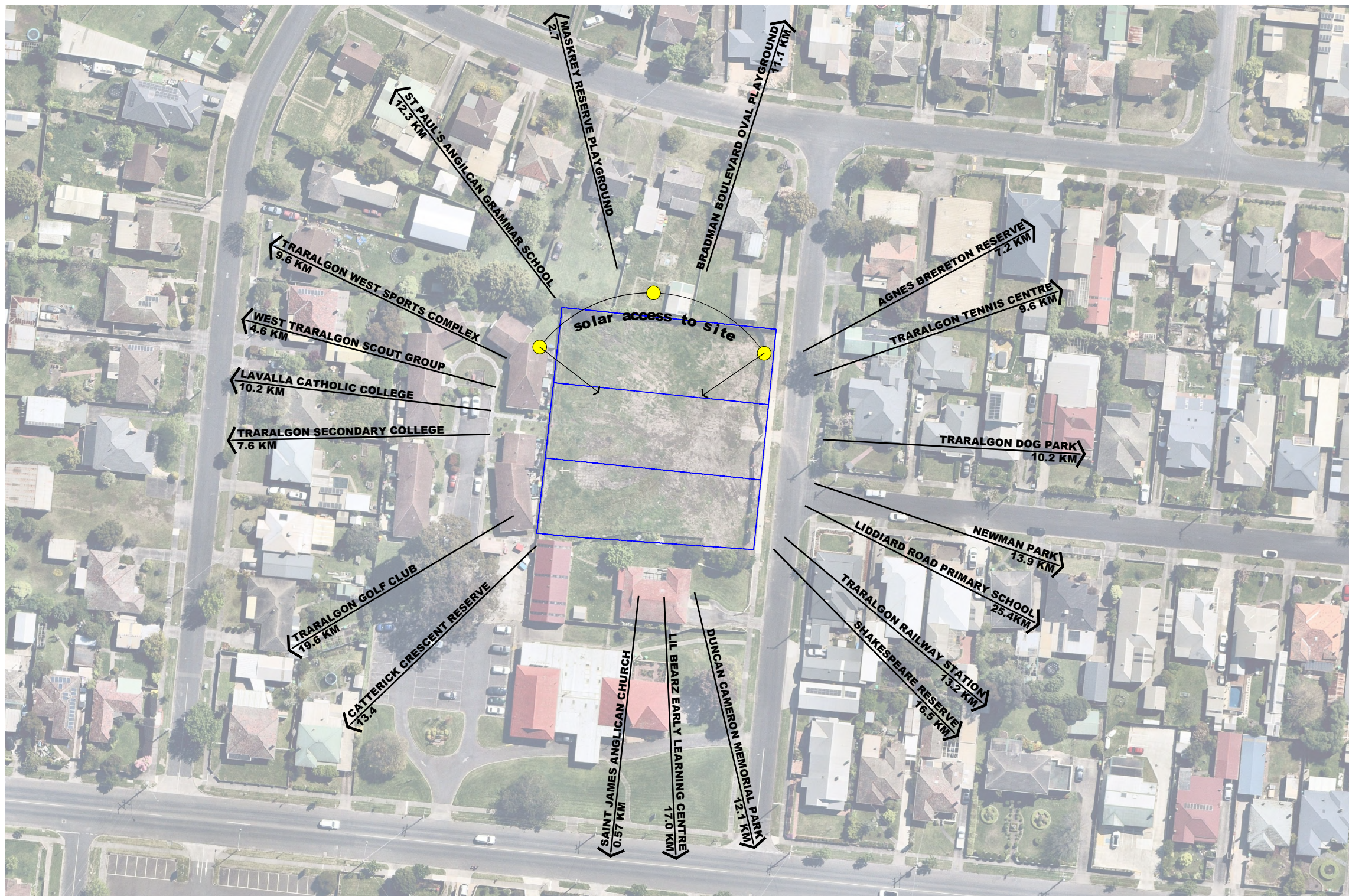
Date	Rev	Description
2023.05.09	A	RFI response



Project Number			22-062
Date	09.05.2023	Scale	
Drawn	NS, CZ	Checked	JW/AL

Drawing Number	TP00
Amendment	A





GROUND FLOOR PLAN  
SCALE 1:500 @ A1

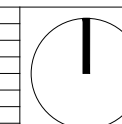
Notes  
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 - ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH SPECIFICATIONS.  
 - STRUCTURAL, MECHANICAL, ELECTRICAL, HYDRAULIC, LANDSCAPE ARCHITECTURAL DRAWINGS.  
 - LOCATION OF ALL HARDWARE, FIXTURES AND FITTINGS TO BE CONFIRMED WITH ARCHITECT PRIOR TO WORKS COMMENCING.

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Project  
 7-11 BURNS STREET, TRARALGON  
 Drawing  
 LOCATION PLAN

Date	Rev	Description
2023.05.09	A	RFI response



Project Number 22-062		Drawing Number TP01	
Date 09.05.2023	Scale 1:500	Amendment A	
Drawn NS, CZ	Checked JW/AL		



**NEIGHBORHOOD CHARACTER**  
SCALE 1:300 @ A1

**Notes**  
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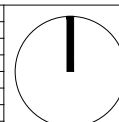


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**Project**  
 7-11 BURNS STREET, TRARALGON

**Drawing**  
 NEIGHBORHOOD CHARACTER

Date	Rev	Description
2023.05.09	A	RFI response



<b>Project Number</b> 22-062		<b>Drawing Number</b> TP02	
Date	09.05.2023	Scale	1:300
Drawn	NS, CZ	Checked	JW/AL
		<b>Amendment</b> A	



**DESIGN RESPONSE**  
SCALE 1:300 @ A1

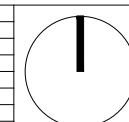
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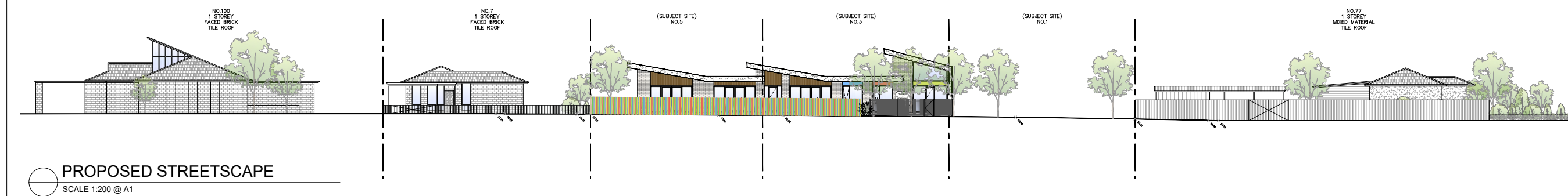
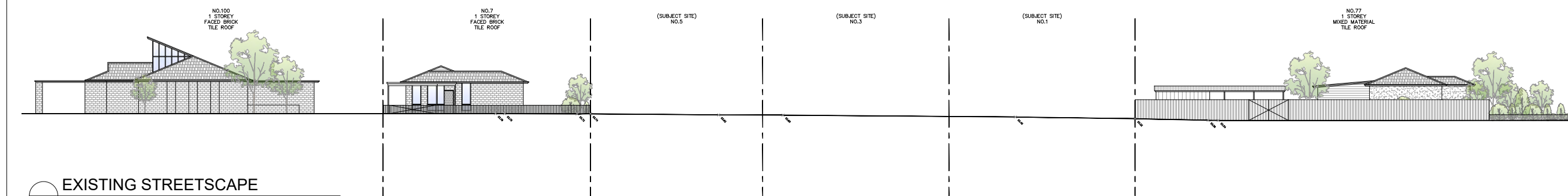
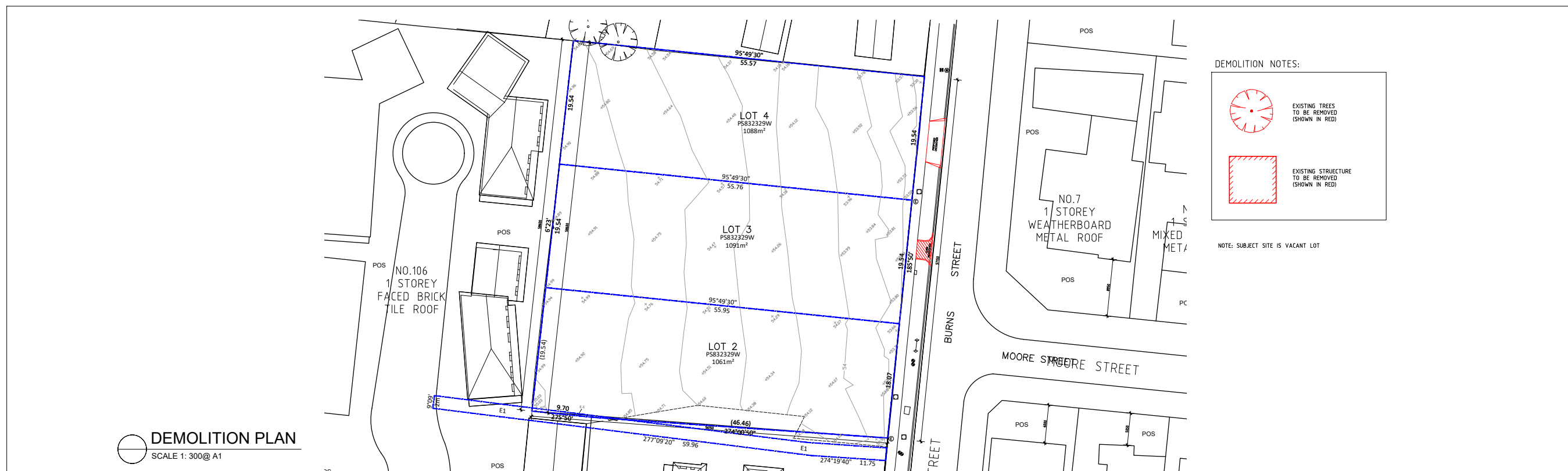
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Project	7-11 BURNS STREET, TRARALGON
Drawing	DESIGN RESPONSE

Date	Rev	Description
2023.05.09	A	RFI response



Project Number	22-062	Drawing Number	TP03
Date	09.05.2023	Scale	1:300
Drawn	NS, CZ	Checked	JW/AL
Amendment	A		



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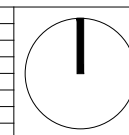
**J A JESSE ANT ARCHITECTS**

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**Project**  
7-11 BURNS STREET, TRARALGON

**Drawing**  
DEMOLITION PLAN & STREETScape

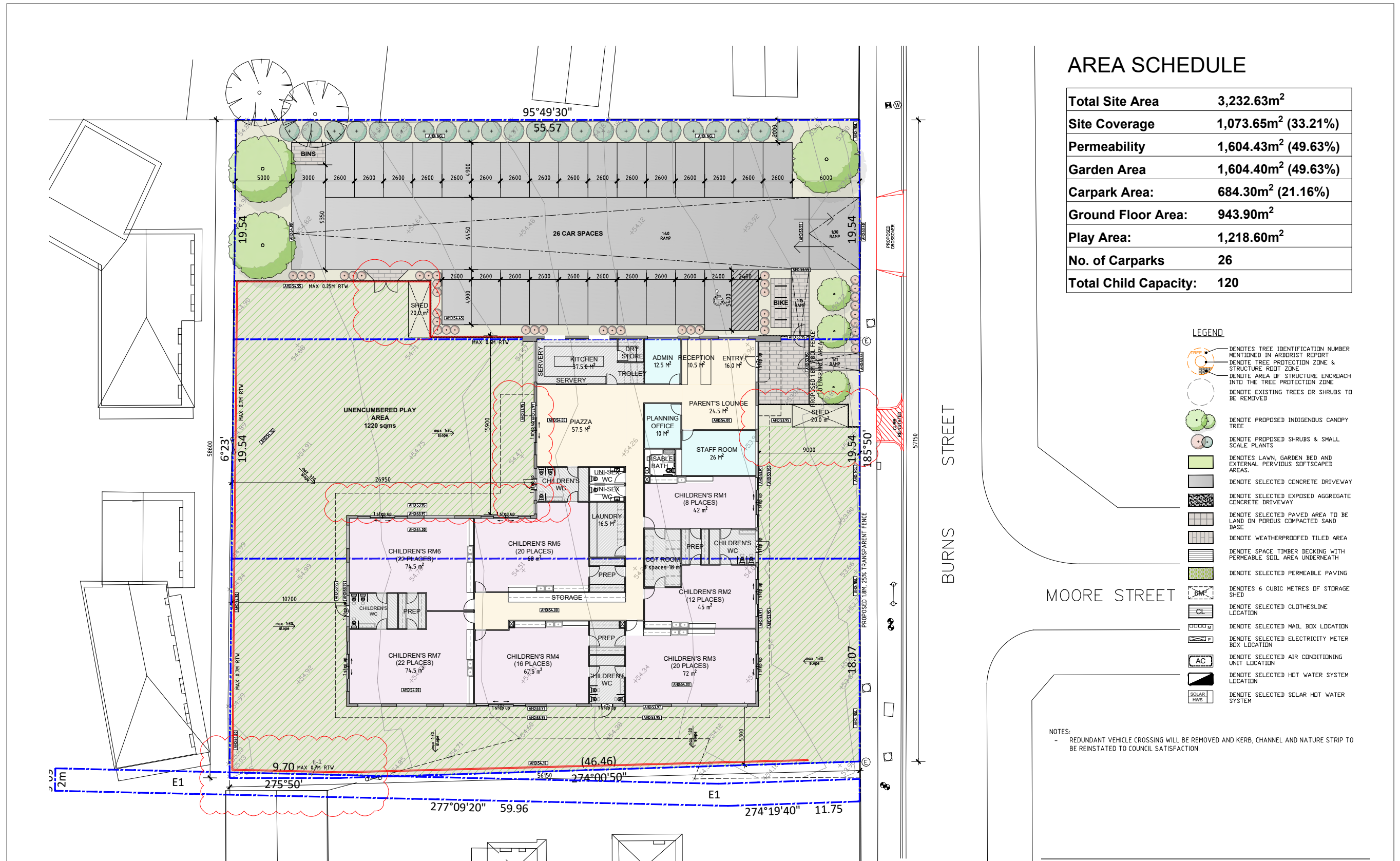
Date	Rev	Description
2023.05.09	A	RFI response



Project Number 22-062	
Date 09.05.2023	Scale
Drawn NS, CZ	Checked JW/AL

**Drawing Number**  
TP04

**Amendment**  
A



### AREA SCHEDULE

Total Site Area	3,232.63m <sup>2</sup>
Site Coverage	1,073.65m <sup>2</sup> (33.21%)
Permeability	1,604.43m <sup>2</sup> (49.63%)
Garden Area	1,604.40m <sup>2</sup> (49.63%)
Carpark Area:	684.30m <sup>2</sup> (21.16%)
Ground Floor Area:	943.90m <sup>2</sup>
Play Area:	1,218.60m <sup>2</sup>
No. of Carparks	26
Total Child Capacity:	120

- LEGEND**
- DENOTES TREE IDENTIFICATION NUMBER MENTIONED IN ARBORIST REPORT
  - DENOTE TREE PROTECTION ZONE & STRUCTURE ROOT ZONE
  - DENOTE AREA OF STRUCTURE ENCRDACH INTO THE TREE PROTECTION ZONE
  - DENOTE EXISTING TREES OR SHRUBS TO BE REMOVED
  - DENOTE PROPOSED INDIGENOUS CANOPY TREE
  - DENOTE PROPOSED SHRUBS & SMALL SCALE PLANTS
  - DENOTES LAWN, GARDEN BED AND EXTERNAL PERVIOUS SOFTSCAPED AREAS.
  - DENOTE SELECTED CONCRETE DRIVEWAY
  - DENOTE SELECTED EXPOSED AGGREGATE CONCRETE DRIVEWAY
  - DENOTE SELECTED PAVED AREA TO BE LAIN ON PIOUS COMPACTED SAND BASE
  - DENOTE WEATHERPROOFED TILED AREA
  - DENOTE SPACE TIMBER DECKING WITH PERMEABLE SOIL AREA UNDERNEATH
  - DENOTE SELECTED PERMEABLE PAVING
  - DENOTES 6 CUBIC METRES OF STORAGE SHED
  - DENOTE SELECTED CLOTHESLINE LOCATION
  - DENOTE SELECTED MAIL BOX LOCATION
  - DENOTE SELECTED ELECTRICITY METER BOX LOCATION
  - DENOTE SELECTED AIR CONDITIONING UNIT LOCATION
  - DENOTE SELECTED HOT WATER SYSTEM LOCATION
  - DENOTE SELECTED SOLAR HOT WATER SYSTEM

**NOTES:**  
 - REDUNDANT VEHICLE CROSSING WILL BE REMOVED AND KERB, CHANNEL AND NATURE STRIP TO BE REINSTATED TO COUNCIL SATISFACTION.

**GROUND FLOOR PLAN**  
 SCALE 1:150 @ A1

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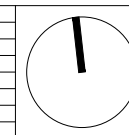
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Project  
 7-11 BURNS STREET, TRARALGON

Drawing  
 GROUND FLOOR PLAN

Date	Rev	Description
2023.05.09	A	RFI response



Project Number	22-062	Drawing Number	TP05
Date	09.05.2023	Scale	1:150
Drawn	NS, CZ	Checked	JW/AL
		Amendment	<b>A</b>



**GROUND FLOOR PLAN**  
SCALE 1:150 @ A1

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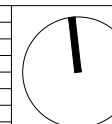
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**Project**  
 7-11 BURNS STREET, TRARALGON

**Drawing**  
 GROUND FLOOR PLAN

Date	Rev	Description
2023.05.09	A	RFI response



<b>Project Number</b> 22-062		<b>Drawing Number</b> TP06	
Date	09.05.2023	Scale	1:150
Drawn	NS, CZ	Checked	JW/AL
		<b>Amendment</b> A	

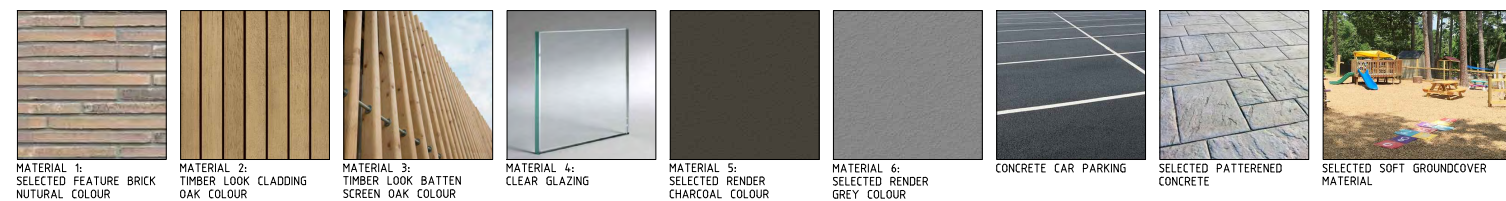


**EAST ELEVATION (STREETFRONT)**  
SCALE 1:100 @ A1



**WEST ELEVATION**  
SCALE 1:100 @ A1

**MATERIAL SCHEDULE:**



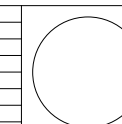
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**Project**  
7-11 BURNS STREET, TRARALGON  
  
**Drawing**  
ELEVATIONS

Date	Rev	Description
2023.05.09	A	RFI response



<b>Project Number</b> 22-062		<b>Drawing Number</b> TP07	
<b>Date</b> 09.05.2023	<b>Scale</b> 1:100	<b>Amendment</b> A	
<b>Drawn</b> NS, CZ	<b>Checked</b> JW/AL		

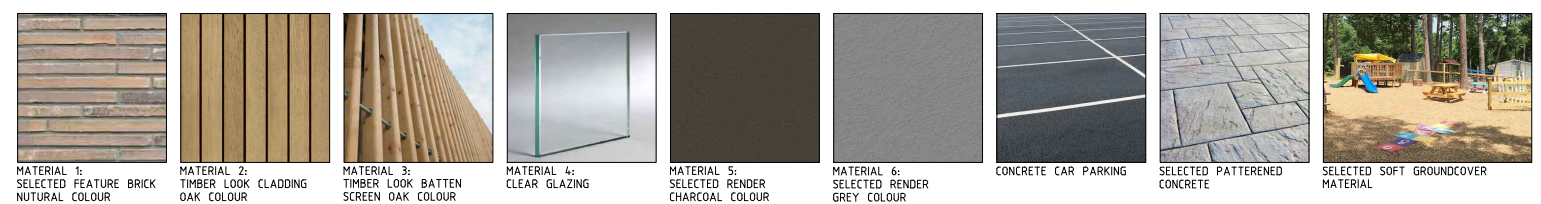


**NORTH ELEVATION**  
SCALE 1:100 @ A1



**SOUTH ELEVATION**  
SCALE 1:100 @ A1

MATERIAL SCHEDULE:



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Project		
7-11 BURNS STREET, TRARALGON		
Drawing		
ELEVATIONS		

Date	Rev	Description
2023.05.09	A	RFI response

Project Number		Drawing Number	
22-062		TP08	
Date	09.05.2023	Scale	1:100
Drawn	NS, CZ	Checked	JW/AL
Amendment		A	

Document Set ID: 2486164  
Version: 4, Version Date: 06/09/2023





9AM SHADOW DIAGRAM  
SCALE 1:200 @ A1

12PM SHADOW DIAGRAM  
SCALE 1:200 @ A1

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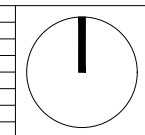


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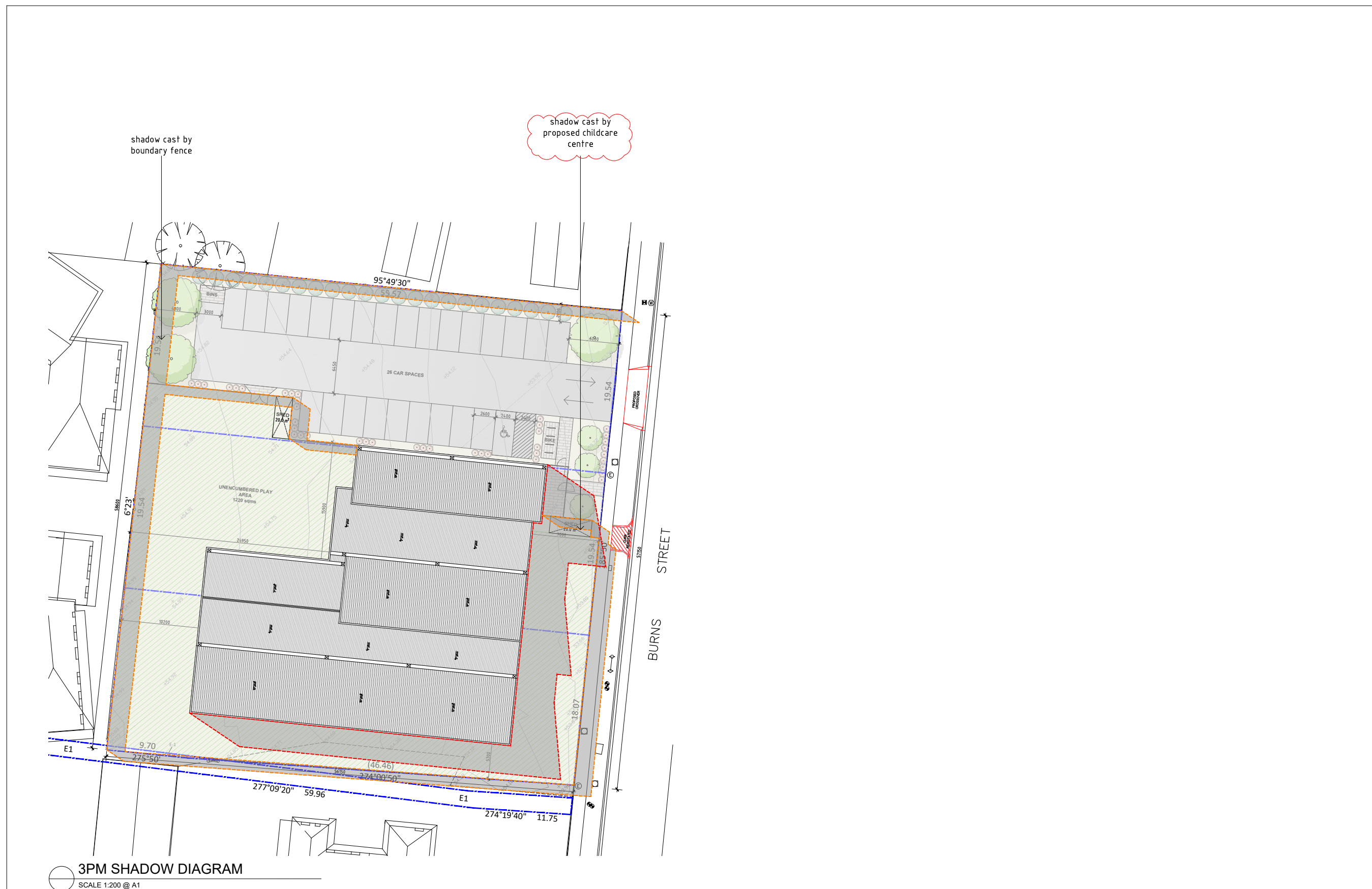
Drawing  
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2023.05.09	A	RFI response



Project Number 22-062		Drawing Number TP09	
Date 09.05.2023	Scale 1:200	Amendment A	
Drawn NS, CZ	Checked JW/AL		

Document Set ID: 2486164  
 Version: 4, Version Date: 06/09/2023



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		Date	Rev	Description							
2023.05.09	A	RFI response									
<p>Drawing ELEVATIONS</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Scale</th> <th>Checked</th> <th>Drawn</th> </tr> </thead> <tbody> <tr> <td>09.05.2023</td> <td>1:200</td> <td>JW/AL</td> <td>NS, CZ</td> </tr> </tbody> </table>	Date	Scale	Checked	Drawn	09.05.2023	1:200	JW/AL	NS, CZ	<p>Amendment <b>A</b></p>	
Date	Scale	Checked	Drawn								
09.05.2023	1:200	JW/AL	NS, CZ								

Document Set ID: 2486164  
Version: 4, Version Date: 06/09/2023



**Burns Street ELC: Design Intent**

The Burns Street ELC aims to create playful outdoor areas to be used as an extension to the centre's indoor programs. The garden will be a place where the children can explore, relax and find progressive challenge as they move from the baby and toddler play space, to the kindergarten play space.

- The outdoor areas provide:
- spaces that will function well for educators in teaching situations
  - children's play spaces that encourage interaction with nature, an important part of their physical, social, imaginative, creative and cognitive development
  - spaces for teaching and learning
  - spaces to facilitate socialisation and interaction between children
  - complex spaces that are diverse, multi-purpose, multi-sensory and open-ended in their use
  - challenges for children of a range of ages and abilities
  - therapeutic and calming spaces that will improve wellbeing for both staff and children
  - plants and habitats that attract birds and butterflies

**LANDSCAPE CONCEPT PLAN**

**Lots 2-4 Burns Street**

Braiakaulung Country  
 Lots 2, 3 and 4 Burns Street, Traralgon, VIC Australia

Document Set ID: 2486154  
 Version: 4, Version Date: 05/09/2023

PLANNERS: CLIENT: LANDSCAPE ARCHITECT:

Job No: 223706  
 Date: 11.05.23  
 Dwg No: CP01 of 1  
 Scale: 1:150

0 1.5 3 4.5 6 7.5m



## RESPONSE TO OJECTIONS

### **Concern: Increase in traffic**

#### Officer Response:

Several objections relate to the traffic impacts of the proposal, particularly with respect to the narrow streets and overflow of traffic on surrounding streets. Specifically, concerns relate to potential increased traffic flow, traffic safety, and traffic congestion that may result from the proposed child care centre. Specifically, the concerns relate to the abovementioned effects on surrounding streets of Moore Street, Byron Street and Grey Street.

The Traffic Impact Assessment report (TIA), prepared by One Mile Grid found that the carparking layouts and access is generally in accordance with the Planning Scheme, and the anticipated traffic volumes generated by the development are not expected to have a detrimental impact on the operation in the surrounding road network.

The TIA also indicated that the expected vehicle movements will equate to less than one vehicle every three minutes which is able to be easily absorbed into the surrounding network (Grey Street, Burns Street and Moore Street) without compromising the safe and efficient functioning of the road network or generating unduly traffic congestion. Additionally, it was found that Grey Street (arterial road), carries a low level of traffic during peak periods on a typical weekday, further reiterating the fact that additional traffic movements can be accommodated for in the surrounding and

Loading and unloading activities associated with the proposed development will be limited. Loading activities associated with the development can be undertaken by vans / small trucks and/or via Council-proved kerbside collection. It is anticipated that these can occur appropriately along within a car space outside of peak times.

Waste management vehicles will rely on the car park to be generally empty to enable safe entry and exit from the site. This will require collection outside of operating hours of the centre. A permit condition will require this and also restrict collection times so as not to occur between 2000 hours and 0700 hours.

The application was referred to Council's Traffic Engineers who raised no issues surrounding traffic. The application was also referred to the Department of Transport and Planning – the Head, Department of Transport who also had no objection to the proposal. There is no evidence to suggest that the increase in traffic because of the proposal will result in traffic and road safety issues.

**Concern: Pedestrian and Cyclist Safety**Officer Response:

Objectors have raised concern with pedestrian and cyclist safety due to the increased vehicle movements from the proposed Childcare.

The TIA sets out that the expected vehicle movements in less than one every 3 minutes during peak periods. These peak times are a 'worst case' scenario, with vehicle movements outside of peak times being lower. This indicates that throughout the day there will be appropriate gaps between vehicle movements for residents to continue to use the road network, footpaths and the public environment safely.

It is noted that Councils Bicycle Plan has expired. However, Council's 'Tracks, Trails & Paths Strategy' (April 2016) provides an overview of existing and proposed on road cycle routes. The strategy lists Grey Street as an existing "on road" route, which connects to other roads (routes) around the subject site, being Breed Street to the east, Chenhall Crescent to the north, and Stockdale Road to the west. The off-road bicycle route through Kay Street is the south, just beyond Grey Street. It is therefore considered there are sufficient options for bicycle travel that do not rely on travel in the vicinity of the child care centre.

**Concern: Insufficient car parking**Officer Response:

Several objections suggest carparking provided within the site will not be adequate in servicing the proposed Childcare and will result in offsite parking within the surrounding streets and nature strips.

The proposed development generates a statutory car parking requirement of 26 car parking spaces. The proposed provision of 26 on-site car parking spaces meets the requirements of Clause 52.06 of the Scheme and is considered satisfactory.

The car parking spaces have been designed to accord with the relevant design standards for car parking at Clause 52.06 of the Latrobe Planning Scheme and/or the relevant sections of the Australian Standard AS2890 series – other than the disabled space that is to be addressed by way of condition of permit. Pedestrian sight triangles are provided on both sides of the vehicle exit point onto Burns Street, in accordance with the requirements of the Scheme. The internal layout of the site provides safety for both traffic and pedestrians.

**Concern: Building design not respectful of heritage of area**Officer Response:

One objection suggests that the built form design does not reflect the heritage of the area with specific mention of the building design and material selections. The objection notes that there are recognised heritage areas within close proximity (HO88).

The application (Town Planning Report) highlights the development has been designed in accordance with the existing built form of the residential area, in regard to building siting, height, materials and colours used (varying roof pitches, brick, timber-look cladding, ample glazing). In particular, it presents a roof form with pitch reflective of

HO 88 is the Moore Street (Heritage) Precinct which applies to a group of 15 dwellings that are located at the Byron Street end of Moore Street. Several other smaller groups or single properties affected by a Heritage Overlay are 'scattered' across the inner west residential area of Traralgon. The site itself is not subject to a heritage overlay and therefore there is no requirement for the building to be designed in line with the Heritage Overlay. Further, no Heritage Overlay applies to land on the west side of Burns Street. It is noted the proposal achieves a low site coverage of 33.21% and high permeability calculation of 49.63%, which exceeds the requirements for the General Residential Zone and demonstrates an appropriate landscape and character response.

**Concern: Noise impacts**Officer Response:

Several objections express concern over the potential impact of noise generated by the operation of the Childcare Centre and the additional noise generated from increased traffic volumes.

The Acoustic Report prepared Enfield Acoustics (9 November 2022) undertook an assessment to address noise emissions from the proposed operation of a new childcare centre at the site. The assessment works have included noise modelling to calculate noise emissions associated with children occupying outdoor areas associated with the proposal. The report also assessed noise associated with car movements related to pick-ups and drop-offs.

The results from the modelling indicate that acoustic screening along the north, west and south site boundaries would comply with recommended noise targets in the *Guideline for Childcare Centre Acoustic Assessment*, September 2020 published by the Association of Australasian Acoustic Consultants (the AAAC Guideline), and would be met by a reasonable margin. These are standards approved at the majority of child care centres in Victoria.

It is noted also that noise emissions from the land must comply with *EPA Publication 1826 – Noise Limit and Assessment Protocol for the Control of Noise from Commercial, Industrial and Trade Premises and Entertainment Venues* at all times. This Noise Protocol replaced the previously applicable State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No.1 (SEPP N-1) on July 1, 2021.

A permit condition will require amended plans be submitted to clearly show this, before they can be endorsed, and a further condition will require the completion of this fence before the use commences.

### **Concern: Removal of Vegetation from the site**

#### Officer Response:

One objector expresses their concern over the removal of vegetation from the site.

The proposed site, which has now been cleared was known as the 'St James Wayside Garden'. While this garden area presented at public open space, it was (is) in private ownership. It is not affected by any heritage or significant vegetation controls under the Scheme. It was determined under planning permit 2021/121 which approved the subdivision that created the three lots that comprise the subject land, that the vegetation was planted by the Church. Therefore, the removal of (native) vegetation from the site is exempt from requiring a planning permit under Clause 52.17-7 of the Scheme.

However, the proposal has submitted a concept landscape plan that shows extensive landscaping across the site, specifically along the northern boundary which buffers the proposed built form and creates an attractive development. There are also several canopy trees proposed along the east, south and west boundaries of the site to further improve the overall appearance of the development and increase amenity.

**Concern: Impact on property values**Officer Response:

The increase or decrease of property value as a result of this development is not a matter that is directly relevant to the merits assessment of the Permit Application. There is no provision in the Scheme or the Planning and Environment Act which warrants the consideration of property values from planning permit applications which the Responsible Authority could regard for. This is maintained by VCAT and Planning Panels Victoria. In [Phoenix 9403 Pty Ltd v LaTrobe CC \[2016\] VCAT 275 \(26 February 2016\)](#), Member Watson contended that property values were not something that could be considered as part of a planning decision under the provisions of the planning scheme. Similarly, in [Frazer v Boroondara CC \[2000\] VCAT 1341 \(30 June 2000\)](#), the Tribunal contended that assertions on property devaluation were not of significance to warrant refusal of the application.

**Concern: Impact on local business**Officer Response:

One objection raises concerns regarding traffic congestion and this deterring people from shopping at local businesses.

The TIA notes that Grey Street carries a low volume of traffic for an arterial road, and the additional vehicle movements (less than one every three minutes) during peak hours as a 'worst case' scenario, are able to be absorbed without compromising safety and function of the network.

The area is in close proximity to the Traralgon Activity Centre, being approx. 600 m to the west. This allows for other transport modes such as walking and cycling. Bus Stops are situated at Grey Street near the Burns Street intersection.



**Latrobe Planning Scheme - Planning Policy Assessment**  
**Planning Policy Framework and Municipal Planning Strategy**

The following clauses are applicable to this application:

- Clause 02.03-1 Settlement
- Clause 02.03-5 Neighbourhood character
- Clause 02.03-9 Community infrastructure
- Clause 11.01-1S Settlement
- Clause 11.01-1R Settlement – Gippsland
- Clause 11.01-1L Traralgon
- Clause 13.05.1S Noise management
- Clause 13.07-1S Land use compatibility
- Clause 15.01-1S Urban design
- Clause 15.01-1L Urban design
- Clause 15.01-2S Building design
- Clause 15.01-2L Energy and resource efficiency
- Clause 15.01-5S Neighbourhood character
- Clause 15.01-5L Neighbourhood character
- Clause 17.01-1S Diversified Economy
- Clause 17.02-1S Business
- Clause 18.01-1S Land use and transport integration
- Clause 18.02-4S Roads
- Clause 19.02-2S Education facilities
- Clause 19.02-4S Social and cultural infrastructure
- Clause 19.02-4S Social and cultural infrastructure

**Settlement**

**Clause 02.03-1** (Settlement – A networked city) states that Churchill, Moe-Newborough, Morwell and Traralgon together form a ‘networked city’ where each town provides services and facilities to meet the needs of the community. Further,

Traralgon is the largest of the towns and is experiencing high population growth. A childcare centre is a facility that is required to serve the needs of the local fast growing local community.

#### **Clause 11.01-1S Settlement and Clause 11.01-1R Settlement - Gippsland**

The intent of the relevant policy at Clause 11.01-S, and 11.01-1R *to facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements.*, In doing so, the policy seeks to provide appropriately located facilities to provide for population growth, that utilises existing infrastructure and capitalises on infill development. The location of the proposed child care centre utilises vacant land in close proximity to the primary activity centre of Traralgon, a rapidly growing Regional centre; is serviced by an existing road network and public transport and connected to all utilities. Further it is located adjacent to and within walking distance of a range of community facilities and services. As such, the proposal is considered to accord with this policy.

Within **Clause 11.01-1L Latrobe Settlement Patterns - Traralgon**, the site is identified as “residential supply” on the Traralgon Town Structure Plan (TTSP). Given that childcare centres are section 2 permissible uses in the residential zones, and the proposal is sited adjacent to an existing community ‘hub’ in the St James Anglican Church, the proposal is considered to be generally consistent with the TTSP.

#### **Environmental Risks and Amenity**

**Clause 13.05-1S – Noise management** – has the objective *to assist the management of noise effects on sensitive land uses.* The strategy is *to ensure that development is not prejudiced, and community amenity and human health is not adversely impacted by noise emissions and to minimise the impact on human health from noise exposure to occupants of sensitive land uses,* which includes child care centres.

The clause references the *Noise Limit and Assessment Protocol for the Control of Noise from Commercial, Industrial and Trade Premises and Entertainment Venues* (Publication 1826.2, *Environment Protection Authority, March 2021*).

Potential noise associated with a childcare centre, would consist of noise from children, mechanical plant and equipment and noise from vehicles.

The site is located adjacent to residential use to the west, north and south, and therefore has the potential to generate noise emissions which may impact on the acoustic amenity of the surrounding uses. In consideration of this, the applicant provided a report from Enfield Acoustics who was engaged to undertake a review of the proposal and provide commentary regarding potential noise emissions associated with the proposed use.

The report includes noise modelling to calculate noise emissions associated outdoor play of children, traffic and use of the carpark in the early hours of the morning.

The report concluded that noise levels can be attenuated to meet with the required standards through the installation of 1.8 metre high acoustic fencing to the north, west and south site boundaries, which comply with *Australian Acoustic Consultants Guideline for Australasian Acoustic Consultants.*, This can be made a condition of any approval issued and amended plans will be required to clearly show the extent of acoustic fencing. The proposal therefore accords with this policy,

**Clause 13.07-1S Land Use Compatibility** has the objective *to protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.*

Relevant Strategies are:

- *Ensure that use or development of land is compatible with adjoining and nearby land uses .*
- *Avoid or otherwise minimise adverse off-site impacts from commercial, industrial and other uses through land use separation, siting, building design and operational measures.*

As discussed under Clause 13.05-1S, the proposal has demonstrated that noise impacts on the surrounding residential can be mitigated through the use of acoustic fencing. Furthermore, as the use of land for a child care centre is a permissible use within residential zones, the land use would therefore be considered compatible with the surrounding residential use if noise protocols are met.

### **Built form and Heritage**

#### **Clause 2.03-5 Neighbourhood character**

The subject land is located within a character area of 'Garden Suburban' under Clause 02.03-5 and in accordance with objectives of the General Residential Zone Schedule 2. The character of Garden Suburban is: *spacious residential areas in a garden setting with a mix of older buildings located along linear street patterns and pockets of established vegetation.*

The proposed extent of built form for the childcare centre building is respectful of the existing neighbourhood character. The proposed building is single storey, reaches a maximum building height of 6.2 metres and has a landscaped front setback of 9 metres, which although not required to, meets with the street setbacks for the zone. As such, the building is consistent with the existing neighbourhood character and will not appear to be dominant from surrounding sites or the streetscape.

**Clause 15.01-1S Urban design** seeks to create urban environments that are safe, healthy, functional, and enjoyable and that contribute to a sense of place and cultural identity. Relevant strategies are:

- *Ensure the interface between the private and public realm protects and enhances personal safety.*
- *Ensure development supports public realm amenity and safe access to walking and cycling environments and public transport.*
- *Ensure that the design and location of publicly accessible private spaces, including car parking areas, forecourts and walkways, is of a high standard, creates a safe environment for users and enables easy and efficient use.*
- *Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.*

At a local level, **Clause 15.01-1L Urban design** seeks to encourage built form that provides and enhances passive surveillance.

The proposed building follows a contemporary design style made-up of timber look vertical cladding, rendered finish walls, brick veneer, aluminium cladding, and extensive glazing. The roof form would be a combination of skillion roof interspersed with flat roof. The surrounding neighbourhood contains a mixture of styles ranging from Edwardian to post war single dwellings of weatherboard or brick veneer with both tiled and metal roofs and predominantly single storey. More contemporary dwellings provide the occasional infill development together with multi dwellings. While contemporary in design, the scale and intensity of the childcare centre would be respectful of the existing neighbourhood character and would not be detrimental to the amenity of the residential neighbourhood.

The building has extensive floor length windows across all elevations, and combined with the low angles and spacings of the skillion roof, does not present excessive visual bulk to the streetscape while also providing for substantial passive surveillance. A transparent front fence supports this passive surveillance while ensuring the safety of children at the site. The roof line balances the pitch between the dwelling to the north and the dwelling and church to the south. Combined with sufficient side setbacks, and single storey form the proposal will blend in well with the built form of the area.

The proposal has also provided ramps from both the carpark and Burns Street frontage to enhance accessibility.

The proposed signage is setback from the frontage, would be located against the building elevation and is of a modest size, designed to be unobtrusive and informative of the use only when one is closer to the entry. That is it is not designed nor sited to be visible from afar or from oncoming traffic.

**Clause 15.01-2L Energy and resource efficiency** has the strategy to *encourage development to incorporate energy efficient design measures.*

The energy efficiency of proposed design of the child care centre has been documented by Frater Consulting Services as part of an ESD statement prepared for the proposal. Elements include the installation of top of the line energy efficient air conditioners (or COP/EER 85% or better); hot water with a minimum 6 star rating, LED lighting, all energy efficient appliances, and variable speed drives on all major pumps and fans.

**Clause 15.01-5S Neighbourhood character** seeks to *recognise, support and protect neighbourhood character, cultural identity, and sense of place.* Relevant strategies are:

- *Support development that respects the existing neighbourhood character or contributes to a preferred neighbourhood character.*
- *Ensure the preferred neighbourhood character is consistent with medium and higher density housing outcomes in areas identified for increased housing.*

At the local policy level, **Clause 15.01-1L** has the strategy. *facilitate the development of streetscapes that:*

- *Reinforce the regional suburban character.*
- *Comprise built form that addresses public areas.*
- *Comprise wide streets in newly developing areas.*
- *Provide generous front setbacks and space between dwelling.*

The location of the child care centre is within an area earmarked on Council's Traralgon Housing Framework Plan as an 'Incremental Change Area' where a substantial increase in density is preferred due close proximity to activity centres for services and shops. The is also represented in the neighbourhood character objectives of the GRZ2. While the child care centre itself does not provide an increase in residential density, it supports such an increase by providing a facility required by the growing population of Traralgon and the changing character of those areas closer to the Primary Activity Centre. The building form and design, as discussed in relation to policy under Clause 15.01-1S&L present a suitably low profile building with sufficient setbacks to allow for landscaping that the proposal does not detract from the streetscape and provides space between buildings.

### **Economic Development**

**Clause 17.01-1S Diversified Economy** seeks to *strengthen and diversity the economy* and includes the strategies to

- *Facilitate growth in a range of employment sectors, including health, education, retail, tourism, knowledge industries and professional and technical services based on the emerging and existing strengths of each region.*

**Clause 17.02-1S Business** encourages commercial developments *that meet the community's need for retail and other commercial services* and that are accessible, use infrastructure efficiently and contribute to sustainable and aggregation of commercial facilities.

The proposed child care centre, which is of significant size being for 120 children, is expected to positively contribute to economic growth in the education sector. Being located within 450m of the Traralgon Primary Activity Centre within an established residential area with nearby bus stops ensures meets with strategy of Clause 17.01-1S to improve access to jobs closer to where people live. It also utilises existing physical infrastructure servicing an existing built up area.

#### **Community Infrastructure**

**Clause 02.03-9 – Community Infrastructure** - Planning for community infrastructure seeks to:

- *Support a range of health, social and recreational facilities including the expansion of educational facilities.*
- *Support hubs of integrated community services.*
- *Encourage community facilities to locate in or near activity centres and be accessible by public transport.*

A childcare centre is a community facility that is required by the community to meet the needs of some families in the community. The proposed 120 place child care centre is located adjacent to the community services afforded by a local church and is within walking distance of the Traralgon Primary Activity Centre. As such, the proposal accords with this policy.

**Clause 19.02-2S – Education facilities** – seeks to *assist the integration of education and early childhood facilities with local and regional communities.*

Relevant strategies include *consideration of demographic trends, existing and future demand requirements and the integration of facilities into communities in planning for the location of education and early childhood facilities;*

- *to locate childcare, kindergarten and primary school facilities to maximise access by public transport and safe walking and cycling routes; and*
- *to ensure childcare, kindergarten and primary school and secondary school facilities provide safe vehicular drop-off zones.*

While the subject site is not adjacent to other education facilities for early ages, it is approximately 400m south, south-east of the Pax Hill Pre-school and approximately 400m north north-west of the Kay Street Pre-School. Just over 400m to the west is the Stockdale Road Primary School. Hence, the proposal would be in close proximity to education facilities that cover a range of ages, all accessible by public transport and located away from the major roads. Sites of this size with proximity to a primary school and pre-schools offer an opportunity to establish a childcare centre in an appropriate location within the General Residential Zone. The site provides safe vehicle access based on the findings in the submitted traffic assessment report.

**Clause 19.02 -4S Social and cultural infrastructure** seeks to provide fairer distribution of and access to, social and cultural infrastructure. It includes the strategy to plan and design community places and buildings so they can adapt as the population changes and different patterns of work and social life emerge.

Local policy under **Clause 19.02-4L** aims to develop community facilities that are multi-functional.

The proposal responds to these policies through its location in within an established residential area in close proximity to the Primary Activity Centre of Traralgon which affords accessibility for those in the near vicinity but also those undertaking multi-trips or work travel to the centre. This supports the changing patterns across work/life. The location is adjacent to the St James Anglican Church and affiliated buildings (meeting rooms, op shop) and thereby expected to be contribute to the 'community hub' of this facility.

# **CORPORATE ITEMS FOR DECISION**



## 8. CORPORATE ITEMS FOR DECISION

Item Number 8.1 02 October 2023

Organisational Performance

# AUTHORISATION OF COUNCILLORS FOR CERTIFICATION OF THE 2022/23 FINANCE REPORT AND PERFORMANCE STATEMENT

## PURPOSE

To authorise two Councillors to certify the performance statement and financial statements in their final form on behalf of Council for the year ended 30 June 2023 in accordance with the requirements of the *Local Government Act 2020*.

## EXECUTIVE SUMMARY

- In order for the Victorian Auditor General's Office (VAGO) to provide an audit report certifying Council's 2022/23 financial report and performance statement, as per Section 99 of the *Local Government Act 2020* (the Act), Council must first provide in principle approval of the statements and authorise two Councillors to certify the statements in their final form.
- The draft statements were presented to Council's Audit and Risk Committee on 21 September 2023. VAGO representatives were in attendance and tabled a closing audit report.
- It is recommended that Council gives its approval in principle to the draft performance statement and draft financial report for the year ended 30 June 2023 and that Council authorises two Councillors to certify these statements in their final form.

## OFFICER'S RECOMMENDATION

### That Council:

1. **Provides "in principle" approval to the performance and financial statements for the year ended 30 June 2023 as attached to this report; and**
2. **Authorises Councillors Howe and Law to certify the performance statement and financial statements in their final form on behalf of Council for the year ended 30 June 2023.**

## BACKGROUND

Under the provisions of the Act, a Council cannot submit its financial and performance statements to the Auditor-General or the Minister for Local Government (the Minister) unless a resolution has been passed by Council authorising two Councillors to certify the financial statements in their final form (section 99(3) of the Act).

Once the auditor's reports on the performance statement and financial statements have been received by Council, they will be incorporated into the annual report which must be presented at a Council meeting open to the public within 4 months of the end of the financial year, therefore 31 October 2023.

The table below sets out the process:

## ANALYSIS

Process	Date
Draft Audited Financial Statements presented to Audit and Risk Committee	21 September 2023
Council approval for two Councillors to certify the financial, standard and performance statements in their final form	02 October 2023
Certifications signed by the two nominated Councillors	02 October 2023
Auditor General issues audit reports	Upon receipt of signed certifications
Council Meeting to consider Annual report	Council meeting within four months of the end of the Financial year.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Non-compliance with the <i>Local Government Act 2020</i> .	<b>Low</b> <i>Unlikely x Minor</i>	The recommendations in this report comply with statutory requirements of the <i>Local Government Act 2020</i> and the <i>Local Government (Planning and Reporting) Regulations 2020</i> .

## CONSULTATION

Not applicable.

## COMMUNICATION

Not applicable.

DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Not applicable.

### **Cultural**

Not applicable.

### **Health**

Not applicable.

### **Environmental**

Not applicable.

### **Economic**

Not applicable.

### **Financial**

Not applicable.

### **Attachments**

1. Financial Statements 2022-23
2. Performance Statement 2022-23

# 8.1

## **Authorisation of Councillors for certification of the 2022/23 Finance Report and Performance Statement**

<b>1</b>	<b>Financial Statements 2022-23.....</b>	<b>254</b>
<b>2</b>	<b>Performance Statement 2022-23 .....</b>	<b>305</b>

# Latrobe City Council

2022/2023 Financial Report



## Table of Contents

<b>Financial Report</b>		
	Certification of the Financial Statements	1
<b>Financial Statements</b>		
	Comprehensive Income Statement	4
	Balance Sheet	5
	Statement of Changes in Equity	6
	Statement of Cash Flows	7
	Statement of Capital Works	8
<b>Notes to Financial Statements</b>		
Note 1	Overview	9
Note 2	2.1 Performance against budget	10
	2.1.1 Income and expenditure	10
	2.1.2 Capital works	13
	2.2 Analysis of Council results by program	15
Note 3	Funding for the delivery of our services	17
	3.1. Rates and charges	17
	3.2. Statutory fees and fines	17
	3.3. User fees	17
	3.4. Funding from other levels of government	18
	3.5. Contributions	20
	3.6. Other income	21
Note 4	The cost of delivering services	22
	4.1. Employee costs	22
	4.2. Materials and services	22
	4.3. Depreciation	23
	4.4. Net gain/(loss) on disposal of property, infrastructure, plant and equipment	23
	4.5. Other expenses	23
Note 5	Our financial position	24
	5.1. Financial assets	24
	5.2. Non-financial assets	26
	5.3. Payables, trust funds and deposits and unearned income/revenue	26
	5.4. Interest bearing liabilities	27
	5.5. Provisions	28
	5.6. Financing arrangements	29
	5.7. Commitments	30
	5.8. Leases	31
Note 6	Assets we manage	33
	6.1. Property, infrastructure plant and equipment	33
	6.2. Investments in associates, joint arrangements and subsidiaries	39
Note 7	People and relationships	40
	7.1. Council and key management remuneration	40
	7.2. Related party disclosure	42
Note 8	Managing uncertainties	43
	8.1. Contingent assets and liabilities	43
	8.2. Change in accounting standards	44
	8.3. Financial instruments	44
	8.4. Fair value measurement	46
	8.5. Events occurring after balance date	46
Note 9	Other matters	47
	9.1 Reserves	47
	9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)	48
	9.3 Superannuation	48
Note 10	Change in accounting policy	49

Latrobe City Council  
2022/2023 Financial Report

## Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, Australian Accounting Standards and other mandatory professional reporting requirements.

Matthew Rogers CPA  
**Principal Accounting Officer**  
Dated: 02/10/2023  
Morwell

In our opinion the accompanying financial statements present fairly the financial transactions of Latrobe City Council for the year ended 30 June 2023 and the financial position of the Council as at the date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

Cr Darren Howe  
**Councillor**  
Dated: 02/10/2023  
Morwell

Cr Bradley Law  
**Councillor**  
Dated: 02/10/2023  
Morwell

Steven Piasente  
**Chief Executive Officer**  
Dated: 02/10/2023  
Morwell

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Annual Report 2022/23



Latrobe City Council  
**2022/2023 Financial Report**

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*Annual Report 2022/23*

Latrobe City Council  
**2022/2023 Financial Report**

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*Annual Report 2022/23*

Latrobe City Council  
2022/2023 Financial Report

## Comprehensive Income Statement

For the Year Ended 30 June 2023

	NOTE	2023 \$'000	2022 \$'000
<b>INCOME / REVENUE</b>			
Rates and charges	3.1	89,109	85,023
Statutory fees and fines	3.2	2,741	2,872
User fees	3.3	12,307	11,257
Grants - operating	3.4	35,860	43,292
Grants - capital	3.4	8,735	13,101
Contributions - monetary	3.5	1,237	872
Contributions - non monetary	3.5	16,707	16,080
Other income	3.6	8,193	3,639
<b>Total income / revenue</b>		<b>174,889</b>	<b>176,136</b>
<b>EXPENSES</b>			
Employee costs	4.1	(61,039)	(62,516)
Materials and services	4.2	(46,385)	(46,196)
Depreciation	4.3	(30,213)	(29,087)
Amortisation - intangible assets	5.2	(497)	(93)
Amortisation - right of use assets	5.8	(77)	(40)
Bad and doubtful debts - allowance for impairment losses		(9)	(62)
Borrowing costs		(285)	(305)
Finance costs - leases		(36)	(29)
Net loss on disposal of property, infrastructure, plant and equipment	4.4	(8,408)	(9,645)
Landfill rehabilitation provision movement	5.5	(2,839)	(1,166)
Other expenses	4.5	(5,712)	(4,585)
<b>Total expenses</b>		<b>(155,500)</b>	<b>(153,724)</b>
<b>Surplus/ (Deficit) for the year</b>		<b>19,389</b>	<b>22,412</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	6.1	83,301	54,147
<b>Total other comprehensive result</b>		<b>83,301</b>	<b>54,147</b>
<b>Total comprehensive result</b>		<b>102,690</b>	<b>76,559</b>

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

Annual Report 2022/23

Latrobe City Council  
2022/2023 Financial Report

## Balance Sheet

As at 30 June 2023

	NOTE	2023 \$'000	2022 \$'000
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5.1	24,181	27,825
Trade and other receivables	5.1	4,613	5,913
Other financial assets	5.1	95,000	80,000
Prepayments	5.2	1,443	1,154
Accrued income	5.2	3,418	5,650
<b>Total current assets</b>		<b>128,655</b>	<b>120,542</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	5.1	4	10
Other financial assets	5.1	2	2
Property, infrastructure, plant and equipment	6.1	1,447,440	1,347,937
Right-of-use assets	5.8	1,221	700
Intangible assets	5.2	2,335	-
<b>Total non-current assets</b>		<b>1,451,002</b>	<b>1,348,649</b>
<b>TOTAL ASSETS</b>		<b>1,579,657</b>	<b>1,469,191</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	5.3	14,835	10,436
Trust funds and deposits	5.3	5,447	5,182
Unearned income/revenue	5.3	10,720	13,174
Provisions	5.5	16,240	16,076
Interest-bearing liabilities	5.4	3,127	1,570
Lease liabilities	5.8	137	19
<b>Total current liabilities</b>		<b>50,506</b>	<b>46,457</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	5.5	17,124	12,334
Interest-bearing liabilities	5.4	12,163	13,645
Lease liabilities	5.8	1,132	713
<b>Total non-current liabilities</b>		<b>30,419</b>	<b>26,692</b>
<b>TOTAL LIABILITIES</b>		<b>80,925</b>	<b>73,149</b>
<b>NET ASSETS</b>		<b>1,498,732</b>	<b>1,396,042</b>
<b>EQUITY</b>			
Accumulated surplus		849,159	831,565
Reserves	9.1	649,573	564,477
<b>TOTAL EQUITY</b>		<b>1,498,732</b>	<b>1,396,042</b>

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

Annual Report 2022/23

Latrobe City Council  
2022/2023 Financial Report

## Statement of Changes in Equity

For the Year Ended 30 June 2023

	NOTE	TOTAL \$'000	ACCUMULATED SURPLUS \$'000	REVALUATION RESERVE \$'000	OTHER RESERVES \$'000
<b>2023</b>					
<b>Balance at beginning of the financial year</b>		<b>1,396,042</b>	<b>831,565</b>	<b>558,993</b>	<b>5,484</b>
Surplus for the year		19,389	19,389	-	-
Net asset revaluation increment	6.2	83,301	-	83,301	-
Transfers to other reserves	9.1	-	(1,909)	-	1,909
Transfers from other reserves	9.1	-	114	-	(114)
<b>Balance at end of the financial year</b>		<b>1,498,732</b>	<b>849,159</b>	<b>642,294</b>	<b>7,279</b>
<b>2022</b>					
<b>Balance at beginning of the financial year</b>		<b>1,319,483</b>	<b>810,012</b>	<b>504,846</b>	<b>4,625</b>
Surplus for the year		22,412	22,412	-	-
Net asset revaluation decrement	6.1	54,147	-	54,147	-
Transfers to other reserves	9.1	-	(871)	-	871
Transfers from other reserves	9.1	-	12	-	(12)
<b>Balance at end of the financial year</b>		<b>1,396,042</b>	<b>831,565</b>	<b>558,993</b>	<b>5,484</b>

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

Annual Report 2022/23

Latrobe City Council  
2022/2023 Financial Report

**Statement of Cash Flows**  
For the Year Ended 30 June 2023

	NOTE	2023 \$'000	2022 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rates and charges		90,578	83,503
Statutory fees and fines		2,743	2,896
User fees		12,918	12,276
Grants - operating		32,235	41,227
Grants - capital		13,429	14,975
Contributions - monetary		1,243	872
Interest received		2,909	1,001
Trust funds and deposits taken		13,818	14,147
Other receipts		4,169	2,841
Net GST refund/ (payment)		4,151	3,697
Employee costs		(63,373)	(61,617)
Materials and services		(50,070)	(55,857)
Short-term, low value and variable lease payments		(152)	(97)
Trust funds and deposits repaid		(13,553)	(12,744)
Other payments		(5,472)	(3,830)
<b>Net cash provided by operating activities</b>	<b>9.2</b>	<b>45,573</b>	<b>43,290</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for property, infrastructure, plant and equipment		(34,474)	(44,681)
Proceeds from sale of property, infrastructure, plant and equipment		555	336
Payments for investments		(145,000)	(165,000)
Proceeds from sale of investments		130,000	155,800
Loans and advances made		-	(11)
Payments of loans and advances		5	5
<b>Net cash used in investing activities</b>		<b>(48,914)</b>	<b>(53,551)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Finance costs		(281)	(303)
Proceeds from borrowings		1,635	-
Repayment of borrowings		(1,559)	(1,459)
Interest paid - lease liability		(36)	(29)
Repayment of lease liabilities		(62)	(28)
<b>Net cash used in financing activities</b>		<b>(303)</b>	<b>(1,819)</b>
<b>Net increase/ (decrease) in cash and cash equivalents</b>		<b>(3,644)</b>	<b>(12,080)</b>
Cash and cash equivalents at the beginning of the financial year		27,825	39,905
<b>Cash and cash equivalents at the end of the financial year</b>		<b>24,181</b>	<b>27,825</b>
Financing arrangements	5.6		

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

Annual Report 2022/23

Latrobe City Council  
2022/2023 Financial Report

## Statement of Capital Works

For the Year Ended 30 June 2023

	NOTE	2023 \$'000	2022 \$'000
<b>PROPERTY</b>			
Land		-	234
<b>Total land</b>		<b>-</b>	<b>234</b>
Buildings		6,857	16,990
Heritage buildings		-	-
<b>Total buildings</b>		<b>6,857</b>	<b>16,990</b>
<b>Total property</b>		<b>6,857</b>	<b>17,224</b>
<b>PLANT AND EQUIPMENT</b>			
Plant, machinery and equipment		3,049	1,584
Fixtures, fittings and furniture		131	358
Computers and telecommunications		1,058	305
Art collection		13	24
<b>Total plant and equipment</b>		<b>4,251</b>	<b>2,271</b>
<b>INFRASTRUCTURE</b>			
Roads		19,273	13,219
Bridges		581	857
Footpaths and cycleways		1,223	1,617
Drainage		313	615
Recreational, leisure and community facilities		10	30
Waste management		430	3,457
Parks, open space and streetscapes		3,470	866
Off street car parks		1,318	180
Other infrastructure		1,252	1,325
<b>Total infrastructure</b>		<b>27,870</b>	<b>22,166</b>
<b>Total capital works expenditure</b>		<b>38,978</b>	<b>41,661</b>
<b>Represented by:</b>			
New asset expenditure		7,340	16,945
Asset renewal expenditure		28,317	22,272
Asset expansion expenditure		207	-
Asset upgrade expenditure		3,114	2,444
<b>Total capital works expenditure</b>	<b>2.1.2</b>	<b>38,978</b>	<b>41,661</b>

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

Annual Report 2022/23

## OVERVIEW

### Introduction

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

### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

### Significant Accounting Policies

#### Basis of accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

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

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

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

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

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

- The fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- The determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 6.2)
- The determination of employee provisions (refer to note 5.5)
- The determination of landfill provisions (refer to note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is substance shot-term or low value (refer to Note 5.8)
- whether or not AASB 1059 Service Concession Arrangements: Grantors is applicable.
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation and disclosure has been made of any material changes to comparatives.

#### Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.



Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 2 ANALYSIS OF OUR RESULTS

### NOTE 2.1 Performance Against Budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 6 June 2022. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

#### 2.1.1 Income / Revenue and Expenditure

	BUDGET 2023 \$'000	ACTUAL 2023 \$'000	VARIANCE \$'000	VARIANCE %	REF
<b>INCOME / REVENUE</b>					
Rates and charges	88,619	89,109	490	1%	1
Statutory fees and fines	2,710	2,741	31	1%	
User fees	10,712	12,307	1,595	15%	2
Grants - operating	24,462	35,860	11,398	47%	3
Grants - capital	5,300	8,735	3,435	65%	4
Contributions - monetary	90	1,237	1,147	1274%	5
Contributions - non monetary	4,070	16,707	12,637	310%	6
Other income	3,350	8,193	4,843	145%	7
<b>Total income / revenue</b>	<b>139,313</b>	<b>174,889</b>	<b>35,576</b>	<b>26%</b>	
<b>EXPENSES</b>					
Employee costs	59,303	61,039	(1,736)	(3%)	8
Materials and services	39,708	46,385	(6,677)	(17%)	9
Bad and doubtful debts - allowance for impairment losses	4	9	(5)	(125%)	
Depreciation	31,782	30,213	1,569	5%	10
Amortisation - Intangible assets	733	497	236	32%	11
Amortisation - Right of use assets	38	77	(39)	(103%)	12
Borrowing costs	421	285	136	32%	13
Finance Costs - Leases	27	36	(9)	(33%)	
Net loss on disposal of property, infrastructure, plant and equipment	-	8,408	(8,408)	100%	14
Other expenses	4,090	5,712	(1,622)	(40%)	15
Landfill provision movement		2,839	(2,839)	100%	16
<b>Total expenses</b>	<b>136,106</b>	<b>155,500</b>	<b>(19,394)</b>	<b>(14%)</b>	
<b>SURPLUS/ (DEFICIT) FOR THE YEAR</b>	<b>3,207</b>	<b>19,389</b>	<b>16,182</b>	<b>505%</b>	

Annual Report 2022/23

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 2 Performance Against Budget (continued)

### (i) Explanation of material variations - Income and Expenditure

REF	ITEM/EXPLANATION	Outcome	Favourable		
1	<b>Rates and charges</b> Higher than expected growth in Council's rates revenue is primarily a result of additional revenue from supplementary valuations associated with new subdivisions, property improvements and additional waste services.	Outcome	Favourable	\$490K	1%
2	<b>User fees</b> Favourable landfill gate fees \$709K largely due to a temporary increase in waste due to another landfill temporarily restricting their commercial waste intake, increased rates debt collection fee cost recovery \$291K, higher than anticipated subdivision supervision fees \$277K, Leisure Facility fees \$89K and Performing Arts income \$88K as a result of increased activity.	Outcome	Favourable	\$1,595K	15%
3	<b>Grants - operating</b> The favourable variance is mainly due to the Federal government decision to advance 100% of the 2023/24 Victorian Grants Commission Financial Assistance Grants (FAGS) which is \$4,147K more than budget, additionally FAGS grants received were \$1,316K higher than expected. In addition a number of unbudgeted/increased grants were received e.g. emergency management & recovery \$1,875K and pre school programs \$1,762K.	Outcome	Favourable	\$11,398K	47%
4	<b>Grants - capital</b> The favourable variance is largely due to unbudgeted grants received for Local Roads and Community Infrastructure (LRCI) program projects \$2,489K, Regional Carpark fund \$1,254K, Federal Blackspot funding \$439K, Parklands Pre School refurbishment \$0.376K, Agrilinks funding for Flynn Creek Road \$350K, Public Wifi \$348K. These variances have been partially offset by timing variances in the recognition of grants for the Gippsland Logistic Precinct \$2,473K with the funding now expected to be recognised in future financial years.	Outcome	Favourable	\$3,435K	65%
5	<b>Contributions - monetary</b> The favourable variance is mainly due to the higher than expected receipt of contributions for developer contribution plans (DCPs) \$638K, public open space \$256K, future infrastructure \$213K and other works associated with new property subdivision development.	Outcome	Favourable	\$1,147K	1274%
6	<b>Contributions - non monetary</b> Council receives non-monetary contributions of land and infrastructure from property developers. It is difficult to predict the annual level of contributions as they are realised at the time the subdivision statement of compliance is received. This year saw a higher than expected level of development activity which resulted in higher contributions.	Outcome	Favourable	\$12,637K	310%
7	<b>Other income</b> Increasing interest rates and higher than expected funds available for investment led to a favourable variance of \$3,479K in investment income. Other favourable variances were received for unbudgeted insurance proceeds \$628K and various other reimbursements received \$658K.	Outcome	Favourable	\$4,843K	145%
8	<b>Employee costs</b> The unfavourable variance is mainly due to increased long service leave accrued expenditure as a result of increasing indexation rates associated with higher wage inflation across the industry which impacts the liability provision \$1,231K. Other factors include increased costs of additional positions that were funded by unbudgeted government grants and initiatives e.g. Emergency Management \$808K, Family Services \$743K and Creative Arts & Venues \$412K. These items have been partially offset by a lower than expected workcover premium \$777K and other savings related to positions that were vacant for part of	Outcome	Unfavourable	\$1,736K	3%

Annual Report 2022/23

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 2 Performance Against Budget (continued)

### Explanation of material variations - Income and Expenditure

REF	ITEM	EXPLANATION			
9	<b>Materials and services</b>	<b>Outcome Unfavourable</b>	<b>\$6,677K</b>	<b>17%</b>	
	The variance is predominantly a result of expenditure funded from unbudgeted government grants and income received in previous financial years e.g. LRCI program projects \$1,858K (including the McNairn Road pedestrian railway crossing \$773K). Other factors include higher than expected costs/demand for Transfer Stations \$703K, Hard Waste Collection \$462K, Kerbside waste collection \$463K, Debt Collections costs \$327K, fuel \$254K and gas \$151K.				
10	<b>Depreciation</b>	<b>Outcome Favourable</b>	<b>\$1,569K</b>	<b>5%</b>	
	The favourable variance is mainly in the Buildings category (\$2,255K) due to an overestimation of the impact of recent large capital projects on depreciation together with the later than expected opening of cell 6 at the Hyland Highway landfill facility \$512K. Partially offsetting this are higher levels of infrastructure depreciation largely as a result of unbudgeted gifted assets and new and upgraded infrastructure funded from government grants increasing the depreciable value of assets over the past two years.				
11	<b>Amortisation - Intangible assets</b>	<b>Outcome Favourable</b>	<b>\$236K</b>	<b>32%</b>	
	Variance mainly due to the later than expected opening of Landfill cell 6 as a result of cell 5 still having unused capacity.				
12	<b>Amortisation - Right of use assets</b>	<b>Outcome Unfavourable</b>	<b>\$39K</b>	<b>103%</b>	
	New lease entered for Leisure fitness equipment which was not factored in to the adopted budget calculations.				
13	<b>Borrowing costs</b>	<b>Outcome Favourable</b>	<b>\$136K</b>	<b>32%</b>	
	Lower loan repayments due to a lower than expected interest rate received and the delay in drawdown of loan funds for the Moe Revitalisation Project Stage 2 and Kernot Hall Refurbishment works.				
14	<b>Net loss on disposal of property, infrastructure, plant and equipment</b>	<b>Outcome Unfavourable</b>	<b>\$8,408K</b>	<b>100%</b>	
	The variation is associated with the write down of the residual value of assets renewed as part of the capital works program. This process was not allowed for in to the 2022/23 budget due to the uncertainty in identifying the values and relates mainly to asset classes of infrastructure (\$4,376K) and buildings (\$4,205K).				
15	<b>Other expenses</b>	<b>Outcome Unfavourable</b>	<b>\$1,622K</b>	<b>40%</b>	
	The unfavourable variance is mainly due to higher than expected State Government landfill levies associated with increased levels of waste to landfill during the year (\$787K), together with grant funds paid out for the externally funded Cleanup and Storm Resilience in Gippsland program \$599K and the expensing of items from opening Capital Works in Progress (\$306K) due to them not meeting Council's capitalisation criteria.				
16	<b>Landfill provision movement</b>	<b>Outcome Unfavourable</b>	<b>\$2,839K</b>	<b>100%</b>	
	An internal annual review of the expected costs to rehabilitate Council's existing and legacy landfill sites has resulted in an increase in the required provision. The main factors are increasing costs and additional works required as a result of EPA notices and audits undertaken. At the time the 2022/23 budget was formulated it was not anticipated that there would be a movement in this provision.				

Annual Report 2022/23

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 2 Performance Against Budget (continued)

### 2.1.2 Capital Works

	BUDGET 2023 \$'000	ACTUAL 2023 \$'000	VARIANCE \$'000	VARIANCE %	REF
<b>PROPERTY</b>					
Buildings	5,563	6,857	(1,294)	(23%)	1
<b>Total buildings</b>	<b>5,563</b>	<b>6,857</b>	<b>(1,294)</b>	<b>(23%)</b>	
<b>Total property</b>	<b>5,563</b>	<b>6,857</b>	<b>(1,294)</b>	<b>(23%)</b>	
<b>PLANT AND EQUIPMENT</b>					
Plant, machinery and equipment	2,391	3,049	(658)	(28%)	2
Fixtures, fittings and furniture	70	131	(61)	(87%)	3
Computers and telecommunications	600	1,058	(458)	(76%)	4
Art collection	15	13	2	13%	
<b>Total plant and equipment</b>	<b>3,076</b>	<b>4,251</b>	<b>(1,175)</b>	<b>(38%)</b>	
<b>INFRASTRUCTURE</b>					
Roads	15,440	19,273	(3,833)	(25%)	5
Bridges	415	581	(166)	(40%)	6
Footpaths and cycleways	1,155	1,223	(68)	(6%)	
Drainage	1,784	313	1,471	82%	7
Recreational, leisure and community facilities	73	10	63	86%	8
Waste management	550	430	120	22%	9
Parks, open space and streetscapes	7,930	3,470	4,460	56%	10
Off street car parks	455	1,318	(863)	(190%)	11
Other infrastructure	3,600	1,252	2,348	65%	12
<b>Total infrastructure</b>	<b>31,402</b>	<b>27,870</b>	<b>3,532</b>	<b>11%</b>	
<b>Total capital works expenditure</b>	<b>40,041</b>	<b>38,978</b>	<b>1,063</b>	<b>3%</b>	
<b>Represented by:</b>					
New asset expenditure	12,020	7,340	4,680	39%	13
Asset renewal expenditure	20,098	28,317	(8,219)	(41%)	14
Asset expansion expenditure	-	207	(207)	100%	15
Asset upgrade expenditure	7,923	3,114	4,809	61%	16
<b>Total capital works expenditure</b>	<b>40,041</b>	<b>38,978</b>	<b>1,063</b>	<b>3%</b>	

#### (i) Explanation of material variations - Capital Works

REF	ITEM	EXPLANATION
1	<b>Buildings</b>	<b>Outcome: Overspend (\$1,294K) 23%</b>
		TwinCity Archery Club Extension - jointly funded project carried forward from prior year (overspend \$610K).
		Refurbishment of Parklands Preschool - unbudgeted part grant funded project (overspend \$0.44M).
		Building renewal program carried forward from prior year (overspend \$436K)
		Gippsland Performing Arts centre funded from carry forward (overspend \$527K)
		Hazelwood South Reserve Change Pavillion funded from carry forwards and grants (overspend \$200K)
		Kernot Hall Refurbishment to be carried over to the next financial year (underspend \$1,194K)

Annual Report 2022/23

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 2 Performance Against Budget (continued)

### (i) Explanation of material variations - Capital Works

REF	ITEM	EXPLANATION			
2	<b>Plant, machinery and equipment</b>	<b>Outcome:</b>	<b>Overspend</b>	<b>(\$658K)</b>	<b>28%</b>
	Acquisition of Landfill Compactor funded from carry forwards from previous years due to delivery delays (\$536K)				
3	<b>Fixtures, fittings and furniture</b>	<b>Outcome:</b>	<b>Overspend</b>	<b>(\$61K)</b>	<b>87%</b>
	Office chair and desk replacement funded from carry forwards and budget reallocations (\$61K)				
4	<b>Computers and telecommunications</b>	<b>Outcome:</b>	<b>Overspend</b>	<b>(\$458K)</b>	<b>76%</b>
	Free Public WiFi Services. A grant funded project delivered across multiple years (\$347K) Photocopier replacement funded from carry forwards (\$111K)				
5	<b>Roads</b>	<b>Outcome:</b>	<b>Overspend</b>	<b>(\$3,833K)</b>	<b>25%</b>
	Landslip Reconstruction. Unbudgeted works largely funded from Disaster Recovery grants (overspend \$8,397K) Nation Building Blackspot Program - unbudgeted government funded projects (overspend \$452K) Flynn's Creek Road Stage 3 - unbudgeted government funded project (overspend \$414K) Signalised Intersection-Maffra/Marshalls Rd. Delay in commencement (underspend \$4,925K) Road Rehabilitation Program - Scrubby Lane works carried over to 2023/24 (underspend \$1,055K)				
6	<b>Bridges</b>	<b>Outcome:</b>	<b>Overspend</b>	<b>(\$166K)</b>	<b>40%</b>
	Mathison Park Boardwalk renewal. Fully funded grant project (\$94K)				
7	<b>Drainage</b>	<b>Outcome:</b>	<b>Underspend</b>	<b>\$1,471K</b>	<b>82%</b>
	Minor Drainage - Upgrade and New Program partly carried forward to future years (\$992K)				
8	<b>Recreational, leisure and community</b>	<b>Outcome:</b>	<b>Underspend</b>	<b>\$63K</b>	<b>86%</b>
	Cricket Nets Duncan Cameron Memorial Park project carried over to 2023/24 (\$74K)				
9	<b>Waste management</b>	<b>Outcome:</b>	<b>Underspend</b>	<b>\$120K</b>	<b>22%</b>
	Leachate Pond Construction Hyland Highway carried over to 2023/24 (\$345K)				
10	<b>Parks, open space and streetscapes</b>	<b>Outcome:</b>	<b>Underspend</b>	<b>\$4,460K</b>	<b>56%</b>
	Moe Revitalisation Project Stage 2 (\$4,694K). Project will carry over to the next financial year.				
11	<b>Off street car parks</b>	<b>Outcome:</b>	<b>Overspend</b>	<b>(\$863K)</b>	<b>190%</b>
	Regional Car Parks grant funded program (\$1,254K)				
12	<b>Other infrastructure</b>	<b>Outcome:</b>	<b>Underspend</b>	<b>\$2,348K</b>	<b>65%</b>
	Gippsland Logistics Precinct and Intermodal Freight Terminal (\$2,427K). Grant funded multiple year project that will carry over to 2023/24				
13	<b>New asset expenditure</b>	<b>Outcome:</b>	<b>Underspend</b>	<b>\$4,680K</b>	<b>39%</b>
	Moe Revitalisation Project Stage 2 (underspend \$4,694K). Project will carry over to the next financial year. Gippsland Logistics Precinct and Intermodal Freight Terminal (underspend \$2,427K). Grant funded multiple year project that will carry forward to 2023/24. Regional Car Parks unbudgeted grant funded program (overspend \$1,254K)				
14	<b>Asset renewal expenditure</b>	<b>Outcome:</b>	<b>Overspend</b>	<b>(\$8,219K)</b>	<b>41%</b>
	Unbudgeted Landslip Reconstruction largely funded from Disaster Recovery grants (overspend \$8,397K) Road Rehabilitation Program - Scrubby Lane rehabilitation works carried over to 2023/24 (underspend \$1,055K)				
15	<b>Asset expansion expenditure</b>	<b>Outcome:</b>	<b>Overspend</b>	<b>(\$207K)</b>	<b>100%</b>
	Hazelwood South Reserve Change Pavilion (\$200K). A jointly funded project carried forward from prior year				
16	<b>Asset upgrade expenditure</b>	<b>Outcome:</b>	<b>Underspend</b>	<b>\$4,809K</b>	<b>61%</b>
	Signalised Intersection-Maffra/Marshalls Rd. Delay in commencement (underspend \$4,925K) Kernot Hall Refurbishment (underspend \$1,194K) to be carried over to the next financial year TwinCity Archery Club Extension - jointly funded project carried forward from prior year (overspend \$610K)				

Annual Report 2022/23

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

**Note 2.2 Analysis of Council results by program**

Council delivers its functions and activities through the following programs.

**2.2.1 Office of the Chief Executive**

Office of the Chief Executive  
Mayoral and Council Support and Operations

**Regional City Strategy & Transition**

Engagement & Customer Focus  
Economic Investment & Transition  
Business & Industry Development  
Governance  
Advocacy & Transition

**Organisational Performance**

Financial Support  
People & Culture  
Business Improvement  
Property Operations

**Regional City Planning & Assets**

City Assets (Engineering Services, Asset Planning, Capital Works, Building Projects & Maintenance and Recreation & Open Space Planning)  
City Presentation ( Infrastructure Maintenance, Open Space Maintenance and Recreation Liaison & Reserve Maintenance)  
Environment  
Regional City Planning

**Community Health & Wellbeing**

Active Communities & Partnerships (Active & Liveable Communities, Libraries and Leisure Facilities)  
Creative Venues, Events & Tourism  
Safe Communities (Building Services, Health Services, Local Laws and Legal Proceedings)  
Family Services (Regional Assessment Service, Pre Schools & Childcare, Family Health & Development)  
Emergency Management

**Sustainability**

Landfill Services  
Waste & Recycling  
Litter Bins  
Sustainability Rates & Charges

**Other Operating**

Other unattributable items e.g. Loan interest, unattributable cash & investments and sundry receivables. A surplus is expected to be generated to fund repayment of loan principal.

**Capital Works Program**

Capital Works Program (includes items not capitalised, excludes Latrobe Valley Sports and Community Initiative and Waste & Landfill capital works )

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

Note 2.2 Analysis of Council results by program

2.2.2 Summary of income / revenue, expenses, assets and capital expenses by program

	Income / Revenue	Expenses	Surplus/ (Deficit)	Grants included in income / revenue	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2023</b>					
Office of the Chief Executive	1,635	(1,744)	(109)	236	31
Regional City Strategy & Transition	10,290	(10,054)	236	1,600	31,452
Organisational Performance	15,407	(14,854)	553	2,629	8,954
Regional City Planning & Assets	67,786	(53,188)	14,598	11,553	1,139,693
Community Health & Wellbeing	50,596	(51,874)	(1,278)	19,575	241,356
Sustainability	19,593	(19,257)	336	143	36,092
Other Operating	127	264	391	-	68,428
Capital Works Program	9,455	(4,793)	4,662	8,859	53,651
	<b>174,889</b>	<b>(155,500)</b>	<b>19,389</b>	<b>44,595</b>	<b>1,579,657</b>
<b>2022</b>					
Office of the Chief Executive	1,591	(1,986)	(395)	256	38
Regional City Strategy & Transition	10,529	(11,328)	(799)	2,318	28,674
Organisational Performance	14,522	(16,403)	(1,881)	3,058	6,039
Regional City Planning & Assets	65,700	(56,210)	9,490	13,019	1,053,032
Community Health & Wellbeing	49,793	(49,077)	716	20,918	241,415
Sustainability	17,042	(13,534)	3,508	179	31,459
Major Recreation Projects	169	3	172	-	118
Other Operating	(17)	205	188	-	74,502
Capital Works Program	16,807	(5,394)	11,413	16,645	33,914
	<b>176,136</b>	<b>(153,724)</b>	<b>22,412</b>	<b>56,393</b>	<b>1,469,191</b>

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 3 Funding for the delivery of our services

### 3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the value of its land and all its improvements.

This valuation base was used to calculate general rates, excluding those who contribute under a Payment in lieu of Rates scheme (power generators) or where a rating agreement is in place (Opal).

The valuation base used to calculate general rates for 2022/23 was \$18.504 billion (2021/22 was \$13.836 billion).

	2023 \$'000	2022 \$'000
General rates	58,617	56,104
Municipal charge	5,723	5,515
Garbage charge	14,089	12,865
EPA Victoria landfill levy	1,150	890
Supplementary rates and rates adjustments	1,087	1,527
Cultural and recreational	78	80
Revenue in lieu of rates	8,365	8,042
<b>Total rates and charges</b>	<b>89,109</b>	<b>85,023</b>

The date of the latest general revaluation for rating purposes within the municipal district was 1 January 2023, and the valuation will be first applied in the rating year commencing 1 July 2023.

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

### 3.2 Statutory fees and fines

Infringement and costs	495	486
Land information certificates	93	89
Permits	882	1,031
Health registrations	480	411
Animal registrations	581	592
Other	210	263
<b>Total Statutory fees and fines</b>	<b>2,741</b>	<b>2,872</b>

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

### 3.3 User fees

Aged and health services	9	1,833
Leisure centre and recreation	2,936	1,927
Child care/children's programs	4,151	3,759
Waste management services	3,345	2,552
Subdivision Supervision	477	479
Creative Arts & Venues	397	178
Other fees and charges	992	529
<b>Total User fees</b>	<b>12,307</b>	<b>11,257</b>

#### User fees by timing of revenue recognition

User fees recognised over time	-	-
User fees recognised at a point in time	12,307	11,257
<b>Total User fees</b>	<b>12,307</b>	<b>11,257</b>

User fees are recognised as revenue at a point in time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

Annual Report 2022/23



Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

	2023	2022
	\$'000	\$'000

### 3.4 Funding from other levels of government

Grants were received in respect of the following:

**Summary of grants**

Commonwealth funded grants	23,365	31,091
State funded grants	21,230	25,302
<b>Total grants received</b>	<b>44,595</b>	<b>56,393</b>

**(a) Operating Grants**

**Recurrent – Commonwealth Government**

Financial assistance grant	18,608	18,719
Aged and disability programs	87	2,283
Employment facilitation	284	486
Family and children programs	68	56

**Recurrent – State Government**

Preschools	7,046	5,286
Family and children programs	2,478	2,131
Maternal and child health	799	830
Aged and disability programs	2,095	1,507
Libraries	560	552
School crossing supervision	236	194
Arts programs	175	155
Environment sustainability	36	36
Community support and development programs	310	-
<b>Total recurrent operating grants</b>	<b>32,782</b>	<b>32,235</b>

Annual Report 2022/23

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

	2023 \$'000	2022 \$'000
<b>Non-Recurrent – Commonwealth Government</b>		
Recreational, Leisure & Community Facilities	-	1,769
Economic development	-	40
Events And International Relations	18	66
Employment Facilitation Programs	50	-
Other	-	23
<b>Non-Recurrent – State Government</b>		
Working for Victoria COVID19 Response	-	289
Recreational, Leisure & Community Facilities	124	1,577
Pre Schools	367	651
Economic development	107	846
Community support and development programs	129	119
Natural disaster recovery	-	5,009
Employment Facilitation Programs	-	75
Infrastructure Planning	-	35
Family and children programs	1	245
Events & International Relations	30	5
Aged & Disability	6	-
Emergency Management	1,683	-
Environment sustainability	197	-
Libraries	68	-
Maternal and child health	50	-
Strategic Planning	104	-
Other	144	308
<b>Total non-recurrent operating grants</b>	<b>3,078</b>	<b>11,057</b>
<b>Total operating grants</b>	<b>35,860</b>	<b>43,292</b>
<b>(b) Capital Grants</b>		
<b>Recurrent – Commonwealth Government</b>		
Roads to recovery program	1,700	1,700
<b>Total recurrent capital grants</b>	<b>1,700</b>	<b>1,700</b>
<b>Non-Recurrent – Commonwealth Government</b>		
Buildings	2,492	5,029
Roads	-	586
Recreation, leisure and community facilities	-	101
Parks, Open Spaces And Streetscapes	-	23
Bridges	-	210
Footpath & Cycleways	58	-
<b>Non-Recurrent – State Government</b>		
Buildings	1,996	2,453
Recreation, leisure and community facilities	-	19
Parks, Open Spaces And Streetscapes	-	724
Roads	789	1,536
Footpath & Cycleways	28	16
Offstreet Carparks	-	170
Other Infrastructure	1,672	534
<b>Total non-recurrent capital grants</b>	<b>7,035</b>	<b>11,401</b>
<b>Total capital grants</b>	<b>8,735</b>	<b>13,101</b>
<b>Total Grants</b>	<b>44,595</b>	<b>56,393</b>

Annual Report 2022/23

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

	2023 \$'000	2022 \$'000
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**(c) Recognition of grant income**

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with AASB 15 Revenue from Contracts with Customers. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies AASB 1058 Income for Not-for-Profit Entities.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

**Income recognised under AASB 1058 Income of Not-for-Profit Entities**

General purpose	18,608	18,719
Specific purpose grants to acquire non-financial assets	8,735	13,101
Other specific purpose grants	13,191	15,486

**Revenue recognised under AASB 15 Revenue from Contracts with Customers**

Specific purpose grants	4,061	9,087
	<b>44,595</b>	<b>56,393</b>

**(d) Unspent grants received on condition that they be spent in a specific manner**

**Operating**

Balance at start of year	6,526	3,948
Received during the financial year and remained unspent at balance date	6,800	6,037
Received in prior years and spent during the financial year	(4,215)	(3,459)
<b>Balance at year end</b>	<b>9,111</b>	<b>6,526</b>

Unspent grants are determined and disclosed on a cash basis.

**3.5 Contributions**

Monetary	1,237	872
Non-monetary	16,707	16,080
<b>Total Contributions</b>	<b>17,944</b>	<b>16,952</b>

*Contributions of non-monetary assets were received in relation to the following asset classes*

Roads	4,033	3,012
Drainage	8,765	2,065
Land	3,187	7,985
Buildings	-	1,967
Footpaths	677	1,038
Other	45	13
<b>Total non-monetary contributions</b>	<b>16,707</b>	<b>16,080</b>

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

Annual Report 2022/23

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

	2023 \$'000	2022 \$'000
<b>3.6 Other Income</b>		
Interest	4,229	1,170
Contributions other	1,100	1,315
Sales	1,019	322
Other Rent	741	683
Insurance Claim Refunds	628	30
Rebates	332	96
Other	144	23
<b>Total other income</b>	<b>8,193</b>	<b>3,639</b>

Interest is recognised as it is earned.

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

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 4 The cost of delivering services

	2023 \$'000	2022 \$'000
<b>4.1 (a) Employee costs</b>		
Salaries and wages	52,399	53,781
Workcover	587	1,054
Superannuation	5,367	5,210
Fringe benefits tax	253	250
Other	2,433	2,221
<b>Total employee costs</b>	<b>61,039</b>	<b>62,516</b>

### (b) Superannuation

Council made contributions to the following funds:

#### Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	245	263
Employer contributions payable at reporting date	-	-
	<b>245</b>	<b>263</b>

#### Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	4,541	4,352
Employer contributions payable at reporting date	581	595
	<b>5,122</b>	<b>4,947</b>
<b>Total Superannuation</b>	<b>5,367</b>	<b>5,210</b>

Refer to note 9.3 for further information relating to Council's superannuation obligations.

### 4.2 Materials and services

General maintenance	5,312	5,678
Domestic Rubbish Collection	3,983	3,636
Utilities	3,935	3,466
Other Contracts	3,807	5,017
Information technology	3,040	2,716
Office administration	2,694	2,356
Consultants	2,012	3,105
Hard Waste Collection	1,926	417
Transfer Stations	1,845	1,202
Insurance	1,412	1,285
Sporting Grounds & Facilities	1,396	765
Materials Recovery Facility	1,316	1,400
Finance & Legal Costs	1,224	571
Vehicle Expenses	1,219	1,046
Building maintenance	1,156	1,642
Cleaning	1,038	993
Management and Operation of Gippsland Regional Aquatic Centre	866	1,384
Green Waste Processing	797	796
Non-Council Asset works	773	-
Street Sweeping	742	557
Parks and Reserves	592	557
Litter Bins	454	443
Natural Disaster Recovery works	-	2,470
Other	4,846	4,694
<b>Total materials and services</b>	<b>46,385</b>	<b>46,196</b>

Expenses are recognised as they are incurred and reported in the financial year to which they relate

Annual Report 2022/23

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

	2023 \$'000	2022 \$'000
<b>4.3 Depreciation</b>		
Property	6,961	6,692
Plant, furniture and equipment	2,716	2,581
Infrastructure	20,536	19,814
<b>Total depreciation and amortisation</b>	<b>30,213</b>	<b>29,087</b>

Refer to note 5.2(b) and 6.2 for a more detailed breakdown of depreciation and amortisation charges.

**4.4 Net gain/(loss) on disposal of property, infrastructure, plant and equipment**

Proceeds of sale	555	336
Write down value of assets disposed (sold/written off)	(4,150)	(1,428)
Write down value of assets disposed (asset renewal)	(4,813)	(8,553)
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<b>(8,408)</b>	<b>(9,645)</b>

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

**4.5 Other expenses**

Auditors' remuneration - VAGO	92	85
Auditors' remuneration - Internal Audit	138	87
Audit other	19	78
Councillors' allowances	354	339
Operating lease rentals	138	88
Grants	1,790	1,156
Levies	2,875	1,944
Assets written-off / impaired	306	808
<b>Total other expenses</b>	<b>5,712</b>	<b>4,585</b>

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 5 Our financial position

	2023 \$'000	2022 \$'000
<b>5.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash on hand	11	11
Cash at bank	24,170	27,814
<b>Total cash and cash equivalents</b>	<b>24,181</b>	<b>27,825</b>
<b>(b) Other financial assets</b>		
<b>Current</b>		
Term Deposits - current (>90days)	95,000	80,000
<b>Total current other financial assets</b>	<b>95,000</b>	<b>80,000</b>
<b>Non-Current</b>		
Shares - non-current	2	2
<b>Total non-current other financial assets</b>	<b>2</b>	<b>2</b>
<b>Total other financial assets</b>	<b>95,002</b>	<b>80,002</b>
<b>Total financial assets</b>	<b>119,183</b>	<b>107,827</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

	2023 \$'000	2022 \$'000
<b>(d) Trade and other receivables</b>		
<b>Current</b>		
<i>Statutory receivables</i>		
Rates debtors*	2,736	4,108
Health Registrations	-	1
Net GST receivable	897	1,167
<i>Non-statutory receivables</i>		
Loans and advances to community organisations	5	5
Other debtors	988	684
Provision for doubtful debts - other debtors	(13)	(52)
<b>Total current trade and other receivables</b>	<b>4,613</b>	<b>5,913</b>
<b>Non-Current</b>		
<i>Non-statutory receivables</i>		
Loans and advances to community organisations	4	10
<b>Total non-current trade and other receivables</b>	<b>4</b>	<b>10</b>
<b>Total trade and other receivables</b>	<b>4,617</b>	<b>5,923</b>

\*Rates are payable by four instalments during the year or by lump sum in February. Arrears attract interest, currently at the rate of 10.0% per annum.

Short term receivables are carried at invoice amount as amortised cost using the effective interest rate method would not impact the carrying value. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

**(e) Ageing of receivables**

The ageing of the Council's trade & other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	560	350
Past due by up to 30 days	308	163
Past due between 31 and 60 days	30	53
Past due between 61 and 90 days	12	55
Past due by more than 90 days	74	26
<b>Total trade and other receivables</b>	<b>984</b>	<b>647</b>

**(f) Ageing of individually impaired receivables**

At balance date, other debtors representing financial assets with a nominal value of \$15K (2020 \$20K) were impaired. The amount of the provision raised against these debtors was \$15K (2020 \$20K). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 60 days	-	-
Past due between 61 and 90 days	-	-
Past due by more than 90 days	13	52
<b>Total trade and other receivables</b>	<b>13</b>	<b>52</b>



Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

	2023	2022
	\$'000	\$'000

## 5.2 Non-financial assets

### (a) Other assets

Prepayments	1,443	1,154
Accrued income	3,418	5,650
<b>Total other assets</b>	<b>4,861</b>	<b>6,804</b>

### (b) Intangible assets

Landfill Air Space	2,335	-
<b>Total intangible assets</b>	<b>2,335</b>	<b>-</b>

	SOFTWARE	LANDFILL AIR SPACE	TOTAL
	\$'000	\$'000	\$'000
<b>Gross Carrying Amount</b>			
Balance at 1 July 2022	1,147	18,422	19,569
Additions from internal developments	-	2,832	2,832
Other additions	-	-	-
<b>Balance at 30 June 2023</b>	<b>1,147</b>	<b>21,254</b>	<b>22,401</b>
<b>Accumulated Amortisation and Impairment</b>			
Balance at 1 July 2022	(1,147)	(18,422)	(19,569)
Amortisation Expense	-	(497)	(497)
<b>Balance at 30 June 2023</b>	<b>(1,147)</b>	<b>(18,919)</b>	<b>(20,066)</b>
Net Book Value at 30 June 2022	-	-	-
<b>Net Book Value at 30 June 2023</b>	<b>-</b>	<b>2,335</b>	<b>2,335</b>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

	2023	2022
	\$'000	\$'000

## 5.3 Payables, trust funds and deposits and unearned income/revenue

### (a) Trade and other payables

#### Current

#### Non-statutory payables

Trade Payables	12,500	5,927
Accrued Expenses	2,335	4,509
<b>Total current trade and other payables</b>	<b>14,835</b>	<b>10,436</b>

### (b) Trust funds and deposits

#### Current

Refundable deposits	4,279	3,729
Fire Service Levy	627	811
Retention amounts	95	95
Other refundable deposits	446	547
<b>Total current trust funds and deposits</b>	<b>5,447</b>	<b>5,182</b>

### (c) Unearned income / revenue

#### Current

Grants received in advance - operating	-	3,819
Grants received in advance - capital	10,720	9,355
<b>Total current unearned income / revenue</b>	<b>10,720</b>	<b>13,174</b>

Annual Report 2022/23

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

Unearned income/revenue represents contract liabilities and reflect consideration received in advance from customers in respect of government grants. Unearned income/revenue are derecognised and recorded as revenue when promised goods and services are transferred to the customer. (Refer to Note 3).

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of the forfeit.

**Purpose and Nature of Items**

*Refundable deposits* – Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to contracts, asset protection, planning permit works and the use of civic facilities.

*Fire Service Levy* – Council is the collection agent for the fire services property levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

*Retention amounts* - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

	2023 \$'000	2022 \$'000
<b>5.4 Interest-bearing liabilities</b>		
<b>Current</b>		
Treasury Corporation of Victoria Borrowings – Secured	2,613	967
Borrowings – Secured	514	603
<b>Total current</b>	<b>3,127</b>	<b>1,570</b>
<b>Non-Current</b>		
Treasury Corporation of Victoria Borrowings – Secured	6,104	7,082
Borrowings – Secured	6,059	6,563
<b>Total non-current</b>	<b>12,163</b>	<b>13,645</b>
<b>Total interest-bearing loans and borrowings</b>	<b>15,290</b>	<b>15,215</b>

All borrowings are secured over Council's Rate Revenue

The maturity profile for Council's borrowings is:

Not later than one year	3,127	1,570
Later than one year and not later than five years	9,503	9,405
Later than five years	2,660	4,240
	<b>15,290</b>	<b>15,215</b>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

5.5 Provisions

	EMPLOYEE \$'000	LANDFILL RESTORATION \$'000	TOTAL \$'000
<b>2023</b>			
Balance at Beginning of the Financial Year	12,745	15,665	28,410
Additional/(Reduced) Provisions	2,813	6,306	9,119
Amounts Used	(3,599)	(860)	(4,459)
Increase/ (Decrease) in the discounted amount arising because of time and effect of any change in the discount rate	929	(635)	294
<b>Balance at the End of the Financial Year</b>	<b>12,888</b>	<b>20,476</b>	<b>33,364</b>
<i>Provisions - current</i>	11,518	4,722	16,240
<i>Provisions - non-current</i>	1,370	15,754	17,124
<b>2022</b>			
Balance at Beginning of the Financial Year	14,318	16,853	31,171
Additional/(Reduced) Provisions	4,987	1,563	6,550
Amounts Used	(5,861)	(2,354)	(8,215)
Increase/ (Decrease) in the discounted amount arising because of time and effect of any change in the discount rate	(699)	(397)	(1,096)
<b>Balance at the End of the Financial Year</b>	<b>12,745</b>	<b>15,665</b>	<b>28,410</b>
<i>Provisions - current</i>	11,886	4,190	16,076
<i>Provisions - non-current</i>	859	11,475	12,334

(a) Employee provisions

	2023 \$'000	2022 \$'000
<b>Current Provisions Expected to be wholly settled within 12 months</b>		
Annual leave	4,023	4,848
Long service leave	2,295	2,219
	<b>6,318</b>	<b>7,067</b>
<b>Current Provisions Expected to be wholly settled after 12 months</b>		
Annual leave	304	366
Long service leave	4,897	4,453
	<b>5,201</b>	<b>4,819</b>
<b>Total current employee provisions</b>	<b>11,518</b>	<b>11,886</b>
<b>Non-Current</b>		
Long service leave	1,370	859
<b>Total non-current employee provisions</b>	<b>1,370</b>	<b>859</b>
<b>Aggregate Carrying Amount of Employee Provisions</b>		
Current	11,518	11,886
Non-Current	1,370	859
	<b>12,888</b>	<b>12,745</b>

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date

*Annual Leave*

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Annual Report 2022/23

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

*Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

	2023 \$'000	2022 \$'000
Key assumptions:		
- discount rate	4.06%	2.38%
- inflation rate	4.35%	2.70%

**(b) Landfill restoration**

Current	4,722	4,190
Non-Current	15,754	11,475
	<b>20,476</b>	<b>15,665</b>

Council is obligated to restore the current Highland Highway landfill site and legacy sites at Moe, Morwell, Traralgon and Yinnar to a particular standard. The forecast life of the Highland Highway landfill site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to restore the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Council reviews the landfill restoration provision on an annual basis, including the key assumptions listed below.

Key assumptions:		
- discount rate	3.64%	3.05%
- inflation rate	4.00%	4.00%

**5.6 Financing arrangements**

The Council has the following funding arrangements in place as at 30 June

Bank overdraft	1,000	1,000
Credit card facilities	500	500
Treasury Corporation of Victoria facilities	17,082	18,048
Other facilities	6,574	7,167
<b>Total facilities</b>	<b>25,156</b>	<b>26,715</b>
<b>Used facilities</b>	<b>15,401</b>	<b>15,290</b>
<b>Unused facilities</b>	<b>9,755</b>	<b>11,425</b>

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

### 5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

#### (a) Commitments for expenditure

	NOT LATER THAN 1 YEAR	LATER THAN 1 YEAR AND NOT LATER THAN 2 YEARS	LATER THAN 2 YEAR AND NOT LATER THAN 5 YEARS	LATER THAN 5 YEARS	TOTAL
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2023</b>					
<b>Operating</b>					
Garbage Collection	2,051	-	-	-	2,051
Collection of Hard Waste	1,650	1,650	1,650	-	4,950
Recycling	1,555	-	-	-	1,555
Processing of Organic Waste	1,210	-	-	-	1,210
Cleaning contracts for council buildings	1,161	-	-	-	1,161
Cleaning contracts for council amenities/streets	1,158	704	1,848	-	3,710
Management and Operation of GRAC	820	820	-	-	1,640
Landfill	723	353	-	-	1,076
Software	326	-	-	-	326
Secretarial Support and Advocacy Services	136	-	-	-	136
Building Assets Condition Assessment	87	-	-	-	87
<b>Total</b>	<b>10,877</b>	<b>3,527</b>	<b>3,498</b>	<b>-</b>	<b>17,902</b>
<b>Capital construction</b>					
Streetscape	3,806	-	-	-	3,806
Buildings	3,570	-	-	-	3,570
Logistics Precinct and Intermodal Freight Terminal	3,215	-	-	-	3,215
Roads	1,627	-	-	-	1,627
Landfill	1,141	-	-	-	1,141
Off Street Carparks	740	-	-	-	740
Bridges	94	-	-	-	94
<b>Total</b>	<b>14,193</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,193</b>
<b>2022</b>					
<b>Operating</b>					
Recycling	2,754	-	-	-	2,754
Garbage collection	3,868	1,934	-	-	5,802
Processing of Organic Waste	957	-	-	-	957
Cleaning contracts for council amenities/streets	1,147	139	-	-	1,286
Cleaning contracts for council buildings	990	-	-	-	990
Landfill	677	550	-	-	1,227
Software	10	-	-	-	10
Management and Operation of GRAC	1,166	-	-	-	1,166
Building Assets Condition Assessment	72	-	-	-	72
<b>Total</b>	<b>11,641</b>	<b>2,623</b>	<b>-</b>	<b>-</b>	<b>14,264</b>
<b>Capital construction</b>					
Buildings	796	-	-	-	796
Landfill	186	-	-	-	186
Other Infrastructure	21	-	-	-	21
Logistics Precinct and Intermodal Freight Terminal	3,787	-	-	-	3,787
Car Parks	1,156	-	-	-	1,156
Roads	733	-	-	-	733
<b>Total</b>	<b>6,679</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,679</b>

Annual Report 2022/23

**5.8 Leases**

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Under AASB 16 Leases, Council as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

**Right-of-Use Assets**

	PROPERTY \$'000	VEHICLES \$'000	OTHER, ETC. \$'000	TOTAL \$'000
Balance at 1 July 2022	700	-	-	700
Additions	43	57	498	598
Amortisation charge	(28)	(20)	(29)	(77)
<b>Balance at 30 June 2023</b>	<b>715</b>	<b>37</b>	<b>469</b>	<b>1,221</b>
Balance at 1 July 2021	670	14	-	684
Additions	56	-	-	56
Amortisation charge	(26)	(14)	-	(40)
<b>Balance at 30 June 2022</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>700</b>

**Lease Liabilities**

	2023 \$'000	2022 \$'000
Maturity analysis - contractual undiscounted cash flows		
Less than one year		159
One to five years		516
More than five years		1,164
<b>Total undiscounted lease liabilities as at 30 June</b>	<b>1,839</b>	<b>1,252</b>
Lease liabilities included in the Balance Sheet at 30 June		
Current		137
Non-Current		1,132
<b>Total lease liabilities</b>	<b>1,269</b>	<b>732</b>

**Short-term and low value leases**

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of \$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

	2023 \$'000	2022 \$'000
<b>Expenses relating to:</b>		
Short-term leases	138	88
Leases of low value assets	-	-
<b>Total</b>	<b>138</b>	<b>88</b>
Variable lease payments (not included in measurement of lease liabilities)		

**Non-cancellable lease commitments - Short-term and low-value leases**

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:		
Within one year	-	3
Later than one year but not later than five years	1	1
Later than 5 years	3	4
<b>Total lease commitments</b>	<b>4</b>	<b>8</b>

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 6 Assets we manage

### 6.1 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

	CARRYING AMOUNT 30 JUNE 2022 \$'000	ACQUISITIONS \$'000	CONTRIBUTIONS \$'000	REVALUATION \$'000	DEPRECIATION \$'000	DISPOSAL \$'000	TRANSFERS \$'000	CARRYING AMOUNT 30 JUNE 2023 \$'000
Land	255,680	-	3,187	-	-	-	-	258,867
Buildings	293,791	2,644	-	4,389	(6,961)	(4,206)	3,448	293,105
Plant and equipment	14,298	4,251	45	-	(2,716)	(381)	614	16,111
Infrastructure	765,192	10,636	13,475	78,912	(20,536)	(4,376)	11,400	854,703
Work in progress	18,976	21,447	-	-	-	(306)	(15,462)	24,655
<b>Total</b>	<b>1,347,937</b>	<b>38,978</b>	<b>16,707</b>	<b>83,301</b>	<b>(30,213)</b>	<b>(9,269)</b>	<b>0</b>	<b>1,447,440</b>

### Summary of works in progress

	OPENING WIP \$'000	ADDITIONS \$'000	TRANSFERS \$'000	WRITE OFFS \$'000	CLOSING WIP \$'000
Buildings	4,133	4,213	(3,891)	(33)	4,422
Infrastructure	14,843	17,234	(11,571)	(273)	20,233
<b>Total</b>	<b>18,976</b>	<b>21,447</b>	<b>(15,462)</b>	<b>(306)</b>	<b>24,655</b>

Annual Report 2022/23



Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

(a) Property

NOTE	LAND - SPECIALISED (INCL LAND UNDER ROADS)	LAND - NON SPECIALISED	TOTAL LAND	BUILDINGS - SPECIALISED	TOTAL BUILDINGS	WORK IN PROGRESS	TOTAL PROPERTY
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2022	172,683	82,998	255,681	379,871	379,871	4,133	639,684
Accumulated depreciation at 1 July 2022	-	-	-	(86,080)	(86,080)	-	(86,080)
	<b>172,683</b>	<b>82,998</b>	<b>255,681</b>	<b>293,791</b>	<b>293,791</b>	<b>4,133</b>	<b>553,604</b>
<b>Movements in fair value</b>							
Additions	-	-	-	2,645	2,645	4,213	6,858
Contributions	3,187	-	3,187	-	-	-	3,187
Revaluation	-	-	-	25,048	25,048	-	25,048
Disposal	-	-	-	(5,751)	(5,751)	-	(5,751)
Write-off	-	-	-	-	-	(33)	(33)
Transfers	-	-	-	3,448	3,448	(3,891)	(443)
	<b>3,187</b>	<b>-</b>	<b>3,187</b>	<b>25,390</b>	<b>25,390</b>	<b>289</b>	<b>28,866</b>
<b>Movements in accumulated depreciation</b>							
Depreciation and amortisation	-	-	-	(6,961)	(6,961)	-	(6,961)
Revaluation	-	-	-	(20,659)	(20,659)	-	(20,659)
Accumulated depreciation of disposals	-	-	-	1,545	1,545	-	1,545
	<b>-</b>	<b>-</b>	<b>-</b>	<b>(26,075)</b>	<b>(26,075)</b>	<b>-</b>	<b>(26,075)</b>
At fair value 30 June 2023	175,870	82,998	258,868	405,261	405,261	4,422	668,550
Accumulated depreciation at 30 June 2023	-	-	-	(112,155)	(112,155)	-	(112,155)
<b>Carrying Amount</b>	<b>175,870</b>	<b>82,998</b>	<b>258,868</b>	<b>293,106</b>	<b>293,106</b>	<b>4,422</b>	<b>556,395</b>

Annual Report 2022/23

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

(b) Plant and Equipment

NOTE	PLANT MACHINERY AND \$'000	FIXTURES AND FITTINGS AND \$'000	COMPUTERS AND \$'000	ART COLLECTION \$'000	TOTAL PLANT AND EQUIPMENT \$'000
At fair value 1 July 2022	20,104	2,196	7,442	3,938	33,680
Accumulated depreciation at 1 July 2022	(11,373)	(1,587)	(6,422)	-	(19,382)
	8,731	609	1,020	3,938	14,298
<b>Movements in fair value</b>					
Additions	2,962	202	1,073	13	4,250
Contributions	-	-	-	45	45
Revaluations	-	-	-	-	-
Disposal	(1,880)	-	-	-	(1,880)
Transfers	-	-	614	-	614
	1,082	202	1,687	58	3,029
<b>Movements in accumulated depreciation</b>					
Depreciation and amortisation	(1,982)	(114)	(619)	-	(2,715)
Accumulated depreciation of disposals	1,499	-	-	-	1,499
Contributions	-	-	-	-	-
	(483)	(114)	(619)	-	(1,216)
At fair value 30 June 2023	21,186	2,398	9,129	3,996	36,709
Accumulated depreciation at 30 June 2023	(11,856)	(1,701)	(7,041)	-	(20,598)
<b>Carrying Amount</b>	<b>9,330</b>	<b>697</b>	<b>2,088</b>	<b>3,996</b>	<b>16,111</b>

Annual Report 2022/23

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

(c) Infrastructure

NOTE	ROADS	BRIDGES	FOOTPATHS AND CYCLEWAYS	DRAINAGE	WASTE MANAGEMENT	PARKS OPEN SPACES AND STREETSCAPES	AERODROMES	OFF-STREET CAR PARKS	RECREATION, LEISURE AND COMMUNITY FACILITIES	WORK IN PROGRESS	TOTAL INFRASTRUCTURE
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2022	743,053	52,539	100,261	237,401	10,251	10,436	4,928	10,674	23,362	14,843	1,207,748
Accumulated depreciation at 1 July 2022	(247,654)	(18,796)	(41,287)	(98,925)	(10,251)	(3,977)	(1,595)	(3,313)	(1,915)	-	(427,713)
	495,399	33,743	58,974	138,476	-	6,459	3,333	7,361	21,447	14,843	780,035
<b>Movements in fair value</b>											
Additions	9,114	211	489	13	425	311	-	63	10	17,233	27,869
Contributions	4,033	-	677	8,765	-	-	-	-	-	-	13,475
Revaluations	78,376	6,712	10,737	25,581	-	1,724	-	1,088	-	-	124,218
Disposal	(6,680)	(95)	(342)	(42)	-	(153)	-	(743)	(127)	(273)	(8,455)
Transfers	5,544	277	686	68	3,532	362	-	488	443	(11,571)	(171)
	90,387	7,105	12,247	34,385	3,957	2,244	-	896	326	5,389	156,936
<b>Movements in accumulated depreciation</b>											
Depreciation and amortisation	(13,349)	(604)	(1,836)	(2,461)	(688)	(485)	(226)	(226)	(661)	-	(20,536)
Revaluations	(26,749)	(2,459)	(4,531)	(10,534)	-	(689)	-	(344)	-	-	(45,306)
Accumulated depreciation of disposals	3,307	11	173	2	-	84	-	223	6	-	3,806
	(36,791)	(3,052)	(6,194)	(12,993)	(688)	(1,090)	(226)	(347)	(655)	-	(62,036)
At fair value 30 June 2023	833,440	59,644	112,508	271,786	14,208	12,680	4,928	11,570	23,688	20,232	1,364,684
Accumulated depreciation at 30 June 2023	(284,445)	(21,848)	(47,481)	(111,918)	(10,939)	(5,067)	(1,821)	(3,660)	(2,570)	-	(489,749)
<b>Carrying Amount</b>	<b>548,995</b>	<b>37,796</b>	<b>65,027</b>	<b>159,868</b>	<b>3,269</b>	<b>7,613</b>	<b>3,107</b>	<b>7,910</b>	<b>21,118</b>	<b>20,232</b>	<b>874,935</b>

Annual Report 2022/23

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

**Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

ASSET CATEGORY	DEPRECIATION PERIOD	THRESHOLD LIMIT \$'000
<b>Property</b>		
land	na	Nil
buildings	10-100 years	10.0
<b>Plant and equipment</b>		
plant, machinery and equipment	3 - 12 years	1.0
fixtures, fittings and furniture	5 - 10 years	1.0
computers and telecommunications	3 - 7 years	1.0
art works collection	na	0.5
<b>Infrastructure</b>		
road pavements and seals	14 - 87 years	10.0
road formation and earthworks	na	10.0
road kerb and channel	77 years	10.0
bridges deck	100 years	10.0
bridges substructure	100 years	10.0
footpaths and cycleways	15 - 60 years	10.0
drainage	100 years	10.0
waste management	2 - 20 years	10.0
parks, open space and streetscapes	20-40 years	5.0
recreation, leisure and community facilities	40 years	10.0
off street car parks	14 - 87 years	10.0
<b>Intangible assets</b>		
software	5 years	5.0
landfill air space	2 years	10.0

**Land under roads**

Council recognises land under roads it controls at fair value.

**Depreciation and amortisation**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

**Repairs and maintenance**

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Annual Report 2022/23

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

**Valuation of land and buildings**

Valuation of land and buildings were undertaken by qualified independent valuers Gippsland Property Valuations (Registration number: 71139) for land and Assetic Pty Ltd for buildings. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date and type of the current valuation is detailed in the following table.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2023 are as follows:

	LEVEL 1 \$'000	LEVEL 2 \$'000	LEVEL 3 \$'000	DATE OF VALUATION	TYPE OF VALUATION
Land – Non specialised	-	82,998	-	Jun-2022	Full
Land – Specialised	-	-	175,870	Jun-2022	Full
Buildings – Specialised	-	-	293,106	Jun-2023	Full
<b>Total</b>	-	<b>82,998</b>	<b>468,976</b>		

**Valuation of infrastructure**

Valuation of infrastructure assets has been determined in accordance with an independent valuation undertaken by Assetic Pty Ltd MIE(Aust) CPEng, NPER : Membership 1102199.

The date and type of the current valuation is detailed in the following table.

The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation. An indexed revaluation was conducted in the current year on most infrastructure classes, this revaluation was based on Rawlinson's Australian Construction Handbook. Full revaluations of these assets are scheduled to be conducted over the 2023/24 and 2024/25 financial years.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2023 are as follows:

	LEVEL 1 \$'000	LEVEL 2 \$'000	LEVEL 3 \$'000	DATE OF VALUATION	TYPE OF VALUATION
Roads	-	-	548,995	Jun-2023	Index
Bridges	-	-	37,796	Jun-2023	Index
Footpaths and cycleways	-	-	65,027	Jun-2023	Index
Drainage	-	-	159,868	Jun-2023	Index
Recreational, Leisure and community facilities	-	-	21,118	Jun-2019	Full
Waste management	-	-	3,269	n/a	n/a
Parks, open space and streetscapes	-	-	7,613	Jun-2023	Index
Aerodromes	-	-	3,107	n/a	n/a
Off street car parks	-	-	7,910	Jun-2023	Index
<b>Total</b>	-	-	<b>854,703</b>		

Annual Report 2022/23

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

**Description of significant unobservable inputs into level 3 valuations**

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0 and \$951 per square metre

**Specialised buildings** are valued using a current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$170 to \$7,595 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 10 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 0 to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2023 \$'000	2022 \$'000
<b>Reconciliation of specialised land</b>		
Land under roads	31,245	31,143
Parks, reserves and other specialised land	144,625	141,540
<b>Total specialised land</b>	<b>175,870</b>	<b>172,683</b>

**6.2 Investments in associates, joint arrangements and subsidiaries**

**(a) Associates and joint arrangements**

Council had no investments in associates or joint arrangements in 2022/23 (2021/22 nil).

**(b) Subsidiaries**

Council had no subsidiaries in the 2022/23 financial year (2021/22 nil).

**(c) Community Asset Committee**

All entities controlled by Council that have material income, expenses, assets or liabilities, such as community asset committees, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 7 People and relationships

### 7.1 Council and key management remuneration

#### (a) Related Parties

##### Parent entity

Latrobe City Council is the parent entity

#### (b) Key Management Personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Latrobe City Council. The Councillors, Chief Executive Officer and General Managers are deemed KMP.

Details of KMP at any time during the year are:

		2023	2022
		No.	No.
<b>Councillors</b>	Councillor K O'Callaghan (Mayor)	1	1
	Councillor D Clancey (Deputy Mayor)	1	1
	Councillor S Gibson	1	1
	Councillor D Harriman	1	1
	Councillor D Howe	1	1
	Councillor B Law	1	1
	Councillor T Lund	1	1
	Councillor G Middlemiss	1	1
	Councillor M Ferguson	1	1
<b>Other KMP</b>	Chief Executive Officer	1	1
	General Manager Regional City Planning & Assets	1	1
	General Manager Community Health and Wellbeing*	4	2
	General Manager Regional City Strategy & Transition	1	1
	General Manager Organisational Performance*	3	1
	Executive Manager Office of the CEO**	1	1
Executive Manager Commonwealth Games*	2	-	
<b>Total Number of Councillors</b>		<b>9</b>	<b>9</b>
<b>Chief Executive Officer and other Key Management Personnel</b>		<b>13</b>	<b>7</b>
<b>Total Key Management Personnel</b>		<b>22</b>	<b>16</b>

\* Note: During the 2022/23 year, some KMP positions had multiple incumbents due to vacancies. These include General Manager Community Health and Wellbeing (4 incumbents), General Manager Organisational Performance (3 incumbents) and Executive Manager - Commonwealth Games (2 incumbents).

\*\*The position of Executive Manager Office of the CEO was discontinued from 11 December 2022 and the new role of Executive Manager Commonwealth Games was created from 12 December 2022.

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

**(c) Remuneration of Key Management Personnel**

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Other long-term employee benefits include long service leave, other long service benefits or deferred compensation.

Post-employment benefits include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Termination benefits include termination of employment payments, such as severance packages and unused Long Service Leave and Annual Leave entitlements.

Total remuneration of key management personnel was as follows:

	2023 \$,000	2022 \$,000
Short-term benefits	1,766	1,474
Other long-term benefits	44	32
Post employment benefits	144	108
Termination benefits	74	14
<b>Total</b>	<b>2,029</b>	<b>1,628</b>

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2023 No.	2022 No.
\$0 - \$9,999	1	-
\$10,000 - \$19,999	1	-
\$20,000 - \$29,999	2	6
\$30,000 - \$39,999	5	2
\$40,000 - \$49,999	3	-
\$50,000 - \$59,999	-	1
\$60,000 - \$69,999	2	-
\$70,000 - \$79,999	-	1
\$90,000 - \$99,999	2	2
\$120,000 - \$129,999	1	-
\$170,000 - \$179,999	2	-
\$230,000 - \$239,999	1	-
\$240,000 - \$249,999	-	3
\$260,000 - \$269,999	1	-
\$340,000 - \$349,999	-	1
\$370,000 - \$379,999	1	-
<b>Total</b>	<b>22</b>	<b>16</b>



**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

**(d) Remuneration of other senior staff**

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$160,000 and who report directly to a member of the KMP. \*

Total remuneration of other senior staff was as follows:

	2023 \$,000	2022 \$,000
Short-term benefits	2,306	2,663
Other long-term benefits	25	39
Post employment benefits	229	255
Termination benefits	-	-
<b>Total</b>	<b>2,560</b>	<b>2,956</b>

The number of other senior staff are shown below in their relevant income bands:

	2023 No.	2022 No.
<b>Income Range:</b>		
\$151,000 - \$159,999	-	8
\$160,000 - \$169,999	9	6
\$170,000 - \$179,999	2	4
\$180,000 - \$189,999	4	-
<b>Total</b>	<b>15</b>	<b>18</b>
<b>Total remuneration for the reporting year for other senior staff included above, amounted to: (\$,000)</b>	<b>\$2,560</b>	<b>\$2,956</b>

\* Due to a definitional change the comparative figures in this note may not align with the previous year's annual report, which included disclosure of senior officers as defined in the Local Government Act 1989.

There were 3 fewer Senior Officers in 2023 than 2022, this was due to one role being discontinued and two other roles now falling below the threshold limits.

**7.2 Related party disclosure**

**(a) Transactions with related parties**

During the period Council entered into the following transactions with related parties:

	2023 \$,000	2022 \$,000
Purchase of materials & services from related parties of key management personnel	61	33
<b>Total</b>	<b>61</b>	<b>33</b>

**(b) Outstanding balances with related parties**

Council has no outstanding balances to/from any related parties.

No expense has been recognised in the current year or prior year for bad or doubtful debts in respect of amounts owed by related parties.

**(c) Loans to/from related parties**

No loans have been made, guaranteed or secured by the council to a key management person, or a related party of a key management person during the reporting period.

**(d) Commitments to/from related parties**

The following commitments were in place at the end of the reporting period in relation to related parties

*Annual Report 2022/23*

## NOTE 8 Managing uncertainties

### 8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

#### (a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

Construction of infrastructure assets by developers in the course of creating new subdivisions results in the infrastructure assets being vested in Council when Council issues a Statement of Compliance. These assets are brought to account as revenue and capitalised. At reporting date, developers had commenced construction of assets that will eventually be transferred to Council contingent upon Council issuing a Statement of Compliance. Due to the nature of the arrangements in place and the assets involved, a contingent asset cannot be reliably measured prior to completion.

#### (b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
  - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
  - the amount of the obligation cannot be measured with sufficient reliability.

#### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

##### *Future superannuation contributions*

In addition to the disclosed contribution, there were no contributions outstanding at the 30 June 2023.

Latrobe City Council has paid unfunded liability payments to Vision Super totalling \$nil (2021/22 \$nil). There were \$nil contributions outstanding and \$nil loans issued from or to the above schemes as at 30 June 2023. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2024 are \$0.3 million.

#### Landfill

Council has set aside a provision for the rehabilitation of landfill sites. The amounts provisioned are management's best estimates of the cost to rehabilitate these sites however until the rehabilitation plans have been designed and approved by the Environment Protection Authority Victoria (EPA) there is a possibility that Council's obligations could further increase in respect to these sites.

In addition Council has provided bank guarantees to the value of \$2.9 million (2021/22 \$2.9 million) to Environment Protection Authority Victoria (EPA) for performance obligations in relation to the rehabilitation of these landfill sites.

#### Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

**Gippsland Regional Aquatic Centre site**

Latrobe City Council has been issued with a clean-up notice from the Environmental Protection Authority (EPA) in relation to the site located at the corner of Breed Street and Kay Street Traralgon. The location is the former site of the Traralgon Gasworks and the current site of the Gippsland Regional Aquatic Centre. Extensive clean up and remediation of the site has been undertaken by Latrobe City Council and council is working with an EPA approved Environmental Consultant to ensure that the contamination on site has been cleaned up to the satisfaction of the EPA.

On 4 November 2022 the EPA issued a notice to the CEO that they have revoked the Environmental Action Notice (EAN). The EPA appointed auditor provided an Environmental Audit Statement to the EPA prior to the revocation on their findings and recommendations. While the clean-up works associated with the EAN has been completed and resulted in the revocation, the recommendations by the auditor in their statement are to be adhered to. Among the recommendations is the implementation of the Groundwater Quality Management Plan (GQMP) to be in force until March 2025. The GQMP requires Council to undertake ground water monitoring each year in March to determine if the residual contamination is changing in its risk profile. At the completion of monitoring the appointed auditor will determine if the GQMP needs to be updated or no longer required. It is important to note that if there is unexpected activity with the contamination where the auditor determines that the risk profile has increased, it could result in further clean up works or further monitoring.

**(c) Guarantees for loans to other entities**

Council has not provided any guarantees for loans to other entities as at the balance date.

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

**8.2 Change in accounting standards**

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2023 reporting period. Council assesses the impact of these new standards. As at 30 June 2023 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2024 that are expected to impact Council.

**8.3 Financial instruments**

**(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables), bank and/or TCV borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

**(b) Market risk**

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have made an favourable impact on the Council's year end result with an additional \$3.1M earned on cash and investments compared to the 2022 financial year.

*Annual Report 2022/23*

**Notes to the Financial Report  
For the Year Ended 30 June 2023****Latrobe City Council  
2022/2023 Financial Report****(c) Credit risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities Council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

**(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 4.10%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

**8.4 Fair value measurement**

**Fair value hierarchy**

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

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

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

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

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

**Revaluation**

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. (For plant and equipment carrying amount is considered to approximate fair value given short useful lives). At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation is performed either by experienced council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

Asset class	Revaluation frequency
Land	3 to 5 years
Buildings	3 to 5 years
Roads	3 to 5 years
Bridges	3 to 5 years
Footpaths and cycleways	3 to 5 years
Drainage	3 to 5 years
Recreational, leisure and community facilities	3 to 5 years
Waste management	na
Parks, open space and streetscapes	3 to 5 years
Aerodromes	na

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

**Impairment of assets**

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**8.5 Events occurring after balance date**

No other matters have occurred after balance date that requires disclosure in the financial report.

Annual Report 2022/23

Notes to the Financial Report  
For the Year Ended 30 June 2023

Latrobe City Council  
2022/2023 Financial Report

## NOTE 9 Other matters

### 9.1 Reserves

#### (a) Asset revaluation reserves

	BALANCE AT BEGINNING OF REPORTING PERIOD \$'000	INCREMENT/ (DECREMENT) \$'000	BALANCE AT END OF REPORTING PERIOD \$'000
<b>2023</b>			
<b>Property</b>			
Land	189,364	-	189,364
Buildings	110,489	4,389	114,878
	<b>299,853</b>	<b>4,389</b>	<b>304,242</b>
<b>Infrastructure</b>			
Roads	117,377	51,627	169,004
Bridges	30,575	4,253	34,828
Footpaths and cycleways	18,205	6,206	24,411
Off street carparks	8,282	744	9,026
Drainage	79,047	15,047	94,094
Recreation, leisure and community facilities	1,159	-	1,159
Parks, open space and streetscapes	3,387	1,035	4,422
	<b>258,032</b>	<b>78,912</b>	<b>336,944</b>
<b>Other</b>			
Artworks	1,095	-	1,095
Other	13	-	13
	<b>1,108</b>	<b>-</b>	<b>1,108</b>
<b>Total Asset Revaluation Reserves</b>	<b>558,993</b>	<b>83,301</b>	<b>642,294</b>
<b>2022</b>			
<b>Property</b>			
Land	135,217	54,147	189,364
Buildings	110,489	-	110,489
	<b>245,706</b>	<b>54,147</b>	<b>299,853</b>
<b>Infrastructure</b>			
Roads	117,377	-	117,377
Bridges	30,575	-	30,575
Footpaths and cycleways	18,205	-	18,205
Off street carparks	8,282	-	8,282
Drainage	79,047	-	79,047
Recreation, leisure and community facilities	1,159	-	1,159
Parks, open space and streetscapes	3,387	-	3,387
	<b>258,032</b>	<b>-</b>	<b>258,032</b>
<b>Other</b>			
Artworks	1,095	-	1,095
Other	13	-	13
	<b>1,108</b>	<b>-</b>	<b>1,108</b>
<b>Total Asset Revaluation Reserves</b>	<b>504,846</b>	<b>54,147</b>	<b>558,993</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

#### (b) Other reserves

	BALANCE AT BEGINNING OF REPORTING PERIOD \$'000	TRANSFER FROM ACCUMULATED SURPLUS \$'000	TRANSFER TO ACCUMULATED SURPLUS \$'000	BALANCE AT END OF REPORTING PERIOD \$'000
<b>2023</b>				
Developer Contributions	5,484	(114)	1,909	7,279
<b>Total other reserves</b>	<b>5,484</b>	<b>(114)</b>	<b>1,909</b>	<b>7,279</b>
<b>2022</b>				
Developer Contributions	4,625	871	(12)	5,484
<b>Total other reserves</b>	<b>4,625</b>	<b>871</b>	<b>(12)</b>	<b>5,484</b>

#### Purpose and nature of other reserves

*Developer Contributions* – The development contribution reserve is maintained to account for funds held by the Council for specific development purposes include off street parking, drainage, playgrounds and public open spaces and tree planting development.

Annual Report 2022/23

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

**Latrobe City Council  
2022/2023 Financial Report**

**9.2 Reconciliation of cash flows from operating activities to surplus (deficit)**

	2023 \$'000	2022 \$'000
<b>Surplus/(deficit) for the year</b>	19,389	22,412
Depreciation and amortisation	30,787	29,220
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	8,408	9,645
Contributions non-monetary assets	(16,707)	(16,080)
Finance costs	321	334
Impairment losses/ Work in progress written off	306	808
<b>Changes in assets and liabilities</b>		
(Increase)/ decrease in trade and other receivables	1,304	(380)
(Increase)/ decrease in prepayments	(290)	(12)
(Increase)/ decrease in accrued income	2,229	(336)
(Increase)/ decrease in landfill intangible asset	(2,832)	-
Increase/ (decrease) in trade and other payables	(107)	106
Increase/ (decrease) in unearned income/revenue	(2,454)	(1,071)
Increase/ (decrease) in trust funds and deposits	265	1,403
Increase/ (decrease) in provisions	4,954	(2,759)
<b>Net cash provided by operating activities</b>	<b>45,573</b>	<b>43,290</b>

**9.3 Superannuation**

Latrobe City Council (Council) makes some of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Operating Statement when they are made or due.

**Accumulation**

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2023, this was 10.5% as required under Superannuation Guarantee legislation (2022: 10.0%)).

**Defined Benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119 Employee Benefits.

**Funding arrangements**

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial investigation is currently underway for the Defined Benefit category which is expected to be completed by 31 December 2023. Council was notified of the 30 June 2023 VBI during August 2023 (2022: August 2022). The financial assumptions used to calculate the 30 June 2023 VBI were:

Net investment returns 5.7% pa  
Salary information 3.5% pa  
Price inflation (CPI) 2.8% pa

As at 30 June 2022, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102.2%. The financial assumptions used to calculate the VBI were:

Net investment returns 5.5% pa  
Salary inflation 2.5% pa to 30 June 2023, and 3.5% pa thereafter  
Price inflation (CPI) 3.0% pa

Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

Vision Super has advised that the estimated VBI at June 2023 was 104.1%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2022 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

**Employer contributions**

**(a) Regular contributions**

On the basis of the results of the 2022 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2023, this rate was 10.5% of members' salaries (10.0% in 2021/22). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2022 interim valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

**(b) Funding calls**

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Latrobe City Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

Annual Report 2022/23

**Notes to the Financial Report  
For the Year Ended 30 June 2023**

Latrobe City Council  
2022/2023 Financial Report

**The 2022 interim actuarial investigation surplus amounts**

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2022 and the last full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

	2022 (Interim) \$m	2021 (Interim) \$m
- A VBI surplus	44.6	214.7
- A total service liability surplus	105.8	270.3
- A discounted accrued benefits surplus	111.9	285.2

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2022.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2022.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2022.

**The 2023 triennial actuarial investigation**

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2023. It is anticipated that this actuarial investigation will be completed by 31 December 2023. The financial assumptions for the purposes of this investigation are:

	2023 Triennial Investigation \$m	2020 Triennial Investigation \$m
Net Investment return	5.7% pa	5.6% pa
Salary inflation	3.5% pa	2.5% pa for the first two years and 2.75% pa thereafter
Price inflation	2.8% pa	2.0% pa

**Superannuation contributions**

Contributions by Latrobe City Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2023 are detailed below:

Scheme	Type of Scheme	Rate	2023 \$'000	2022 \$'000
Vision Super	Defined Benefits	10.5% (2022:10.0%)	245	263
Various	Accumulation	10.5% (2022:10.0%)	4,541	4,352

In addition to the above contributions, Latrobe City Council has paid unfunded liability payments to Vision Super totalling \$nil (2021/22 \$nil).

There were \$581K contributions outstanding (2021/22 \$595K) and \$nil loans issued (2021/22 \$nil) from or to the above schemes as at 30 June 2023.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2024 is \$200K.

**NOTE 10 Change in accounting policy**

There have been no changes to accounting policies in the 2022-23 year.



PERFORMANCE STATEMENT  
2022/23

# **Latrobe City Council**

## **Performance Statement**

For the year ended 30 June 2023

**PERFORMANCE STATEMENT  
2022/23****Performance Statement**

For the year ended 30 June 2023

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**Description of municipality**

Latrobe City is Victoria's eastern Regional City and Gippsland's primary service centre and employment hub, providing retail, entertainment, education, government and health services to the region with a population of 76,156<sup>1</sup>.

Latrobe City is located an hour and half drive east of Melbourne covering an area of 1,425 square kilometres situated between the Strzelecki Ranges to the south and the Great Dividing Range to the north. The city is made up of four major towns; Churchill, Moe/Newborough, Morwell and Traralgon; and seven rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar. The rural landscape in between townships houses a large population of hard working farmers and residents who enjoy the peace and tranquillity that comes with country life.

<sup>1</sup> Australian Bureau of Statistics Regional Population, 2020-21 Australia, 29 March 2022 ERP 2021

**Overview of 2023**

During the financial year council experienced growth in residents and demand for services. Extensive works were undertaken to improve infrastructure.

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**PERFORMANCE STATEMENT**  
**2022/23**

### Sustainable Capacity Indicators

For the year ended 30 June 2023

<i>Indicator/measure</i>	<b>Results 2020</b>	<b>Results 2021</b>	<b>Results 2022</b>	<b>Results 2023</b>	<b>Comment</b>
<b>Population</b>					
<i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$1,805	\$1,844	\$2,019	\$2,004	The result for this measure has remained consistent with the previous year, cost increases resulting from high inflation have been largely offset by reduced expenditure as a result of the transition of the Commonwealth Home Support Program and Community Care Program for Young People (HACC PYP) services, to other service providers within the community, at the end of the 2021-22 financial year.
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$13,865	\$14,244	\$14,342	\$15,315	The result for this measure increased by \$973 per capita in 2023 largely due to increased valuations due to increasing replacement costs for infrastructure assets.
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	46	52	53	51	The result for this measure has remained stable over the 3 year period.
<b>Own-source revenue</b>					
<i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,356	\$1,280	\$1,350	\$1,448	Minor increase in 2023 as a result of rates growth and increased income from user fees post pandemic (COVID) restrictions.
<b>Recurrent grants</b>					
<i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$375	\$361	\$446	\$444	Recurrent grants reduced slightly in the 2022- 2023 year due to Council's transition out of direct provision of Aged & Disability services to the Commonwealth & State Governments. This was mostly offset by increased grants received for three and four year old preschool programs due to the State Government introducing fee free preschools in 2023.
<b>Disadvantage</b>					
<i>Relative socio-economic disadvantage</i> [Index of Relative Socio-economic Disadvantage by decile]	1	1	1	1	The result for this measure has remained unchanged over the four year period.

**PERFORMANCE STATEMENT  
2022/23**

### Sustainable Capacity Indicators

For the year ended 30 June 2023

<i>Indicator/measure</i>	Results 2020	Results 2021	Results 2022	Results 2023	Comment
<b>Workforce Turnover</b> <i>Percentage of staff turnover</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	10.7%	17.2%	26.5%	13.2%	The decrease in turnover rate over the past year can be attributed to the Aged Care transition that occurred in the 2021-22 year. The 2022-23 year result brings Council back to a 'normal' range in relation to the years prior to 2021-22.

#### Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

**PERFORMANCE STATEMENT  
2022/23**

### Service Performance Indicators

For the year ended 30 June 2023

<i>Service/indicator/measure</i>	<b>Results 2020</b>	<b>Results 2021</b>	<b>Results 2022</b>	<b>Results 2023</b>	<b>Comment</b>
<b>Aquatic facilities</b>  <b>Utilisation</b>  <i>Utilisation of aquatic facilities</i>  [Number of visits to aquatic facilities / Municipal population]	3.6	2.4	3.2	5.4	Utilisation of aquatic centres has increased due to a combination of additional programs and events being delivered across centre sites. Council has seen an increase in participation of sport and social activities along with group fitness classes. Learn to Swim enrolments and participation has seen a steady increase during the financial year.
<b>Animal management</b>  <b>Health and safety</b>  <i>Animal management prosecutions</i>  [Number of successful animal management prosecutions/Number of animal management prosecutions] x 100	100%	100%	100%	100%	Council has recorded 100% successful prosecutions for the 2022-2023 year, with an increase of four lodgements in comparison to last year.
<b>Food safety</b>  <b>Health and safety</b>  <i>Critical and major non-compliance notifications</i>  [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about a food premises] x 100	63.1%	75.3%	39.8%	60.5%	Follow ups of non-compliant items resulted in an increase in the categories of critical and major. The team increased the number of premises which had at least one inspection for routine food safety assessments. In doing so, the team proactively looked at community groups that hold less frequent events in an attempt to complete their inspections for the year.
<b>Governance</b>  <b>Satisfaction</b>  <i>Satisfaction with council decisions</i>  [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	53	56	52	55	The annual Community Satisfaction Survey assesses the community's satisfaction with Council's performance. As the survey is undertaken by a random sample of 400 participants annually, the reason for variation from year to year is difficult to ascertain as the survey sample is not the same individuals each year.
<b>Libraries</b>  <b>Participation</b>  <i>Active library members</i>  [Number of active library borrowers in the last 3 years / The sum of the population for the last three years] x 100	10.3%	9.8%	9.1%	8.4%	Active library member count has held steady this year, with no membership drive during this period and more focus on Library Programs and Events.

**PERFORMANCE STATEMENT  
2022/23**

### Service Performance Indicators

For the year ended 30 June 2023

<i>Service/indicator/measure</i>	<b>Results 2020</b>	<b>Results 2021</b>	<b>Results 2022</b>	<b>Results 2023</b>	<b>Comment</b>
<b>Maternal and Child Health (MCH)</b>					
<b>Participation</b>					
<i>Participation in the MCH service</i>  [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100	72.6%	74.5%	71.5%	71.7%	During the year, 3642 children were enrolled in the Maternal and Child Health (MCH) service with 2610 of those children having attended the service at least once during the year. This has stayed consistent with last year's results.  During the year, 223 Aboriginal children were enrolled in the Maternal and Child Health (MCH) service, and of those, 189 children attended the service at least once during the year. This is a slight increase from the previous year due to a focus of the 'Best Start' partnership.
<b>Participation</b> <i>Participation in the MCH service by Aboriginal children</i>  [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x 100	76.0%	86.7%	82.5%	84.8%	
<b>Roads</b>					
<b>Satisfaction</b>					
<i>Satisfaction with sealed local roads</i>  [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	57	61	57	54	The annual Community Satisfaction Survey assesses the community's satisfaction with Council's performance. Satisfaction with sealed local roads has decreased to a rating of 54%. Council's understanding of the sealed local road network, gained through customer service requests and ongoing inspection program, indicates the network is generally in good condition. There may be instances of confusion between roads maintained by Council and those maintained by the Department of Transport .
<b>Statutory Planning</b>					
<b>Decision making</b>					
<i>Council planning decisions upheld at VCAT</i>  [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x 100	40.0%	0.0%	0.0%	100%	In the 2022-2023 financial year one application was reviewed at VCAT, with VCAT upholding Council's decision.
<b>Waste Collection</b>					
<b>Waste diversion</b>					
<i>Kerbside collection waste diverted from landfill</i>  [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x 100	51.4%	49.2%	50.2%	49.3%	A lack of community understanding regarding contamination of kerbside collection bins continues to impact this result.

**PERFORMANCE STATEMENT  
2022/23****Service Performance Indicators**

For the year ended 30 June 2023

**Definitions**

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 98 of the Act

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

**PERFORMANCE STATEMENT**  
**2022/23**

**Financial Performance Indicators**

For the year ended 30 June 2023

Dimension/indicator/measure	Results				Forecasts				Material Variations
	2020	2021	2022	2023	2024	2025	2026	2027	
<p><b>Efficiency</b></p> <p><b>Expenditure level</b></p> <p><i>Expenses per property assessment</i> [Total expenses / Number of property assessments]</p>	\$3,519	\$3,613	\$3,896	\$3,894	\$3,547	\$3,636	\$3,726	\$3,815	<p>The result for this measure has remained consistent with the previous year, cost increases resulting from high inflation have been largely offset by reduced expenditure as a result of the transition of the Commonwealth Home Support Program and Community Care Program for Young People (HACC PYP) services, to other service providers within the community, at the end of the 2021-22 financial year.</p> <p>The average rate per property assessment is expected to increase in line with the expected Rate Cap amount of 3.5% in 2024, and is currently estimated at 4% per annum from 2024 to 2026.</p>
<p><b>Revenue level</b></p> <p><i>Average rate per property assessment</i> [Total General rates and Municipal charges / Number of property assessments]</p>	\$1,542	\$1,556	\$1,601	\$1,613	\$1,681	\$1,736	\$1,793	\$1,852	
<p><b>Liquidity</b></p> <p><b>Working capital</b></p> <p><i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100</p>	267.5%	253.0%	259.5%	254.7%	225.6%	211.9%	226.6%	239.9%	<p>The result for this measure has had a minor decrease in 2023, it is expected to fall in 2024 as Council expends carry forward capital works and unspent grants reducing the levels of cash and investments.</p> <p>The ratio has decreased in 2023 due to higher levels of restricted cash (\$11.7M increase) mainly due to higher capital works commitments, statutory reserves and unspent conditional grants as at the end of the year. Unrestricted cash is expected to remain fairly stable between negative 18% and 25% over the projected period. This ratio is in a negative as Council invests most of its surplus cash in other financial assets with a maturity of greater than 90 days and thereby maintains a relatively small cash balance compared to the size of restricted amounts such as unspent grants, trust funds and statutory reserves. These investments are timed to mature when the cash will be required.</p>
<p><b>Unrestricted cash</b></p> <p><i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100</p>	25.1%	29.3%	7.6%	(23.5%)	(20.5%)	(18.3%)	(20.0%)	(20.5%)	



**PERFORMANCE STATEMENT**  
**2022/23**

**Financial Performance Indicators**

For the year ended 30 June 2023

Dimension/indicator/measure	Results				Forecasts				Material Variations
	2020	2021	2022	2023	2024	2025	2026	2027	
<b>Obligations</b>									
<b>Loans and borrowings</b>									
<i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x 100	12.7%	20.4%	17.9%	17.2%	19.3%	16.0%	9.7%	6.9%	The result for this measure has decreased to 17.2% in 2023 due to the repayment of borrowings during the year. The ratio is forecasted to increase to 19.3% in 2024 as Council further draws down on existing loan facilities for the Moe Rail Precinct Revitalisation Stage 2 and Kernot Hall Refurbishment projects. The ratio is then forecast to decrease with no further borrowings currently planned across the remaining three year period.
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x 100	12.0%	1.2%	2.1%	2.1%	3.1%	3.0%	6.1%	2.6%	The result for this measure remained stable in 2023. The measure is forecasted to increase to 3.1% in 2024, as Council further draws down on existing loan facilities for the Moe Rail Precinct Revitalisation Stage 2 and Kernot Hall Refurbishment projects. The 6.1% ratio forecasted in 2026 is due to the principal repayment of an interest only loan falling due in that year.
<b>Indebtedness</b>									
<i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x 100	24.7%	32.3%	26.0%	27.1%	27.5%	20.0%	18.0%	15.1%	The ratio is forecasted to remain relatively steady before a large decrease in 2025 as an interest only loan moves into current liabilities for repayment in 2026.

**PERFORMANCE STATEMENT**  
**2022/23**

**Financial Performance Indicators**

For the year ended 30 June 2023

Dimension/indicator/measure	Results				Forecasts				Material Variations
	2020	2021	2022	2023	2024	2025	2026	2027	
<p><b>Asset renewal and upgrade</b> Asset renewal and upgrade compared to depreciation [Asset renewal and upgrade expense / Asset depreciation] x100</p>	152.2%	82.7%	85.0%	104.0%	91.1%	75.5%	74.3%	76.2%	The ratio has had a 22.4% increase in 2023 largely supported from external grant funding. The reduction in the ratio in future years is symbolic of conservative estimates of government grants. Council's largest asset class, roads, is expected to be maintained around 100%, however other classes such as drainage, which is renewed only on a reactive basis, and buildings which are often reliant on government funding for major renewal and upgrade works are forecasted to remain below 100%.
<p><b>Operating position</b> <b>Adjusted underlying result</b> Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x 100</p>	(1.5%)	(5.0%)	(4.0%)	(3.7%)	(2.7%)	(2.0%)	(1.2%)	(0.5%)	Council's underlying deficit is trending towards a return to surplus in future years. The results are forecasted to remain in deficit mainly due to restrictions on Council's ability to increase revenue and uplifts in depreciation expenses resulting from the recent construction of major new infrastructure. e.g. Gippsland Regional Aquatic Facility and the Gippsland Performing Arts Centre.
<p><b>Stability</b> <b>Rates concentration</b> Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x 100</p>	60.1%	61.3%	57.5%	59.4%	66.9%	67.2%	67.5%	67.8%	Minor increase to 59.4% in 2023. Council's reliance on rates revenue is expected to continue to rise into the future primarily based on moderate estimates of future levels of recurrent government funding and user fees and charges.
<p><b>Rates effort</b> Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x 100</p>	0.7%	0.7%	0.6%	0.5%	0.4%	0.5%	0.5%	0.5%	The ratio has decreased in 2023 due to a 30% increase in property values compared to 4.8% growth in total rate revenue rate revenue.

**PERFORMANCE STATEMENT  
2022/23****Financial Performance Indicators**

For the year ended 30 June 2023

**Definitions**

"adjusted underlying revenue" means total income other than—

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner

and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents and financial assets, within the meaning of the AAS that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

**Other Information**

For the year ended 30 June 2023

**1. Basis of preparation**

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and detailed explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its budget on 5 June 2023. The budget includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The budget can be obtained by contacting council.

### Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Matthew Rogers, CPA  
**Principal Accounting Officer**  
**Dated:** 2 October 2023

In our opinion, the accompanying performance statement of the Latrobe City Council for the year ended 30 June 2023 presents fairly the results of council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this performance statement in its final form.

Cr. Darren Howe  
**Councillor**  
**Dated:** 2 October 2023

Cr. Bradley Law  
**Councillor**  
**Dated:** 2 October 2023

Steven Piasente  
**Chief Executive Officer**  
**Dated:** 2 October 2023

PERFORMANCE STATEMENT  
2022/23

**Auditor General's Report on Performance Statement**

**PERFORMANCE STATEMENT  
2022/23**

## 2023/24 COMMUNITY GRANTS AND SPONSORSHIP PROGRAM - ROUND 1

### PURPOSE

To present the 2023/24 Community Grants and Sponsorship Program round one recommendations for endorsement.

### EXECUTIVE SUMMARY

- Applications for round one of the 2023/24 Community Grants and Sponsorship Programs were accepted from 10 July 2023 to 10 August 2023 for the following program categories: Minor Capital Works, Minor Equipment, Community Wellbeing, Community Events Minor, Community Events Significant and Community Sponsorship Major.
- Council received a total of 131 applications across these six categories. A total of 92 applications have been recommended for full or part funding.
- Of the 39 unsuccessful applicants a total of 23 were assessed as ineligible and 16 were not recommended by the panel.
- The total allocated budget for round one of the Community Grants Program was \$308,400.00, as per the 2023/24 Annual Budget. The total round one budget for Community Sponsorship Major was \$42,000.00
- The total amount of funding applied for in the Community Grants Program was \$492,044.80. The total amount of funding applied for in the Community Sponsorship Program was \$49,030.00.
- Total funding recommended for the Community Grants Program is \$289,311.13 and the total amount of funding recommended for the Community Sponsorship program is \$26,015.00.
- Applications have been reviewed for eligibility and have undergone assessment by officers comprising subject matter expert panels. Assessments were completed in line with the Community Grant and Sponsorship Governance Policy and applications were reviewed using the assessment criteria for each grant program.
- Two Out of Session Briefings were held with Councillors in which the recommendations of the panels were provided to assist Councillors to provide relevant comment or feedback.

### OFFICER'S RECOMMENDATION

#### Part A

**That Council approves 87 applications in the amounts stated as set out in Attachment A and releases publicly a list of the successful applicants.**



**Part B**

**That Council approves four applications in the amount stated as set out in Attachment B and releases publicly a list of the successful applicants – East Ward.**

**Part C**

**That Council approves one application in the amount stated as set out in Attachment C and releases publicly a list of the successful applicant – Central Ward.**

## BACKGROUND

The Community Grant and Sponsorship Program enables Council to make financial contributions to the cost of local projects. These programs are provided to acknowledge and enhance the contribution that individuals and groups make to the Latrobe City community life.

Applications for round one of the 2023/24 Community Grant and Sponsorship Program were accepted from 10 July 2023 to 10 August 2023 for the following program categories, Minor Capital Works, Minor Equipment, Community Wellbeing, Community Events Minor, Community Events Significant and Community Sponsorship Major.

The total annual budget for the Community Grant Program is \$514,000.00. The budget is divided into each program category. The total budget for round one of the Community Grants Program is \$308,400.00.

The total annual budget for Community Sponsorship Major Program is \$70,000.00. The round one budget for Community Sponsorship Major is \$42,000.00.

All applications were assessed in accordance with Latrobe City Council's Community Grant and Sponsorship Governance Policy and program objectives and scored out of 100.

### Standardised Scoring Criteria

Total score out of 40

Assessment Criteria	Weighting
Previous Latrobe City Council Community Grant or Sponsorship funding received over the last five financial years.	20
Demonstrated in-kind contributions e.g., monetary, voluntary services etc.	20

The standardised scoring is scaled to ensure that there is a greater advantage for organisations that have received no funding or lower amounts of funding over the previous five financial years.

In-kind contributions were scored based on the percentage value of the contribution towards the total project cost.

### Assessment Panel Scoring Criteria

Total score out of 60

Assessment Criteria	Weighting
The project addresses a community need and describes how the community will benefit from the project.	20
The applicant has demonstrated ability to deliver the project.	20
The application is consistent with the Council Plan, Municipal Public Health and Wellbeing Plan and other strategic documents.	20

Assessors were required to complete assessments on all applications within the allocated program relevant to their area of subject matter expertise, based on the assessment criteria outlined above.

Training was provided to assessors to ensure appropriate guidance and compliance responsibilities were understood when assessing applications.

Using the assessment criteria, panel members completed an individual assessment scoring each application out of 60.

The total standardised score and panel aggregate score were collated to provide a total assessment score out of 100 for each application, this score along with panel commentary formed the final recommendations for each application.

As a result of the assessment, applications have been supported in full, in part or deemed unsuccessful. In some cases, additional funding conditions have been recommended for inclusion in the funding agreement and compliance will be required to achieve a successful acquittal.

In addition to the above, some applications have been identified as ineligible due to outstanding acquittals from previous funding rounds or not meeting the Community Grant and Sponsorship Policy or Guidelines eligibility and accepted expenses criteria.

The panel recommendations have been reviewed by Councillors at two Out of Session Briefings on Monday 28 August 2023 and Thursday 7 September 2023 which provided an opportunity for Councillors to ask questions and provide additional information.

**ANALYSIS**

***Proposed recommendation for 2023/24 Community Grants and Sponsorship – Round 1.***

**Minor Capital Works Grant**

Financial assistance provided to community groups who wish to develop community facilities for accessibility improvements, renovations, repairs and built in or fixed equipment purchases.

<b>Applications</b>	<b>Number of Applications</b>	<b>Total Funding</b>
<b>Received</b>	44	\$249,862.94
<b>Recommended</b> (includes part funding)	30	\$156,655.22
<b>Not Recommended</b>	5	\$31,485.00
<b>Ineligible</b>	9	\$55,501.20

### Minor Equipment

Financial assistance provided to community groups who wish to purchase non-fixed equipment.

Applications	Number of Applications	Total Funding
<b>Received</b>	41	\$64,064.87
<b>Recommended</b> (includes part funding)	31	\$46,488.91
<b>Not Recommended</b>	4	\$5,072.59
<b>Ineligible</b>	6	\$10,128.10

### Community Wellbeing

Provides assistance to community groups for a broad range of community development programs, services and activities.

Applications	Number of Applications	Total Funding
<b>Received</b>	11	\$17,717.00
<b>Recommended</b> (includes part funding)	8	\$12,367.00
<b>Not Recommended</b>	1	\$1,000.00
<b>Ineligible</b>	2	\$4,000.00

### Community Events Minor

Assistance to conduct conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation. This could include carnivals, festivals, and cultural events.

Applications	Number of Applications	Total Funding
<b>Received</b>	24	\$93,399.99
<b>Recommended</b> (includes part funding)	14	\$36,800.00
<b>Not Recommended</b>	5	\$15,865.49
<b>Ineligible</b>	5	\$19,200.00

### Community Events Significant

Financial assistance available to conduct larger conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation. This could include carnivals, festivals and cultural events.

Applications	Number of Applications	Total Funding
<b>Received</b>	8	\$65,000.00
<b>Recommended</b> (includes part funding)	7	\$37,000.00
<b>Not Recommended</b>	1	\$10,000.00

### Community Sponsorship Major

Provides assistance to community groups for a broad range of community programs, services, and activities.

Applications	Number of Applications	Total Funding
<b>Received</b>	3	\$49,030.00
<b>Recommended</b> (includes part funding)	3	\$26,015.00

### Recommendations by Ward – Community Grants and Sponsorship

Ward	Recommended Amount
<b>Central</b>	\$81,733.00
<b>East</b>	\$117,761.66
<b>South</b>	\$42,484.44
<b>West</b>	\$73,347.03
<b>TOTAL</b>	\$315,326.13

### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
FINANCIAL Misuse of Council Funds	<b>Medium</b> Possible x Moderate	Acquittal and accountability process as set out in the Community Grant and Sponsorship Governance Policy.

RISK	RISK RATING	TREATMENT
<b>PR/REPUTATION</b> Community group dissatisfied with the outcome of their application.	<p style="text-align: center;"><b>Medium</b></p> Possible x Minor	Unsuccessful applicants will be provided with feedback and supported to prepare future submissions where possible.

## CONSULTATION

Whilst the Community Grant and Sponsorship Program were open, staff were available to provide one on one support to applicants to prepare a submission.

A survey was sent to all grant recipients to seek feedback on the process and drive quality improvement.

## COMMUNICATION

Five information sessions were held coming into the grant round in person and online to provide the community with an overview of the program, policy and guidelines.

Applicants will be notified of their grant outcome by Friday 6 October 2023, subject to the resolution of Council at the October 2023 Council Meeting.

Discussion with those applicants where the outcome is subject to additional conditions will be held following the Council Meeting and Funding Agreements will be issued for completion by Friday 17 November 2023.

Unsuccessful applicants will be provided with feedback and supported to prepare future submissions where possible.

A media release will be developed, promoting Council's financial contribution to community projects, demonstrating community support.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

The Community Grants and Sponsorship Program provides a significant positive benefit to not-for-profit groups within Latrobe City. These programs are provided to acknowledge and enhance the contribution that individuals and groups make to the Latrobe City community life.

Officers will endeavour to minimise the negative community implications arising from unsuccessful applications through engagement with applicants to discuss their application and if appropriate work with them to promote a successful outcome in future grant rounds.

### **Health**

The Community Grants and Sponsorship program supports community groups by providing funding for projects that increase social connection and physical and mental health.

### **Environmental**

There are no environmental implications expected as an outcome of providing funding. Some projects support improved environmental sustainability at a minor local level.

### **Economic**

Not applicable.

### **Financial**

In the event Council adopts the recommendations tabled in this report, a total of 89 Community Grant applications will be supported with a recommended total value of \$289,311.13. Additionally, three Community Sponsorship application will be supported with the recommended total value of \$26,015.00.

### **Supporting Documents**

2023/24 Community Grant Program Guidelines.

2023/24 Community Sponsorship Program Guidelines.

Community Grants and Sponsorship Governance Policy.

### **Attachments**

1. Attachment A - 2023-24 Community Grants and Sponsorship Program Round 1 - Recommended and Not Recommended (Published Separately)

*This attachment is designated as confidential under subsection (h) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). Recommendations for Council endorsement.*

2. Attachment B - 2023-24 Community Grants and Sponsorship Program Round 1 - East Ward (Published Separately)

*This attachment is designated as confidential under subsection (h) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). Recommendations for Council endorsement.*

3. Attachment C - 2023-24 Community Grants and Sponsorship Program Round 1 - Central Ward (Published Separately)

*This attachment is designated as confidential under subsection (h) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). Recommendations for Council endorsement.*



# FUNDING APPLICATION TO COUNTRY FOOTBALL AND NETBALL PROGRAM

## PURPOSE

To seek approval from Councillors for the Chief Executive Officer (CEO) to submit a funding application to the 2023/24 Country Football and Netball Program and allocate the funding contribution required to apply.

## EXECUTIVE SUMMARY

- Sport and Recreation Victoria (SRV) recently opened their 2023/24 Country Football and Netball Program, which provides a range of funding opportunities for community football and netball infrastructure.
- Only Local Government Authorities (LGAs) are eligible to apply, although clubs and associations are made aware of this funding stream through direct State Government communications.
- Lighting upgrades at Gaskin Park Oval 2, Churchill has been identified through Council's current Recreation Needs Assessment (endorsed July 2023) as the project to put forward for this funding round, as it is the highest priority Football Netball project eligible and deliverable with the amount of funding available.
- The financial contribution required to meet the funding program's ratio of \$3:\$1 (SRV:Council) is \$81,910. This amount has not been budgeted for and therefore would need to be allocated from the accumulated unallocated cash reserve account.

## OFFICER'S RECOMMENDATION

### **That Council:**

- 1. Endorse the CEO's application to the 2023/24 Country Football and Netball Program for Lighting Upgrades at Gaskin Park Oval 2; and**
- 2. Allocate \$81,910 (plus GST) from the cash reserve account as Council's contribution towards the Lighting Upgrade at Gaskin Park Oval 2.**

## BACKGROUND

Sport and Recreation Victoria's (SRV) \$2.5 million 'Country Football and Netball Program' opened on 12 August 2023 and provides funding opportunities for country football and netball clubs to upgrade existing and construct new facilities and infrastructure as per the 2023/24 Country Football and Netball Program Guidelines (Attachment 1). Applications close on 9 October 2023.

Only Local Government Authorities (LGAs) are eligible to apply for this funding stream. Therefore, a sporting group wishing to seek funding from the program must do so under the auspice of Council.

The funding ratio is \$3:\$1 (SRV:Council) for 'Rural' LGA's, of which Latrobe City Council is classified.

SRV's maximum contribution to projects under this program is \$250,000.

Eligible projects include:

- Developing new or redeveloping change rooms and pavilions to increase capacity, inclusion and safety.
- Developing new or redeveloping sports ovals and courts to increase capacity, inclusion and safety.
- Sports lighting that improves facility capacity and participant safety. Lighting projects may include the installation of new LED lighting infrastructure, or the replacement of non-LED lighting with LED lamps to permit lighting standards to be met.
- Projects that result in energy or water efficiency, with a direct impact on participation, such as warm season grass conversions.
- Infrastructure on school land with confirmed community use.
- Projects that benefit multi-sport outcomes where football or netball is the primary beneficiary.

## ANALYSIS

When determining the project to put forward for funding, Council Officers reviewed and compared the eligibility criteria of the program against the Recreation Needs Assessment (endorsed July 2023). Officers also liaised with SRV and were provided verbal support for the Gaskin Park Oval 2 Lighting Upgrade Project due to it being 'shovel ready', it's strategic alignment with the Gaskin Park Master Plan, and also because it is complementary to the Gaskin Park Oval 2 Surface Upgrade Project which has recently been funded through the 2022/2023 Country Football and Netball Program.

Details for this project are as follows:

Club/Group	Churchill Junior Football Club, Churchill Cricket Club, Gippsland Power Football Club, Churchill Baseball Club, Churchill Football and Netball Club.
Project	Installation of new 100 lux LED sportsfield lighting to Oval 2 at Gaskin Park.
Cost estimate	\$327,640
Clubs' contribution	\$0
Council's contribution required	\$81,910
Recreation Needs Assessment	Yes

Officers have reviewed Council's current project budgets and cannot readily identify where any surplus funds may be available to allocate to the contributions required from Council.

It will therefore be recommended that Council allocates \$81,910 from cash reserves to allow for a funding application to be submitted.

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Continued complaints regarding the lack of compliant lighting that impacts facility capacity, scheduling and participant safety.	<b>High</b> <i>Possible x Moderate</i>	The delivery of this project will improve lighting to appropriate standards which will subsequently improve safety on the oval and provide user groups the ability to increase usage of the venue.

RISK	RISK RATING	TREATMENT
<b>SERVICE DELIVERY</b> Inability for officers to deliver the project or an adverse impact on the overall Capital Works Program.	<p style="text-align: center;"><b>Low</b> <i>Unlikely x Insignificant</i></p>	Council Officers will have the ability to manage this project alongside local contractors to complete the works in line with previous lighting projects delivered between 2020 and 2023.
<b>FINANCIAL</b> Allocating Councils contribution of \$81,910  Issues delivering the project for the total cost of \$327,640	<p style="text-align: center;"><b>Medium</b> <i>Possible x Minor</i></p> <p style="text-align: center;"><b>Medium</b> <i>Possible x Minor</i></p>	<p>Use cash reserves and recoup through future budget bid if application is successful.</p> <p>Council Officers have developed cost estimates for the applications based on recent designs and quotes including a 10% contingency fee.</p>
<b>STRATEGIC</b> User groups at Gaskin Park are unable to use Gaskin Park Oval 2 for the level of sport they aspire to, and only within daylight hours.	<p style="text-align: center;"><b>Medium</b> <i>Possible x Minor</i></p>	The delivery of this project will improve safety on the oval and provide user groups the ability to increase usage of the venue.

## CONSULTATION

Extensive consultation was undertaken with local clubs during the development of the Recreation Needs Assessment. If Council is supportive of this application, Officers will engage with the specific user groups of Gaskin Park to advise of the nominated project and the application process.

## COMMUNICATION

Council Officers have discussed the project with SRV and developed indicative cost estimates to inform a funding application.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Improved lighting at Gaskin Park Oval 2 would provide clubs and user groups the opportunity to obtain a greater number of participants, and in turn provide those users with a positive social experience by becoming part of a recreation club.

### **Cultural**

Not applicable

### **Health**

Improved use and participation could provide positive health impacts for those taking part in active and organised recreation, whilst an improved lighting could provide an opportunity for other passive recreation uses as well.

### **Environmental**

Power consumption from usage of lights will have an impact on the environment, however use of LEDs is a long-term sustainable lighting option.

### **Economic**

If the project were to be completed there may become an increased opportunity for the use of the Gaskin Park complex for regional level carnivals or events for sports such as cricket, baseball and football.

### **Financial**

As discussed in the analysis section of the report, the funding application requires a co-contribution of \$81,910 (currently unfunded) as well as auspice by Council for any cost over runs, however if successful, Officers would manage the scope of the project to ensure the project was completed within the allocation.

### **Attachments**

1. 2023/24 Country Football and Netball Program Guidelines

# 8.3

## Funding Application to Country Football and Netball Program

1	2023/24 Country Football and Netball Program Guidelines .....	335
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# 2023-24 Country Football and Netball Program

## APPLICATION GUIDELINES



Photography by Josh Braidner (Jingle Creatix) courtesy of Yarra Ranges Council

## CONTENTS

<b>MESSAGE FROM THE MINISTER</b> . . . . .	<b>3</b>
<b>1. 2023-24 COUNTRY FOOTBALL AND NETBALL PROGRAM.</b> . . . . .	<b>4</b>
1.1 About the Country Football an Netball Program . . . . .	4
1.2 Why is the Victorian Government supporting these grants? . . . . .	4
1.3 Objectives of the Program . . . . .	4
1.4 Outcomes of the Program . . . . .	5
1.5 Investment Priorities . . . . .	6
1.6 Timelines . . . . .	6
<b>2. ELIGIBILITY.</b> . . . . .	<b>7</b>
2.1 Eligible Applicants . . . . .	7
2.2 Rurality . . . . .	7
2.3 Eligible Projects . . . . .	8
2.4 Performance . . . . .	8
2.5 Facilities on School Land . . . . .	8
<b>3. TYPES OF ACTIVITIES THAT WILL NOT BE FUNDED.</b> . . . . .	<b>9</b>
<b>4. FUNDING DETAILS</b> . . . . .	<b>10</b>
4.1 Funding Ratios . . . . .	11
4.2 In-kind contributions . . . . .	11
<b>5. ASSESSMENT CRITERIA.</b> . . . . .	<b>12</b>
<b>6. SUPPORTING DOCUMENTATION.</b> . . . . .	<b>14</b>
<b>7. APPLICATION PROCESS</b> . . . . .	<b>16</b>
7.1 Guidance . . . . .	17
7.2 Assessment Process . . . . .	18
<b>8. CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING</b> . . . . .	<b>19</b>
8.1 Grant Agreements . . . . .	19
8.2 Acknowledging the Victorian Government’s support and promoting success . . . . .	20
8.3 Payments . . . . .	20
8.4 Privacy . . . . .	20
<b>9. RESOURCES AND ADDITIONAL INFORMATION.</b> . . . . .	<b>21</b>
9.1 Supporting documentation, forms and templates . . . . .	21
9.2 Gender Impact Assessments . . . . .	21
9.3 Universal Design . . . . .	21
9.4 Environmentally Sustainable Design . . . . .	22
9.5 Voluntary Labour and In kind Support . . . . .	22
9.6 Fair Play Code . . . . .	22
9.7 Victoria’s Women Construction Strategy . . . . .	22
9.8 Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018) . . . . .	22
9.9 Future Proofing Community Sport and Recreation Facilities . . . . .	22





Courtesy South Gippsland Shire Council

## MESSAGE FROM THE MINISTER

**Regional Victoria is home to many of the state's football and netball leagues and clubs. They're an integral part of grassroots sports and the backbone of many rural communities..**

That's why the Victorian Government, in partnership with the AFL, AFL Victoria and Netball Victoria is proud to be kicking in \$2.5 million for the 2023-24 Country Football and Netball Program. This is backing even more football and netball clubs across rural and regional Victoria and outer metropolitan areas as they help make positive contributions to their communities.

Grants of up to \$250,000 are available to deliver infrastructure projects that include the redevelopment and construction of new ovals and netball courts, installation of sports lighting, and construction of new and redevelopment of existing pavilions, including gender-neutral change rooms.

There's also a strong focus on supporting clubs that recently experienced hardship such as loss due to flood impact, socio-economic disadvantage or other economic challenges.

Initiatives like our Country Football and Netball Program make it easier for everyone – players, coaches, umpires, kids, and club supporters – to stay involved in the game they love, while encouraging the community to lead healthy and active lifestyles, regardless of where they live.

Launched in 2005, the Program has invested more than \$37.5 million in more than 560 projects across the state.

It's all about delivering more opportunities for clubs to meet growing demand, welcome even more members, and host the big events at modern, accessible home grounds and courts they can be proud of.

The Program is part of the Victorian Government's significant commitment to health and wellbeing, economic activity and local jobs, diversity, inclusion, and boosting the capacity of communities to attract and host local and regional competitions and events.

I'm delighted to welcome applications to the 2023-24 Country Football and Netball Program, and I look forward to seeing new and exciting projects benefiting even more Victorians.



**THE HON ROS SPENCE MP**  
Minister for Community Sport



## 2023-24 COUNTRY FOOTBALL AND NETBALL PROGRAM

### 1.1 ABOUT THE COUNTRY FOOTBALL AND NETBALL PROGRAM

The Country Football and Netball Program (the Program) is a \$2.5 million Victorian Government investment program in partnership with the AFL, AFL Victoria and Netball Victoria that provides funding to assist grassroots country football and netball clubs, associations, and umpiring organisations to develop facilities in rural, regional, and outer metropolitan locations.

Administered by Sport and Recreation Victoria (SRV), the Program will support the development of high-quality, accessible community football and netball infrastructure.

Through the improvement of football and netball facilities in rural, regional, and outer metropolitan areas, the Program will support the sustainability of country football and netball clubs into the future.

### 1.2 WHY IS THE VICTORIAN GOVERNMENT SUPPORTING THESE GRANTS?

The Program was established in response to the Parliamentary Rural and Regional Services and Development Committee's Inquiry into Country Football Report, tabled in State Parliament in December 2004.

The Program promotes partnerships between the Victorian Government, AFL Victoria, Netball Victoria, Local Government Authorities (LGAs), country football and netball clubs, associations and umpiring organisations, schools, and community organisations. The Program aims to improve football and netball participation consistent with the strategic directions identified in Active Victoria 2022-2026: A strategic framework for sport and recreation in Victoria.

The Program is underpinned by the Department of Jobs, Skills, Industry and Regions (DJSIR) priorities of ensuring the state's economy benefits all Victorians by creating more jobs for more people, building thriving places and regions, and nurturing inclusive communities.

### 1.3 OBJECTIVES OF THE PROGRAM

Strong, active, and healthy communities need high quality, accessible, well-designed, and well managed infrastructure to conduct sport and active recreation activities. A priority for the Victorian Government is developing football and netball infrastructure that supports participation and inclusion of woman and girls and other communities that participate less, while boosting local economic activity.

The Program aims to achieve this by:

- upgrading existing and constructing new football and netball infrastructure that will increase or maintain participation
- fostering inclusive, diverse, accessible, and responsible development through universal design, gender neutral design, environmental sustainability, and strategically planned facilities

- encouraging involvement of football and netball organisations in planning and developing facilities
- encouraging collaboration between LGAs, SRV, AFL Victoria, Netball Victoria, country football and netball clubs, associations and umpiring organisations, schools, and community organisations to actively promote diverse, inclusive cultures and programs that increase or maintain football and netball participation
- supporting multi-use outcomes, where football and/or netball are the primary beneficiary
- supporting access to football and netball development and pathway programs by improving access to higher quality facilities
- developing local economic activity through the planning, building, activating, maintaining, and managing of redeveloped or new infrastructure.

Rates of participation in sport and active recreation are well below the state average for many groups of Victorians. This includes Aboriginal Victorians, people with a disability, seniors, disengaged youth, culturally and linguistically diverse (CALD) communities, women and girls and gender diverse people, LGBTIQ+ people and socio-economically disadvantaged communities. The Victorian Government is committed to supporting greater opportunities for all Victorian individuals and communities who participate less. The Program will prioritise projects that will support participation of these groups.

## 1.4 OUTCOMES OF THE PROGRAM

The Program reflects the Victorian Government's commitment to securing the many benefits of football and netball participation<sup>1</sup>. This includes supporting Victorians particularly in disadvantaged communities to achieve better health, social, and economic outcomes through the construction, programming and activation of community football and netball infrastructure. The Program will invest in proposals that can demonstrate commitment to the following outcomes:

- develop new or maintain existing participation opportunities in football and/or netball, where there is a risk to participation decline
- improve diversity and inclusiveness in participation by prioritising projects that provide opportunities for communities that participate less (such as women and girls, gender diverse people, and people with a disability), as outlined in *Active Victoria 2022–2026*
- support gender equality in participation, coaching, administration, umpiring and volunteering
- improve physical and mental health, social and economic outcomes for traditionally disadvantaged communities such as low socio-economic areas, growth areas, and communities experiencing long term disadvantage
- develop multi-use, shared and co-located facilities
- collaborate with AFL Victoria, Netball Victoria, or other relevant peak bodies.

<sup>1</sup> Participation is defined as engaging in playing, coaching, officiating or volunteering in a sport or active recreation activity.

## 1.5 INVESTMENT PRIORITIES

Priority will be given to projects:

- supporting communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing socio-economic disadvantage, strong population growth or significant change in circumstances (e.g. economic challenges)
- demonstrating specific participation outcomes for disadvantaged communities and communities who participate less, including women and girls and gender diverse people, Aboriginal Victorians, people with a disability, seniors, disengaged young people, culturally and linguistically diverse communities, and LGBTIQ+ people
- demonstrating economic lift in the form of job creation during construction and operation, non-government investment in the facility and participant and event attraction
- demonstrating implementation of Universal Design Principles and Environmentally Sustainable Design
- projects or facilities on school land that can demonstrate multi-use opportunities and ensure long-term community access (refer **Section 2.5** for information regarding facilities on school land)
- projects that include lighting elements are encouraged to include LED lighting solutions and will be prioritised accordingly.

## 1.6 TIMELINES

Timelines for the 2023-24 Country Football and Netball Program are detailed below.

APPLICATIONS	PROGRAM CLOSES	NOTIFICATION OF OUTCOMES	CONSTRUCTION COMPLETION
August 2023	9 October 2023	From February 2024 onwards	March 2026 No later than 24 months from execution of the Grant Agreement



Courtesy Nillumbik Shire Council

## ELIGIBILITY

### 2.1 ELIGIBLE APPLICANTS

Only Local Government Authorities (LGAs) are eligible to apply directly to the Program, limited to:

- Rural and regional LGAs
- Interface LGAs for facilities used by teams participating in leagues that are affiliated with an AFL Country League or a Netball Victoria Regional League or for facilities in areas where rurality can be demonstrated (Please refer to **Section 2.2** Rurality, for further information)
- Frankston, Greater Dandenong and Kingston LGAs for facilities used by teams participating in an AFL Victoria Country League.

Applications for projects where football or netball clubs participate in a New South Wales or South Australian league are eligible, provided the project will occur at a facility located in Victoria.

Applications for projects where the project beneficiary receives revenue directly from electronic gaming machines are not eligible.

Applications received directly from clubs, associations, umpiring organisations, schools, community organisations and businesses are ineligible and will not be considered for funding.

LGAs **must** discuss project/s with SRV and the relevant peak body (AFL Victoria or Netball Victoria) representatives to receive advice about developing projects that meet the Program objectives before submitting application/s.

All applications will be assessed against the Program Objectives and Assessment Criteria in **Section 5**.

An [Expression of Interest for Community Organisations Form](#) has been developed. The purpose of this form is to assist country football and netball clubs, associations and umpiring organisations, schools, and community organisations to liaise directly with their LGA on possible applications to the Program. Community organisations are advised to contact their LGA about timelines and processes for expressions of interest.

### 2.2 RURALITY

For the purposes of the program, rurality may be demonstrated if the facility location in the Interface LGA is outside of the Urban Growth Boundary, as outlined at <https://mapshare.vic.gov.au/vicplan/>

Where the location of land for a prospective project does not satisfy the above, an applicant may apply for funding if they can demonstrate the facility is located on land in a rural setting or in a township with a predominantly rural or regional characteristics. This may include one or more of the following:

- Facility is in a township with lower population and/or lower population density
- Facility is in a township neighbouring a rural and regional LGA
- Facility is in a township with a higher concentration of tourism and/or agribusiness
- The facility's catchment zone includes rural or regional communities e.g. through hosting of competition teams that are from rural or regional towns.

Any applications that are eligible through the rurality clause **must** speak to their SRV representative to discuss prior to submitting an application.

## 2.3 ELIGIBLE PROJECTS

The types of projects that are eligible for support include:

- developing new or redeveloping change rooms and pavilions to increase capacity, inclusion and safety
- developing new or redeveloping existing sports ovals and courts to increase capacity, inclusion and safety
- sports lighting that improves facility capacity and participant safety. Lighting projects may include the installation of new LED Lighting Infrastructure, or the replacement of non-LED lighting with LED lamps to permit lighting standards to be met. Should existing lighting poles be retained, a report from an engineer or other suitable expert confirming that they are structurally sound would need to be provided
- projects that result in energy or water efficiency, with a direct impact on participation, such as warm season grass conversions
- infrastructure on school land with confirmed community use
- projects that benefit multi use outcomes where football is the primary beneficiary.

Construction must be completed in 24 months of executing a Grant Agreement with the DJSIR.

## 2.4 PERFORMANCE

SRV will review an applicant's project delivery performance and assess whether this is likely to have an impact on the successful delivery of a future project. LGAs are expected to deliver milestones and acquit projects in the prescribed timeframes. Poor past performance will be considered when assessing applications and may be reason for project/s not being recommended.

This will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by SRV (within appropriate timeframes)
- organisations have overdue milestones and whether they have requested a variation
- organisations have already completed projects funded by SRV and whether they have submitted the required final acquittal documentation
- organisations have a large number of current projects and capacity to deliver additional projects isn't well evidenced.

## 2.5 FACILITIES ON SCHOOL LAND

For projects on school land, a Community Joint Use Proposal (to the Department of Education) which is completed by the applicant and the school must be submitted by the applicant to be eligible for funding (schools can access this document from the Department of Education website). Applicants must allow sufficient time to complete this document and obtain the necessary written endorsement from the Department of Education.

A letter from the Department of Education central office must also be provided that indicates endorsement of the project. Applicants requesting this letter should email [vsba.property@education.vic.gov.au](mailto:vsba.property@education.vic.gov.au).

Projects in non-government schools are also eligible for funding through LGAs and require similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.



## TYPES OF ACTIVITIES THAT WILL NOT BE FUNDED

- Applications submitted after the closing date will not be considered eligible and will not be assessed, unless an extension has been requested and approved in writing by SRV before the closing date, which will only be granted under exceptional circumstances (for example, significant technology disruptions).
- Facilities where little or no public access is available.
- The purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, or land held for public purposes by trustees).
- Requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a grant agreement (construction includes, but is not limited to demolition, site clearing, earthworks, building works and any form of early works).
- Buildings considered temporary or not permanent in nature or intended use.
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the Program.
- Scoreboards, behind goal netting, coaches' boxes and other supporting infrastructure unless considered a minor component of a larger project.
- Routine or cyclical maintenance works.
- Purchasing or maintaining recreation, entertainment, sporting, lifesaving or any other equipment (except as part of facility fit out).
- Projects previously funded by SRV unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Projects that do not meet relevant sport or Australian Standards (for example, lighting projects). Facilities that do not comply with the relevant sport standard must seek exemption from the relevant sporting organisation to be supported by the Program.
- The replacement of like-for-like surfaces (e.g. tennis hard-court surface replaced by a similar hard court surface) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi purpose element is being introduced. Additional use should be confirmed through letter of support and schedule of use. Exceptional circumstances may be considered where a safety standard or compliance issue is evident.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance. The Program may consider supporting applications where the scope includes elements in addition to the facility damaged.
- In general, areas designated as licenced areas within a proposed facility will not be eligible for funding. DJSIR may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as childcare or access by young people.
- Projects where contributions from funding partners are not confirmed in writing and by bank statement/s or underwritten by the applicant.
- Applications where the project beneficiary receives revenue directly from electronic gaming machines are not eligible.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.



## FUNDING DETAILS

Eligible organisations may submit up to 3 applications, however the total funding sought cannot exceed \$250,000 per LGA, and no application can exceed the maximum grant amount of \$250,000.

Each application submitted may contain one of the following:

- one project, or
- multiple projects of differing scope at one site.

Applicants must approve and underwrite any in-kind contribution from third parties.

Each project requires a separate application. Bundled projects will be deemed ineligible.

Applicants must confirm their commitment to underwrite the total project cost and any cost escalations to deliver the scope outlined in the application.

Applications may include project management fees of up to 7.5% of the total project value (exclusive of GST).

Applications must include contingency that is a minimum 10% of the total project value (exclusive of GST).

Applicants must address the assessment criteria at **Section 5** and provide the list of supporting documentation as per **Section 6**.



## 4.1 FUNDING RATIOS

SRV funding towards total project costs (excluding GST) will be based on the following ratios:

FUNDING AVAILABLE	LOCAL GOVERNMENT AUTHORITY	FUNDING RATIOS
Up to \$250,000**	<b>Rural</b>	SRV \$3 : \$1 local
Up to \$250,000**	<b>Regional/Interface</b> Ballarat, Greater Bendigo, Greater Geelong, Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges	SRV \$2 : \$1 local
Up to \$250,000**	<b>Metropolitan</b> Greater Dandenong*, Kingston*, Frankston*	SRV \$1 : \$1 local

\* Only football and netball clubs competing in leagues affiliated with AFL Victoria Country are eligible for funding

\*\* Applicants may claim in-kind expenses to a maximum of 50% of the total project cost.

## 4.2 IN-KIND CONTRIBUTIONS

An in-kind contribution is a contribution of a good or service other than money. Examples include voluntary labour, donated goods, and donated services.

Applications that include in-kind contributions must provide:

- a completed in-kind and voluntary labour support form
- a letter from the LGA Chief Executive Officer that approves and underwrites any in-kind contributions.



## ASSESSMENT CRITERIA

There are several common features in successful applications. Good applications are well planned, involve coordination and collaboration with SRV, involve relevant stakeholders and are clear about what they are aiming to achieve. Every application will be carefully considered and will consider all of the below assessment criteria.

LGAs will need to address and respond to the following application questions and are also required to provide evidence and documentation to support the application. A detailed table of the mandatory and desired documents can be found in the supporting documentation checklist at **Section 6**.

CRITERIA	WEIGHTING	QUESTIONS
Project Need and Readiness	40%	<ol style="list-style-type: none"> <li>1. Why is the project needed? What football and/or netball participation issue/s is the project seeking to address?</li> <li>2. Describe the project scope, including all components. How will the project scope address the football and/or netball participation issue/s identified?</li> <li>3. What project planning has been completed to date. Outline what steps will be taken to complete works in 24 months. <ul style="list-style-type: none"> <li>– Applications should indicate how the project need is supported by planning, for example LGA plans, master plans, alignment with AFL Victoria's Football Facilities Development Strategy '<i>Growing the Heartland</i>' and/or Netball Victoria's Statewide Facilities Strategy.</li> </ul> </li> </ol>
Project Outcomes	40%	<ol style="list-style-type: none"> <li>4. What are the current football and/or netball participation activities at the facility?</li> <li>5. Detail the future football and netball activities, programs and activations resulting from the project. How will these activities and programs increase participation?</li> <li>6. Explain how the project will increase participation and/or support existing participation in football and netball. How will the project improve participation for those individuals and communities that participate less in community sport and active recreation? <ul style="list-style-type: none"> <li>– This may include initiatives, policies or practices currently being undertaken or that will be implemented in the future to reinforce the impact of the project (for example, Gender Impact Assessment, club based gender equity plan, priority access).</li> </ul> </li> <li>7. Demonstrate implementation of Universal Design Principles and Environmentally Sustainable Design (ESD) initiatives.</li> </ol>

CRITERIA	WEIGHTING	QUESTIONS
Community and Stakeholder Engagement	20%	<p>8. Detail:</p> <ul style="list-style-type: none"> <li>The consultation and/engagement that has occurred with the community and other stakeholders for the project.</li> <li>Any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul> <p><a href="#">Community Consultation Guidance Note</a> for projects with amenity impact.</p>



## SUPPORTING DOCUMENTATION

SUPPORTING DOCUMENTATION	REQUIREMENT
<a href="#">Project Management Framework</a>	Mandatory
Site specific plan / aerial map showing location of proposed project.	Mandatory
<p>Site specific schematic developed with stakeholder input including clear dimensions, measurements and scale.</p> <p>The plans should support compliance with <a href="#">AFL's Preferred Facilities Guidelines</a> and/or <a href="#">Netball Victoria's Facilities Guidelines</a>.</p> <p>Plans should include the date they were developed and should not be more than 12 months old.</p> <p><b>Note:</b> High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted.</p>	Mandatory
For prefabricated/modular construction projects: Detailed Area Schedule.	Mandatory (if applicable)
<p>Lighting plans including lux charts that are site specific (where lighting is requested in the project scope).</p> <p>Where a project is proposing to retain existing lighting poles, a report from an engineer or other suitable expert evidencing that these poles are structurally sound must be provided.</p>	Mandatory
<p>Project costings:</p> <ul style="list-style-type: none"> <li>If the total project cost is \$1 million or more (excluding GST): Quantity survey, tender price or independent qualified expert report (less than 6 months old).</li> <li>If the total project cost is under \$1 million (excluding GST): Quotes or internal cost estimates (less than 6 months old).</li> </ul>	Mandatory

SUPPORTING DOCUMENTATION	REQUIREMENT
<p>Evidence confirming funding required to complete the project:</p> <ul style="list-style-type: none"> <li>• Council resolution (preferred for LGAs) or letter from the Chief Executive Officer – confirming the funding amount requested from SRV and Council’s funding commitment to the project.</li> </ul> <p><b>Note:</b> SRV requires LGAs to confirm any funding commitments by underwriting the total project cost to deliver the agreed scope, and strongly prefers that cost escalations are underwritten. This provides further confidence that the project can proceed.</p> <ul style="list-style-type: none"> <li>• Where funding is from another government department, evidence of this funding through letter or funding agreement must be provided.</li> <li>• Where funding from clubs/organisations is indicated: <ul style="list-style-type: none"> <li>- a letter from that organisation’s authorised officer, stating the funding amount committed</li> <li>- current bank statement/s demonstrating the funding amount is held by the organisation.</li> </ul> </li> </ul>	Mandatory
Completed <a href="#">in kind and voluntary labour support form</a>	Mandatory (if applicable)
<a href="#">Schedule of Use</a>	Mandatory
Completed <a href="#">Fair Play Code Form</a> for Tenants from all clubs and/or associations that are tenants of the facility and benefiting from the project.	Mandatory
Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project.	Mandatory
<p>Evidence of community and stakeholder consultation where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>• how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts)</li> <li>• consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan).</li> </ul>	Mandatory
<p>For projects on private land:</p> <ul style="list-style-type: none"> <li>• A legally binding land-use agreement</li> </ul>	Mandatory (if applicable)
<p>For projects on school land:</p> <ul style="list-style-type: none"> <li>• executed Joint Use Agreement, or a completed Community Joint Use Proposal letter from the Department of Education central office that indicates endorsement of the project.</li> </ul> <p>Applicants requesting this letter should email: <a href="mailto:vsba.property@education.vic.gov.au">vsba.property@education.vic.gov.au</a></p>	Mandatory (if applicable)
A completed Gender Impact Assessment on the proposed project – Template Available	Desired
Project Governance Framework – <a href="#">Template available</a>	Desired
Business or Feasibility Planning Documents	Desired
Environmentally Sustainable Design report(s) and budget	Desired
Facility Management Plan	Desired
Soil/Geotechnical assessments	Desired
Access audits (where available)	Desired



## APPLICATION PROCESS

STEP	ACTION REQUIRED
1. Confirm eligibility	<p>Confirm you are an eligible applicant and meet other eligibility requirements (Guidelines <b>Section 2</b>)</p> <p>Confirm grant amount sought is within the SRV funding limits (Guidelines <b>Section 4</b>)</p> <p>Confirm the funding ratio (Guidelines <b>Section 4</b>)</p>
2. Contact SRV and relevant State Sporting Association (AFL Victoria and/or Netball Victoria)	<p>LGAs must discuss project ideas with their SRV representative/s prior to applying.</p> <p>LGAs will be provided with:</p> <ul style="list-style-type: none"> <li>high-level design feedback including alignment with relevant sporting guidelines</li> <li>guidance on the development of proposals that have merit, that align with the Program objectives and that are ready to proceed.</li> </ul> <p>Applicants should seek independent advice before entering into a grant agreement.</p>
3. Prepare application and supporting documents	<p>LGAs to prepare their application by addressing all assessment criteria and submitting all mandatory supporting documents.</p> <p>The preparation and submission of applications are at the cost of the applicant.</p>
4. Submit application by closing date	<p>Eligible applicants must complete the application form (including responses to the assessment criteria) via the SRV website: <a href="https://sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program">sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program</a> by 5 pm, Monday 9 October 2023.</p> <p>An application must address all assessment criteria. Claims made against each criterion must be substantiated with evidence.</p>

STEP	ACTION REQUIRED
5. Submit supporting documents by closing date	<p>Email all supporting documents to <a href="mailto:cfnp@sport.vic.gov.au">cfnp@sport.vic.gov.au</a> by 5 pm, Monday 9 October 2023. Ensure all supporting documents are clearly named (for example, Plans – Project Name, Costs – Project Name, etc)</p> <p>Zip all supporting documents into one compressed folder. See instructions below on how to zip files into a compressed folder.</p> <p>Quote your project name in the subject line of your email.</p> <p>If documentation is not provided at the time of application, SRV reserves the right to deem the application ineligible.</p> <p>Please email <a href="mailto:cfnp@sport.vic.gov.au">cfnp@sport.vic.gov.au</a> if you experience any issues with emailing your supporting documentation.</p> <p>Compressing files into a compressed folder:</p> <ul style="list-style-type: none"> <li>Select all files using your mouse, then right click, select Send to and then select Compressed (zipped) folder. This will prompt a Save window allowing you to save all selected files into one compressed folder.</li> </ul> <p>The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into separate compressed folders and email them separately (for example, Part 1 – Project Name, Part 2 – Project Name).</p>

## 7.1 GUIDANCE

These Guidelines and any discussions you may have with SRV staff are for information only, and do not constitute advice. Applicants should seek independent advice before making an application or entering into a Grant Agreement. Applications are at the cost of the applicant.

All projects must demonstrate a commitment to implementing Universal Design principles. This can be demonstrated through the assessment criteria and supporting documentation such as schematic plans. Projects are also strongly encouraged to include clearly identifiable Environmentally Sustainable Design elements in the project scope and budget, where possible.

Applications may include project management fees of up to 7.5% of the total project cost (exclusive of GST).

Applications must include contingency that is a minimum 10% of the total project value (exclusive of GST).

Applicants are encouraged to explore and confirm funding contributions that demonstrate stakeholder commitment to the project/s. Stages of a larger facility development may seek support from the Program, providing the stage addresses the assessment criteria and is eligible.

Projects on school land and private land are eligible but will be subject to the establishment of a legally binding agreement between the organisation and LGA to ensure ongoing public access. For these applications to be eligible, LGAs should provide the required supporting documents outlined in **Section 5**.

Applicants wanting to undertake prefabricated and modular design and construct projects are eligible. However, applicants are required to submit a detailed area schedule rather than schematic plans (although plans can be submitted if available). These projects must be permanent buildings, rather than temporary facilities to ensure long-term benefits for local communities.

## 7.2 ASSESSMENT PROCESS

A Country Football and Netball Program Steering Committee has been formed to oversee this Program including the assessment of applications. The committee comprises representatives from SRV, Australian Football League (AFL), AFL Victoria and Netball Victoria.

Only eligible applications will be assessed and considered for funding by the department.

An application must address all assessment criteria as per **Section 5**. Claims made against each criterion must be substantiated with evidence.

The Department reserves the right not to assess an application should insufficient information be provided, including responses to assessment criteria, and supporting documentation.

Applications will be considered against the assessment criteria by SRV staff and then reviewed by a Moderation Panel. The Moderation Panel will consider the Investment Priorities outlined at **Section 1.5** before making recommendations to the Minister for Community Sport. The Country Football and Netball Program Steering Committee will oversee this process and review final recommendations.

Consideration will also be given to:

- LGA performance and the organisation's capacity to deliver the project on time based on recent performance or current project management capacity. Compliance with past grant agreements and the number of overdue milestones for existing projects will also be considered.

Decisions by the Minister for Community Sport regarding funding are final and no further correspondence shall be entered into regarding such decisions. However, applicants can seek feedback on unsuccessful applications from SRV.





## CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

### 8.1 GRANT AGREEMENTS

Successful applicants must enter into a Grant Agreement with DJSIR. Grant Agreements must be signed and returned to DJSIR to allow for initial project payments to be made in the 2023-24 financial year.

The Grant Agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding.

A Grant Agreement is required to be executed (signed) by both parties electronically. The Agreement sets out the:

- activity details
  - funding amounts
  - agreed milestones and payments
  - outcomes reporting and other reporting requirements
  - acknowledgement and publicity requirements
  - other activity specific requirements
  - notices.
- Generally, it is expected that 90% of the grant will be paid upon execution of the funding agreement and 10% on acquittal.
  - Funds must be spent on the project as described in the application and outlined in the Grant Agreement unless changes are agreed to in writing.
  - Funded projects must be completed, and all funds claimed within 24 months of execution of a Grant Agreement.
- The facility tenant club(s) are expected to adhere to the Fair Play Code (formerly Victorian Code of Conduct for Community Sport) or related state sporting association Code of Conduct. More information can be found at the SRV website [sport.vic.gov.au](http://sport.vic.gov.au).
  - A request to vary the timing of an approved project must be discussed with your SRV representative before submitting your request or commencing works. Timing variation approval is at SRV's discretion and may lead to a reduction or cancellation of the grant depending on the change in timing.
  - A request to vary the scope of an approved project can only be approved by the Minister for Community Sport. A formal process and documentation to request a change of scope is provided on SRV's website.
  - LGAs must inform the participating organisation(s), where applicable, of all grant arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the grant agreement.
  - LGAs are obliged to liaise with SRV on the progress of funded projects, as requested throughout the life of projects.
  - An LGA Officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
    - A Project Management Framework<sup>2</sup> must be completed for all projects.

<sup>2</sup> A Project Management Framework is a statement/ spreadsheet that includes the name of the local government officer responsible for the project, project activities and project timelines. The Project Management Framework Fact Sheet, along with a basic Project Management Framework template, can be obtained from the Sport and Recreation Victoria website.

- LGAs must secure SRV's endorsement of key documents such as schematic plans and architectural/planning briefs prior to work commencing. Projects must not commence or be tendered until endorsement is provided. SRV may not make milestone payments if endorsement is not secured in a timely manner.
- LGAs must provide project acquittal documentation as required.
- LGAs are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or DJSIR publications, 12 months after project acquittal.

## 8.2 ACKNOWLEDGING THE VICTORIAN GOVERNMENT'S SUPPORT AND PROMOTING SUCCESS

Successful applicants need to acknowledge the Victorian Government, AFL, AFL Victoria and Netball Victoria's support through the provision of a grant from the 2023-24 Country Football and Netball Program. Promotional guidelines form part of the grant agreement and include the requirement that all activities acknowledge Victorian Government, AFL, AFL Victoria and Netball Victoria's support through logo presentation on any activity-related publications, media releases and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Details of requirements for funded projects are available in the [Sport and Recreation Victoria Infrastructure Acknowledgement and Publicity Guidelines](#) on SRV's website.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials.

## 8.3 PAYMENTS

Payments will be structured with 90% paid upon execution of a Grant Agreement and 10% paid upon final acquittal.

Payments will be made conditional upon:

- the Grant Agreement having been executed by both parties
- milestones having been achieved to the department's satisfaction including provision of required/requested information and reports to the satisfaction of the department
- other terms and conditions of funding continue to be met.

Payments advanced prior to completion are subject to refund if the Project is not performed in accordance with the funding agreement.

## 8.4 PRIVACY

DJSIR is committed to protecting your privacy. We collect and handle any personal or health information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal or health information with others for the purpose of assessment, consultation, and reporting.

This can include departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

To obtain a copy of DJSIR's Privacy Policy email [info@sport.vic.gov.au](mailto:info@sport.vic.gov.au).

For information about how to access information about you held by DJSIR, email [info@sport.vic.gov.au](mailto:info@sport.vic.gov.au).



## RESOURCES AND ADDITIONAL INFORMATION

SRV has consolidated several helpful guidelines, tools and resources to assist with project and application development that can be found on the SRV website [sport.vic.gov.au/grants-and-funding/our-grants](https://sport.vic.gov.au/grants-and-funding/our-grants)

### 9.1 SUPPORTING DOCUMENTATION, FORMS AND TEMPLATES

Templates, forms and factsheets to support applications can be found on SRV's website. These include but are not limited to:

- Schedule of Use.
- Project Management Framework.
- Project Governance Framework.
- Fair Play Code for Tenants.
- Gender Impact Assessment Template

For more information and a copy of these forms and templates visit:

[sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program](https://sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program)

### 9.2 GENDER IMPACT ASSESSMENTS

The Gender Equality Act 2020 requires certain organisations, including Local Government Authorities, to do Gender Impact Assessments (GIAs) so that all new policies, programs and services and those up for review, that directly and significantly impact the public, benefit all Victorians. Further information to help understand if a GIA is required, can be found at <https://www.genderequalitycommission.vic.gov.au/gender-impact-assessments>

### 9.3 UNIVERSAL DESIGN

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. SRV's Design for Everyone Guide incorporates the Universal Design Principles approach to best practice facility design. This is available at [sport.vic.gov.au/publications-and-resources/design-everyone-guide/overview-universal-design](https://sport.vic.gov.au/publications-and-resources/design-everyone-guide/overview-universal-design)

## 9.4 ENVIRONMENTALLY SUSTAINABLE DESIGN

All projects are encouraged to consider Environmentally Sustainable Design (ESD). This must be demonstrated with a specific ESD budget in the application. It is good practice to incorporate ESD initiatives in all projects where possible.

## 9.5 VOLUNTARY LABOUR AND IN KIND SUPPORT

Applicants may claim in-kind expenses to a maximum of 50% of the total project cost. More information can be found at [sport.vic.gov.au/resources/documents/kind-and-voluntary-support-form](https://sport.vic.gov.au/resources/documents/kind-and-voluntary-support-form)

## 9.6 FAIR PLAY CODE

The facility tenant club(s) are expected to adhere to the Fair Play Code (formerly Victorian Code of Conduct for Community Sport) or related state sporting association Code of Conduct. More information can be found at [sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code)

## 9.7 VICTORIA'S WOMEN CONSTRUCTION STRATEGY

The Strategy is designed to increase women's participation in the trade and semi-skilled 'blue collar' work in Victoria. In doing so, it will take another important step towards gender equality. More information can be found at <https://www.vic.gov.au/victorias-women-construction-strategy>

## 9.8 CULTURAL HERITAGE MANAGEMENT PLANS (ABORIGINAL HERITAGE REGULATIONS 2018)

This tool is used and completed to determine if a Cultural Heritage Management Plan is required for the project. More information can be found at [aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans](https://aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans)

## 9.9 FUTURE PROOFING COMMUNITY SPORT AND RECREATION FACILITIES

The guide is designed to support community sports clubs in understanding their impact on the environment and to empower, equip and motivate them to take action and change behaviours within their clubs.

[Future Proofing Community Sport and Recreation Facilities A Roadmap for Climate Change Management for the Sport and Recreation Facilities Sector](#)

A supporting online resource 'No Planet No Play' has also been developed for clubs. Clubs are encouraged to undertake a self-assessment to identify opportunities to improve the sustainability of their operations.

**These guidelines are subject to changes at the discretion of the Minister for Community Sport.**

Authorised and published by the Victorian Government Department of Jobs, Skills, Industry and Regions

1 Spring Street Melbourne Victoria 3000

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To view this publication in an accessible format, please Sport and Recreation Victoria's website [sport.vic.gov.au](https://sport.vic.gov.au)

# LATROBE CITY INTERIM SOCIAL & AFFORDABLE HOUSING POLICY REVIEW

## PURPOSE

To seek endorsement of the Latrobe City Interim Social & Affordable Housing Policy for an additional two years.

## EXECUTIVE SUMMARY

- The Latrobe City Interim Social & Affordable Housing Policy was adopted by Council on 4 October 2021 (see Attachment 1) and is due for review by 2 October 2023.
- The interim Policy provides a suitable assessment criteria for social and affordable housing planning permit applications made under Clause 53.20 of the Planning Scheme where Council is the identified Responsible Authority, and which are received prior to the adoption and approval by the Minister of Planning for the Latrobe City Social & Affordable Housing Strategy and subsequent Planning Scheme Amendment (C136).
- The Latrobe City Social & Affordable Housing Strategy was completed in November 2021 and was endorsed for public exhibition as part of Planning Scheme Amendment C136 on 6 December 2021.
- The progression of the Amendment C136 was delayed due to multiple factors including the pending release of the State Government's 10-Year Social and Affordable Housing Strategy, which is still yet to be finalised.
- Authorisation for Amendment C136 was sought from the Department of Transport and Planning (DTP) on the 3 August 2023 and is currently awaiting a formal response.
- An extension to the interim Policy is sought until 2 October 2025 to allow for the finalisation of Amendment C136 (see Attachment 2).
- It is anticipated that exhibition of Amendment C136 will be undertaken in late 2023 or early 2024.

## OFFICER'S RECOMMENDATION

### That Council:

1. **Revoke the Latrobe City Interim Social & Affordable Housing Policy 2021 at Attachment 1;**
2. **Adopt the Latrobe City Interim Social & Affordable Housing Policy 2023 at Attachment 2; and**
3. **Make the Latrobe City Interim Social & Affordable Housing Policy 2023 available on Council's Website.**

## BACKGROUND

In the 2020/2021 State Budget, the Victorian State Government announced a funding package of \$5.3 billion in social and affordable housing as part of the Big Housing Build (BHB). This four year program is to see the construction of 12,000 new social housing dwellings with \$1.3 billion sitting under the Social Housing Growth Fund and \$2.1 billion allocated to partnerships with the private and community housing sectors.

At the 3 May 2021 Ordinary Council Meeting it was resolved that Council:

- *“Commence the staged development of a Latrobe City Social and Affordable Housing Strategy; and*
- *Allocate \$100,000 from the Accumulated Unallocated Cash Reserve to fund the commencement of the strategy.”*

Three stages for the delivery of the strategy were identified:

- Stage 1 required the identification of potential surplus Council land for social and affordable housing projects under Victoria’s Big Housing Build. This was considered at the 8 November 2021 Ordinary Council Meeting.
- Stage 2 required the development of the Latrobe City Interim Social & Affordable Housing Policy to allow for Stage 3. The interim Policy was adopted at the 4 October 2021 Ordinary Council Meeting.
- Stage 3 required the development and endorsement of the Latrobe City Social & Affordable Housing Strategy to inform an associated Planning Scheme Amendment. This was endorsed at the 6 December 2021 Ordinary Council Meeting.

Since the endorsement of the Latrobe City Social & Affordable Housing Strategy 2021 Council Officers have been developing planning scheme amendment documentation (Amendment C136), in consultation with the Department of Transport and Planning (DTP), to support the implementation of the recommendations of the Latrobe City Social & Affordable Housing Strategy 2021 into the Latrobe Planning Scheme.

The progression of Amendment C136 was significantly delayed due to the pending release of the State Government’s 10-Year Social and Affordable Housing Strategy. The 10-Year Strategy was likely to have policy implications and as such the progression of the planning scheme amendment was placed on hold.

Unfortunately, the State Government’s 10-Year Strategy has continued to be delayed while they work with the Federal Government to progress its election commitments including the delivery of more social and affordable housing through the Housing Australia Future Fund. It is unknown at this stage when the State Government’s 10-Year Strategy will be finalised and released.

Amendment C136 was formally lodged for Authorisation with DTP on the 3 August 2023 and is currently awaiting a formal response. It is anticipated that exhibition of Amendment C136 will be undertaken in late 2023 or early 2024, as such an extension to the interim Policy until 2 October 2025 will allow for the finalisation of Amendment C136.

## CONSULTATION

On behalf of Council, SGS Economics and Planning have held discussions with Homes Victoria, Registered Housing Associations and Officers from other Councils who have been involved in the preparation of similar policy guidance in their respective municipality. The interim Policy is consistent with other Council's policies and strategies that have been through community consultation processes.

The assessment criteria within the interim Policy were also reviewed by DFFH and Homes Victoria who were both pleased with the criteria developed.

Engagement and consultation were also undertaken with the community, key stakeholders, agencies and authorities during the development of the Latrobe City Social and Affordable Housing Strategy 2021.

Further consultation is proposed via the Planning Scheme Amendment process for Amendment C136.

## ANALYSIS

The interim Policy provides the community, including the Department of Families, Fairness and Housing (DFFH), Homes Victoria, the development community and Latrobe City residents an understanding of what it is that Council desires when locating social and affordable housing projects. It can be used as a positive advocacy tool to try and direct social and affordable housing projects to well serviced areas until such time that the Latrobe City Social & Affordable Housing Strategy 2021 is adopted and incorporated into the Latrobe Planning Scheme.

In addition, the interim Policy provides a suitable assessment criteria for social and affordable housing planning permit applications made under Clause 53.20 (Housing by or on behalf of Homes Victoria) of the Planning Scheme where Council is the identified Responsible Authority, and which are received prior to the adoption and approval by the Minister for Planning the Latrobe City Social & Affordable Housing Strategy 2021 and subsequent Planning Scheme Amendment (C136).

As detailed in previous Council reports, the interim Policy currently sits external to the Planning Scheme. Amendment C136 will see local planning policy in relation to social and affordable housing imbedded into the Latrobe Planning Scheme, providing more weight to decision making.



The Latrobe City Social and Affordable Housing Strategy 2021 is Council’s response to the growing need for social and affordable housing in Latrobe City. It comes at a time where there is a growing role for the planning system in delivering affordable housing, setting out clear and practical strategies and actions.

Better access to affordable housing benefits not only the people living in that housing, but also the social and economic environment of the wider community. This is achieved by reducing disadvantage, improving diversity and creating better labour markets.

Amendment C136 seeks to include in-principle support for provision of social and affordable housing in Latrobe City and provide appropriate direction regarding the preferred locations. By directing social and affordable housing developments to highly accessible locations, in regard to employment, education, healthcare and other goods and services, it aims to ensure positive social and economic impacts and promote healthy lifestyle options, social interaction and community participation.

**RISK ASSESSMENT**

RISK	RISK RATING	TREATMENT
<p><b>COMPLIANCE</b></p> <p>The policy position does not form part of the Planning Scheme and will not be given sufficient weight if challenged at the Victorian Civil and Administrative Tribunal.</p>	<p style="text-align: center;"><b>High</b></p> <p style="text-align: center;"><i>Almost certain x Moderate</i></p>	<p>It is acknowledged that the interim Policy position will not be given a lot of weight before the Victorian Civil and Administrative Tribunal if an application for review of a planning permit application decision were lodged. The amendment to introduce the Latrobe City Social &amp; Affordable Housing Strategy into the Latrobe Planning Scheme is well underway and will continue to be progressed as a priority.</p>

RISK	RISK RATING	TREATMENT
<p><b>FINANCIAL</b></p> <p>Relying on policy external to the Planning Scheme may result in an increase in planning permit application appeals before the Victorian Civil and Administrative Tribunal. This will impact Council's resources (officer time and financial implications).</p>	<p><b>Medium</b></p> <p><i>Possible x Minor</i></p>	<p>It is acknowledged that the interim Policy position will not be given a lot of weight before the Victorian Civil and Administrative Tribunal if an application for review of a planning permit application decision were lodged. The amendment to introduce the Latrobe City Social &amp; Affordable Housing Strategy into the Latrobe Planning Scheme is well underway and will continue to be progressed as a priority.</p>
<p><b>STRATEGIC</b></p> <p>Decisions made in relation to location of social and affordable housing applications without a suitable planning strategy in place.</p>	<p><b>High</b></p> <p><i>Almost certain x Moderate</i></p>	<p>Renew the interim Policy for a further 2 years or until such time that the Latrobe City Social &amp; Affordable Housing Strategy is adopted and incorporated into the Latrobe Planning Scheme.</p>

#### DECLARATIONS OF INTEREST

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

#### COMMUNICATION

The renewal of the interim Policy will be communicated to the community via media release and Council's social media. Direct notification will also be provided to Homes Victoria, the Department of Families, Fairness and Housing and local Registered Housing Associations.

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

The renewal of the interim Policy will act as a positive advocacy tool that aims to encourage social and affordable housing applications for which Council is the Responsible Authority to be appropriately located, to the benefit of tenants, and the wider community.

### **Cultural**

Not applicable.

### **Health**

The renewal of the interim Policy will result in the best outcomes for users of social and affordable housing, encouraging appropriate locations to be utilised so that tenants have adequate access to healthcare, services, employment and public transport options. Locating disadvantaged people in locations that have access to services, employment and transportation supports the physical and mental health of tenants.

### **Environmental**

Not applicable.

### **Economic**

Not applicable.

### **Financial**

Not applicable.

### **Attachments**

1. Attachment 1 - Current Latrobe City Interim Social & Affordable Housing Policy 2021
2. Attachment 2 - Revised Latrobe City Interim Social & Affordable Housing Policy 2023

# 8.4

## Latrobe City Interim Social & Affordable Housing Policy Review

1	Attachment 1 - Current Latrobe City Interim Social & Affordable Housing Policy 2021 .....	365
2	Attachment 2 - Revised Latrobe City Interim Social & Affordable Housing Policy 2023 .....	375



## Interim Social & Affordable Housing Policy



# Interim Social & Affordable Housing Policy

Version 1

Approval Date: 04/10/2021

Review Date: 02/10/2023

**WARNING - uncontrolled when printed.**

Page 1 of 10

Responsible Division	Assets & Presentation	Approved Date	04/10/2021	Review Date	02/10/2023
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## Interim Social & Affordable Housing Policy

### DOCUMENT CONTROL

Responsible GM	Jody Riordan	
Division	Assets & Presentation	
Last Updated (who & when)	Senior Strategic Planner	2021
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	04/10/2021	Adoption of Policy
Council		
References	Refer to Section 8 and 9 of this policy	
Next Review Date	Two years from approved date	
Published on website	Yes	
Document Reference	No	

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Page 2 of 10

Responsible Division	Assets & Protection	Approved Date	04/10/2021	Review Date	02/10/2023
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## Interim Social & Affordable Housing Policy

### 1. Background

Following the release of significant funding for social and affordable housing under Victoria's Big Housing Build, there is a need for a Latrobe City Social and Affordable Housing Strategy to give appropriate direction regarding preferred locations for social and affordable housing to guide the assessment of planning permit applications. This policy is relevant to social and affordable housing applications that are received by Council prior to the adoption and implementation of the Latrobe City Social & Affordable Housing Strategy.

### 2. Objectives

To provide a suitable assessment criteria for social and affordable housing planning permit applications made under Clause 53.20 of the Planning Scheme where Council is the identified Responsible Authority, and which are received prior to the adoption of the Latrobe City Social & Affordable Housing Strategy and subsequent Planning Scheme Amendment(s).

### 3. Scope

This policy applies to all planning permit applications made to Council for social and affordable housing which are submitted pursuant to Clause 53.20 of the Latrobe Planning Scheme.

### 4. Principles of Management

#### 4.1. Application Assessment Criteria

Applications lodged for social and/or affordable housing under Clause 53.20 of the Latrobe Planning Scheme:

1. Will be supported by the responsible authority where they are within the preferred social and affordable housing areas as shown on Figures 1, 2, 3 and 4 (covering Traralgon, Moe-Newborough, Morwell and Churchill).

These preferred social and affordable housing areas have been defined by application of the following two criteria:

- a. Locations within 400 metres walking distance of a bus stop that is serviced, at minimum, every hour or within 800 metres walking distance of a train station.
  - b. Locations within 200 metres walking distance of an identified performing Neighbourhood or Local Activity Centre, or within 800 metres to a Primary Activity Centre (containing public open space, education facilities, employment opportunities and healthcare services).
2. Housing for the aged and persons with disabilities will be supported where contours of the walkable routes identified to satisfy point 1 above do not rely

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Page 3 of 10

Responsible Division	Assets & Protection	Approved Date	04/10/2021	Review Date	02/10/2023
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## Interim Social & Affordable Housing Policy

on paths with a crossfall exceeding 1:40 (as per the Disability Discrimination Act 1992 standards and guidelines).

3. Will be supported outside of the preferred social and affordable housing areas but within the extent of urban area shown on Figures 1 to 4 where it is demonstrated to the Responsible Authority that:
  - a. accessibility by walking or public transport will be satisfactory either now or in the future by reference to known or proposed plans for infrastructure and service expansion and delivery, and/or
  - b. the proposal will have a significant impact on addressing identified local housing stress and acute housing needs.
4. Will not be supported outside of the preferred social and affordable housing areas and the urban areas shown on Figures 1 to 4.

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Page 4 of 10

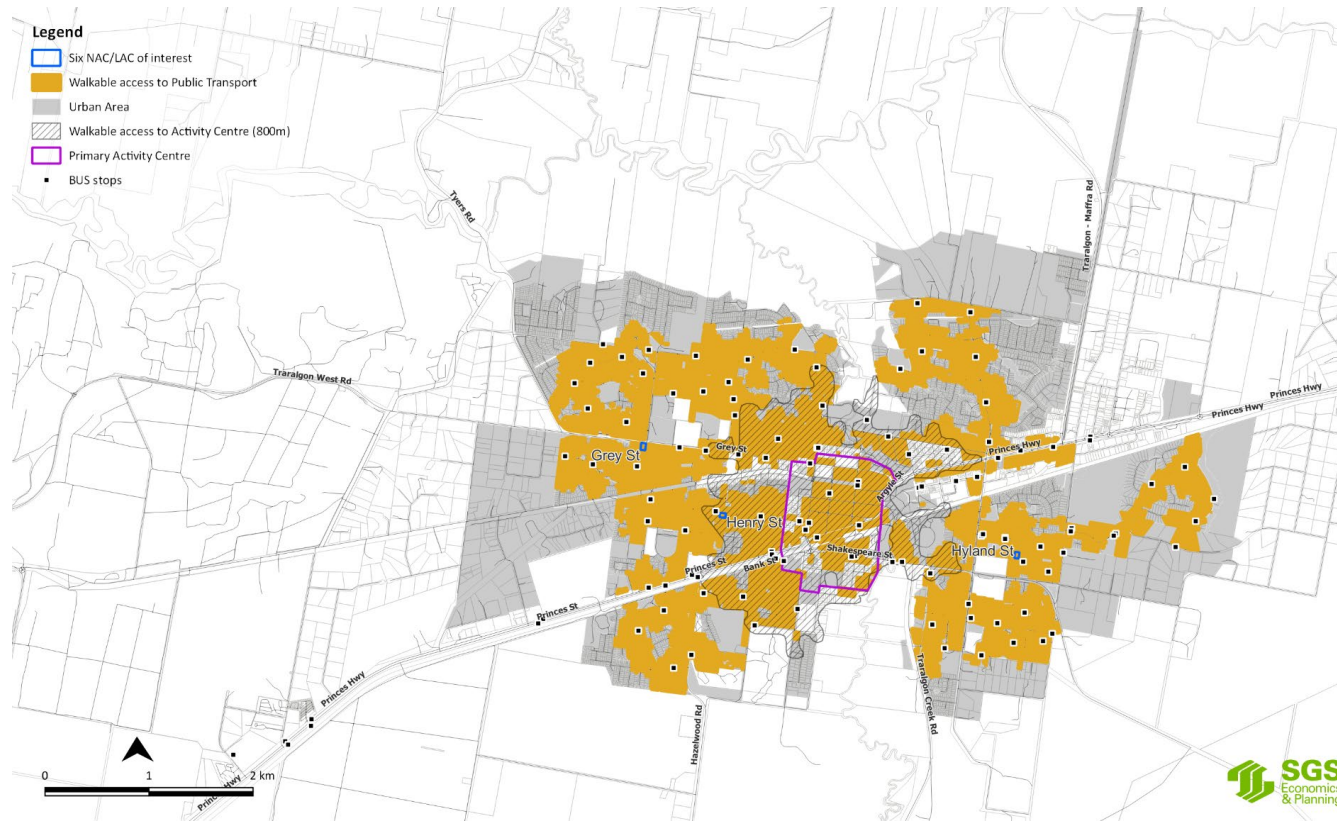
Responsible Division	Assets & Protection	Approved Date	04/10/2021	Review Date	02/10/2023
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# Interim Social & Affordable Housing Policy

Figure 1: Preferred locations for social and affordable housing – Traralgon



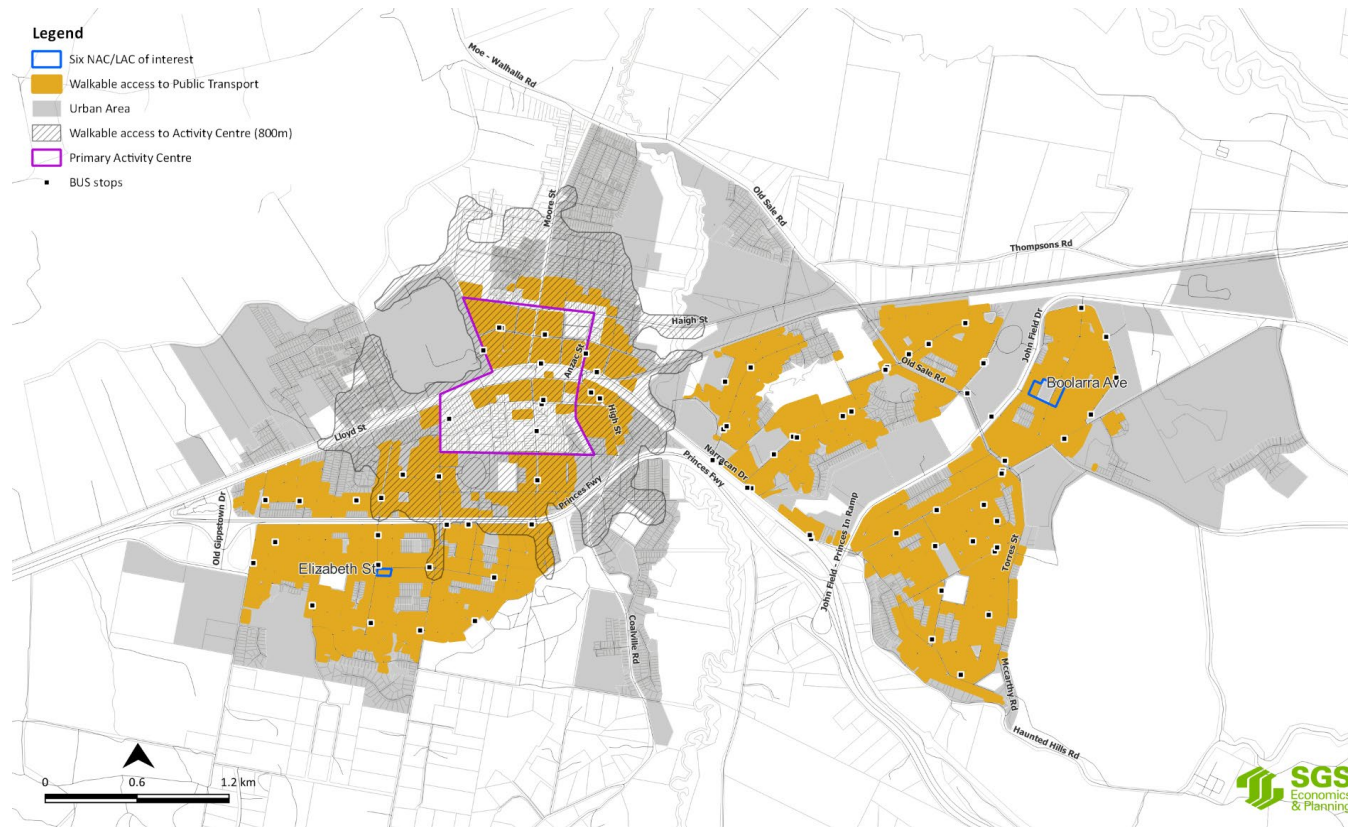
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Page 5 of 10

Responsible Division	Assets & Presentation	Approved Date	04/10/2021	Review Date	02/10/2023
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# Latrobe City Interim Social & Affordable Housing Policy



**WARNING - uncontrolled when printed.**

Page 6 of 10

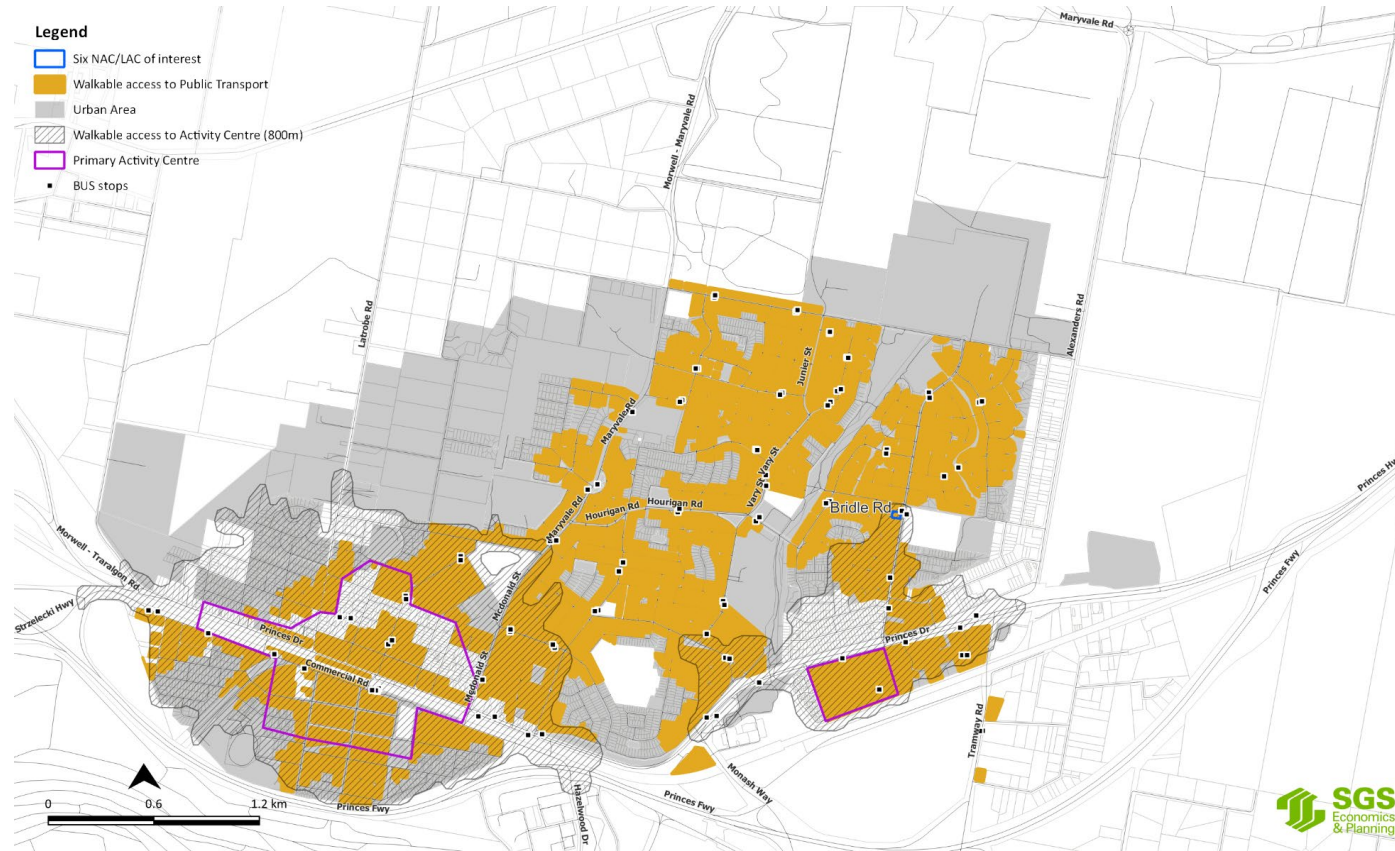
Responsible Division	Assets & Protection	Approved Date	04/10/2021	Review Date	02/10/2023
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# Latrobe City Interim Social & Affordable Housing Policy

Figure 3: Preferred locations for social and affordable housing – Morwell



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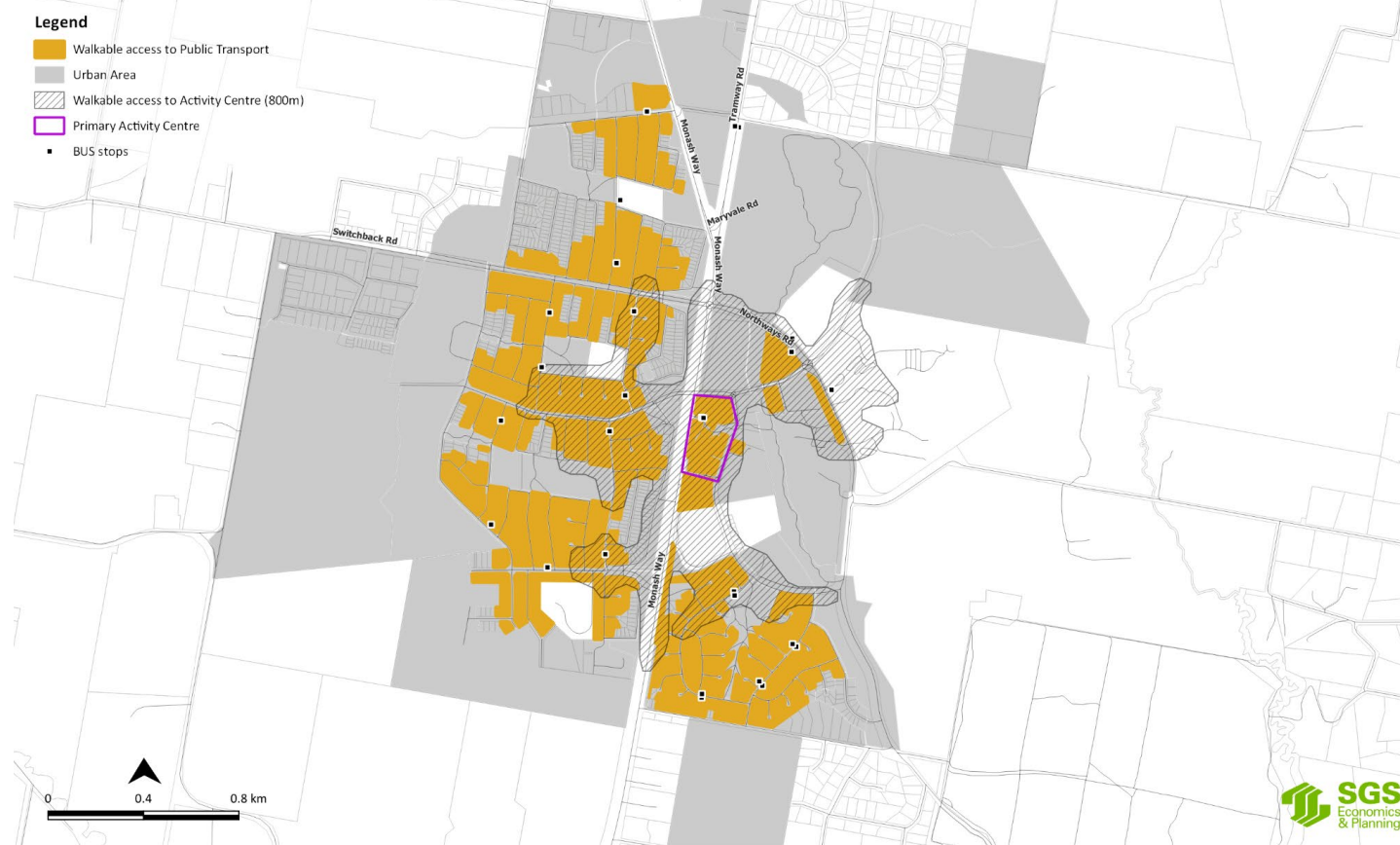
Page 7 of 10

Responsible Division	Assets & Protection	Approved Date	04/10/2021	Review Date	02/10/2023
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# LatrobeCity Interim Social & Affordable Housing Policy

Figure 4: Preferred locations for social and affordable housing – Churchill



**WARNING - uncontrolled when printed.**

Page 8 of 10

Responsible Division	Assets & Protection	Approved Date	04/10/2021	Review Date	02/10/2023
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## Interim Social & Affordable Housing Policy

### 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

#### 5.3. General Manager

- Responsibility for compliance with this policy

#### 5.4. Manager

- Develop procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with procedures
- Provide appropriate resources for the execution of the procedures

#### 5.5. Employees, Contractors and Volunteers

- Participate where required in the development of procedures in compliance with this policy.
- Comply with procedures developed to achieve compliance with this policy.

### 6. Evaluation and Review

This policy will be reviewed on request of Council, once a Latrobe City Social and Affordable Housing Strategy has been adopted and associated planning scheme amendment completed, 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, every two years.

### 7. Definitions

- Affordable Housing – housing, including social housing, that is appropriate for the housing needs of very low, low and moderate income households.
- Primary Activity Centre – provides services and functions such as commercial, retail, personal services, education, government and tourism. Boundaries of primary activity centres are identified on town structure plans in the Planning Scheme.
- Local Activity Centre – provides limited convenience retailing, including general store/supermarket (small), takeaway food/café, and personal

**WARNING - uncontrolled when printed.**

Page 9 of 10

Responsible Division	Assets & Presentation	Approved Date	04/10/2021	Review Date	02/10/2023
----------------------	-----------------------	---------------	------------	-------------	------------



## Interim Social & Affordable Housing Policy

services. Typically containing up to 10 shopfronts. Retail floor space is typically less than 1,500m<sup>2</sup>. Local centres may co-locate to provide community and/or education facilities, and may provide limited commercial services.

- Neighbourhood Activity Centre – provides access to day-to-day and weekly convenience shopping facilities for the surrounding community. Neighbourhood activity centres can vary in size and typically include at least one supermarket. Retail floor space ranges from approximately 2,500m<sup>2</sup> to 10,000m<sup>2</sup>. Limited role in providing local community, civic and health services to the surrounding communities.
- Social Housing – housing that is owned by the Director of Housing (public housing) as well as housing that is owned or managed by registered housing agencies (community housing) that is provided to eligible households, with rents subsidised to ensure that households pay an affordable rent.

### 8. Related Documents

- Nil

### 9. Reference Resources

- Latrobe Planning Scheme
- *Planning and Environment Act 1987*

### 10. Appendices

- Nil

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Page 10 of 10

Responsible Division	Assets & Protection	Approved Date	04/10/2021	Review Date	02/10/2023
----------------------	---------------------	---------------	------------	-------------	------------



## Interim Social & Affordable Housing Policy



# Interim Social & Affordable Housing Policy

Version 1

Approval Date: 02/10/2023

Review Date: 02/10/2025

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Page 1 of 10

Responsible Division	Assets & Presentation	Approved Date	02/10/2023	Review Date	02/10/2025
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## Interim Social & Affordable Housing Policy

### DOCUMENT CONTROL

Responsible GM	Jody Riordan	
Division	Assets & Presentation	
Last Updated (who & when)	Senior Strategic Planner	2023
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	04/10/2021	Adoption of Policy
Council	02/10/2023	Extension of Policy
References	Refer to Section 8 and 9 of this policy	
Next Review Date	Two years from extension date	
Published on website	Yes	
Document Reference	No	

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Page 2 of 10

Responsible Division	Assets & Protection	Approved Date	02/10/2023	Review Date	02/10/2025
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## Interim Social & Affordable Housing Policy

### 1. Background

Following the release of significant funding for social and affordable housing under Victoria's Big Housing Build, there is a need for a Latrobe City Social and Affordable Housing Strategy to give appropriate direction regarding preferred locations for social and affordable housing to guide the assessment of planning permit applications. This policy is relevant to social and affordable housing applications that are received by Council prior to the adoption and implementation of the Latrobe City Social & Affordable Housing Strategy.

### 2. Objectives

To provide a suitable assessment criteria for social and affordable housing planning permit applications made under Clause 53.20 of the Planning Scheme where Council is the identified Responsible Authority, and which are received prior to the adoption of the Latrobe City Social & Affordable Housing Strategy and subsequent Planning Scheme Amendment(s).

### 3. Scope

This policy applies to all planning permit applications made to Council for social and affordable housing which are submitted pursuant to Clause 53.20 of the Latrobe Planning Scheme.

### 4. Principles of Management

#### 4.1. Application Assessment Criteria

Applications lodged for social and/or affordable housing under Clause 53.20 of the Latrobe Planning Scheme:

1. Will be supported by the responsible authority where they are within the preferred social and affordable housing areas as shown on Figures 1, 2, 3 and 4 (covering Traralgon, Moe-Newborough, Morwell and Churchill).

These preferred social and affordable housing areas have been defined by application of the following two criteria:

- a. Locations within 400 metres walking distance of a bus stop that is serviced, at minimum, every hour or within 800 metres walking distance of a train station.
  - b. Locations within 200 metres walking distance of an identified performing Neighbourhood or Local Activity Centre, or within 800 metres to a Primary Activity Centre (containing public open space, education facilities, employment opportunities and healthcare services).
2. Housing for the aged and persons with disabilities will be supported where contours of the walkable routes identified to satisfy point 1 above do not rely

**WARNING - uncontrolled when printed.**

Page 3 of 10

Responsible Division	Assets & Protection	Approved Date	02/10/2023	Review Date	02/10/2025
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## Interim Social & Affordable Housing Policy

on paths with a crossfall exceeding 1:40 (as per the Disability Discrimination Act 1992 standards and guidelines).

3. Will be supported outside of the preferred social and affordable housing areas but within the extent of urban area shown on Figures 1 to 4 where it is demonstrated to the Responsible Authority that:
  - a. accessibility by walking or public transport will be satisfactory either now or in the future by reference to known or proposed plans for infrastructure and service expansion and delivery, and/or
  - b. the proposal will have a significant impact on addressing identified local housing stress and acute housing needs.
4. Will not be supported outside of the preferred social and affordable housing areas and the urban areas shown on Figures 1 to 4.

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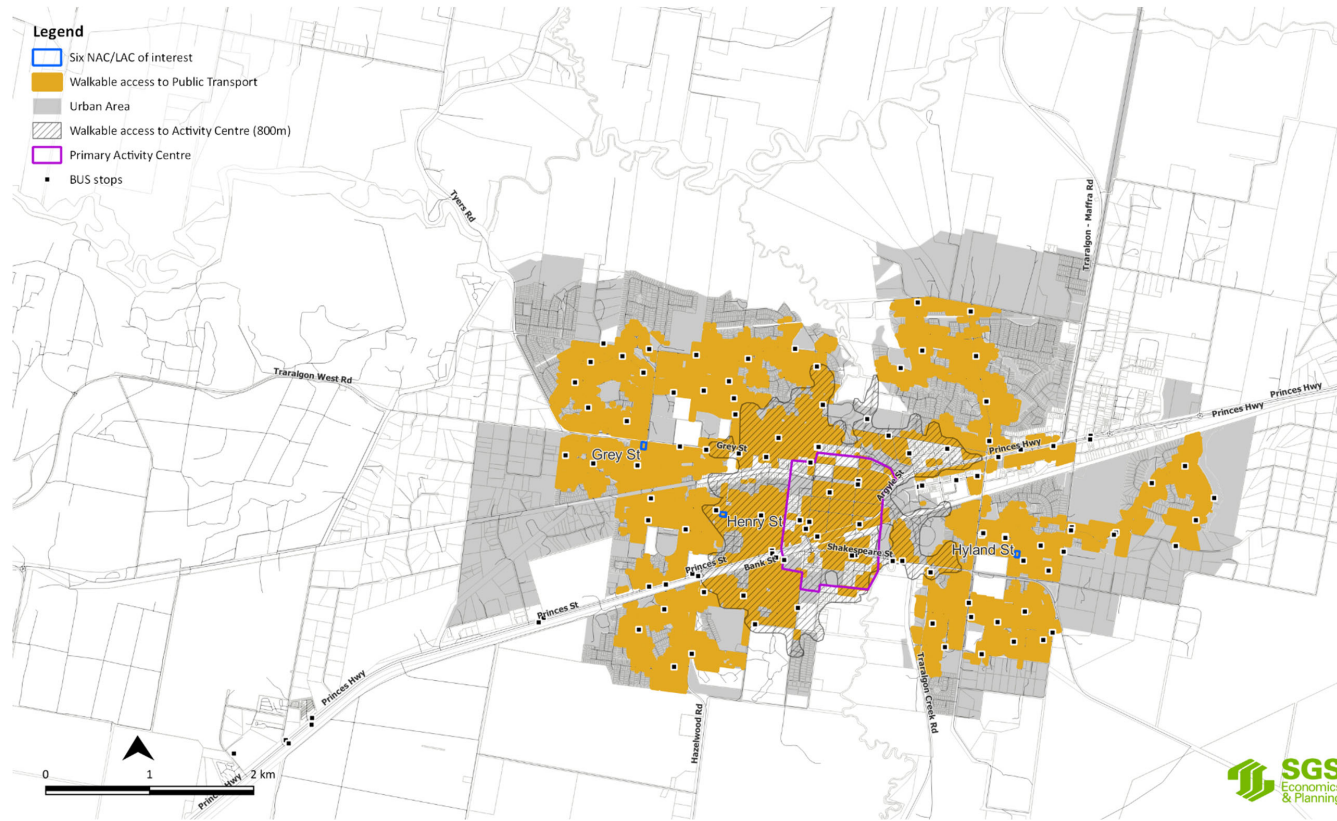
Page 4 of 10

Responsible Division	Assets & Protection	Approved Date	02/10/2023	Review Date	02/10/2025
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## Interim Social & Affordable Housing Policy

Figure 1: Preferred locations for social and affordable housing – Traralgon



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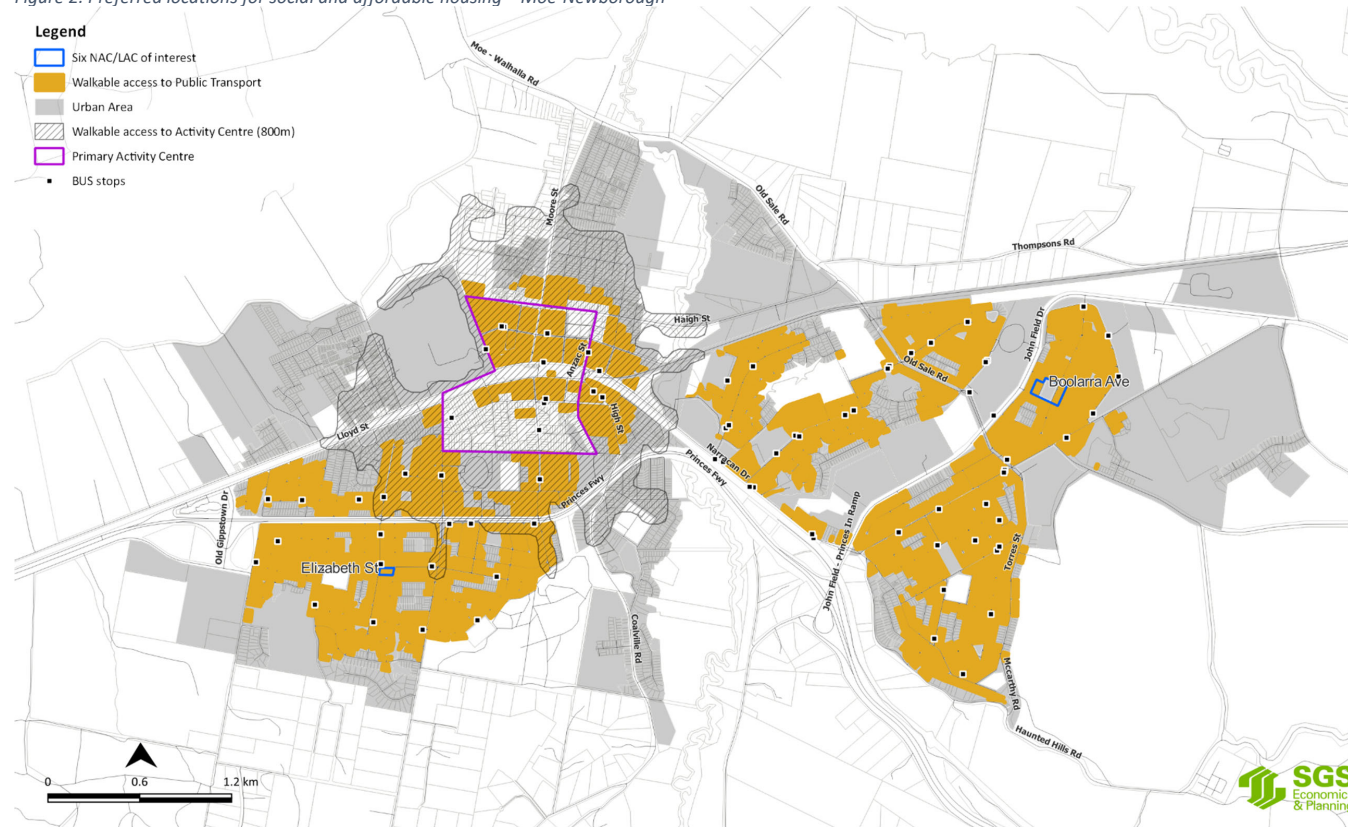
Page 5 of 10

Responsible Division	Assets & Presentation	Approved Date	02/10/2023	Review Date	02/10/2025
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## Interim Social & Affordable Housing Policy

Figure 2: Preferred locations for social and affordable housing – Moe-Newborough



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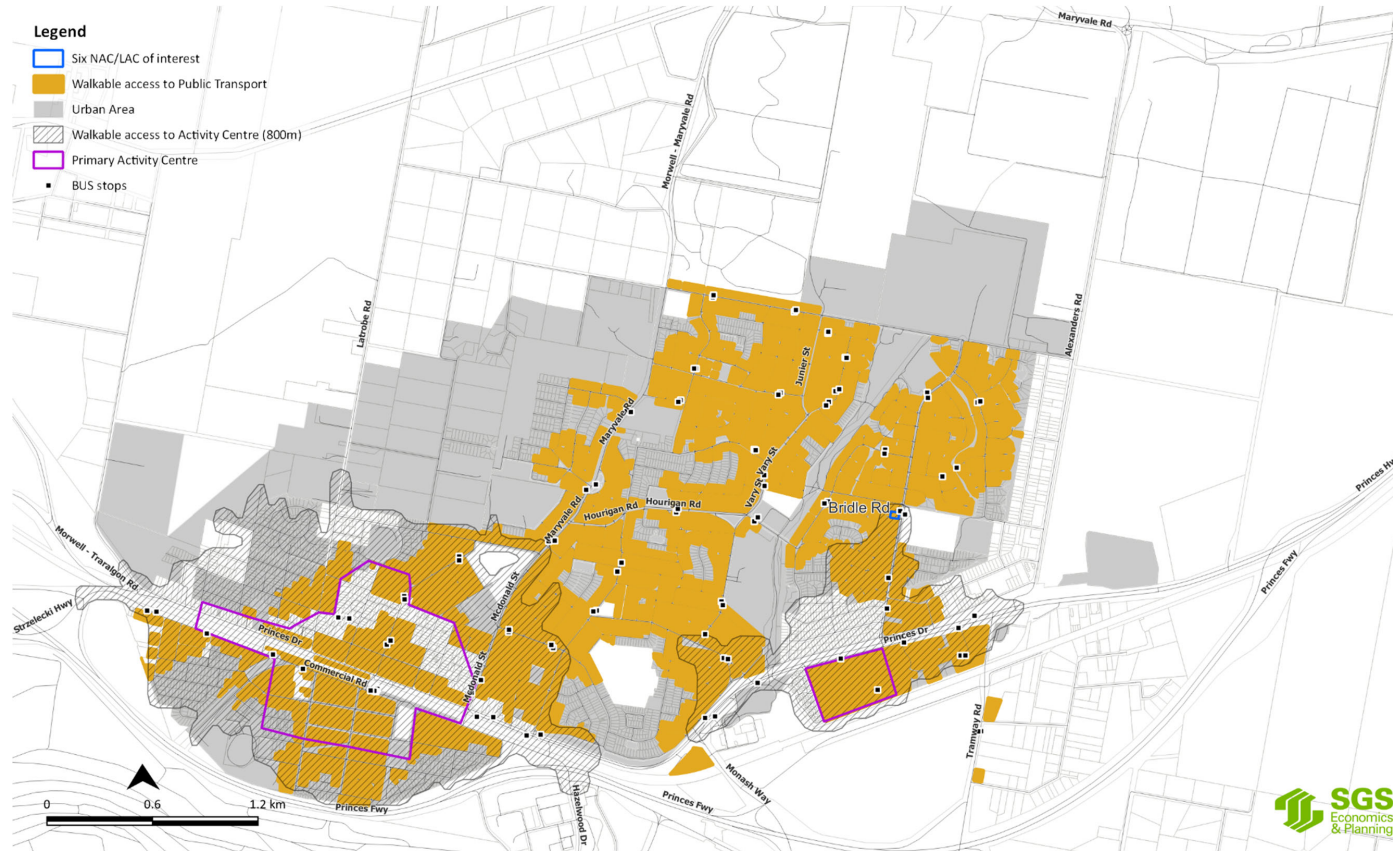
Page 6 of 10

Responsible Division	Assets & Protection	Approved Date	02/10/2023	Review Date	02/10/2025
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# Latrobe City Interim Social & Affordable Housing Policy

Figure 3: Preferred locations for social and affordable housing – Morwell



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Page 7 of 10

Responsible Division	Assets & Protection	Approved Date	02/10/2023	Review Date	02/10/2025
----------------------	---------------------	---------------	------------	-------------	------------



## Latrobe City Interim Social & Affordable Housing Policy

Figure 4: Preferred locations for social and affordable housing – Churchill



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Page 8 of 10

Responsible Division	Assets & Protection	Approved Date	02/10/2023	Review Date	02/10/2025
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## Interim Social & Affordable Housing Policy

### 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

#### 5.3. General Manager

- Responsibility for compliance with this policy

#### 5.4. Manager

- Develop procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with procedures
- Provide appropriate resources for the execution of the procedures

#### 5.5. Employees, Contractors and Volunteers

- Participate where required in the development of procedures in compliance with this policy.
- Comply with procedures developed to achieve compliance with this policy.

### 6. Evaluation and Review

This policy will be reviewed on request of Council, once a Latrobe City Social and Affordable Housing Strategy has been adopted and associated planning scheme amendment completed, 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, every two years.

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**WARNING - uncontrolled when printed.**

Page 9 of 10

Responsible Division	Assets & Presentation	Approved Date	02/10/2023	Review Date	02/10/2025
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## Interim Social & Affordable Housing Policy

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- Neighbourhood Activity Centre – provides access to day-to-day and weekly convenience shopping facilities for the surrounding community. Neighbourhood activity centres can vary in size and typically include at least one supermarket. Retail floor space ranges from approximately 2,500m<sup>2</sup> to 10,000m<sup>2</sup>. Limited role in providing local community, civic and health services to the surrounding communities.
- Social Housing – housing that is owned by the Director of Housing (public housing) as well as housing that is owned or managed by registered housing agencies (community housing) that is provided to eligible households, with rents subsidised to ensure that households pay an affordable rent.

### 8. Related Documents

- Nil

### 9. Reference Resources

- Latrobe Planning Scheme
- *Planning and Environment Act 1987*

### 10. Appendices

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Page 10 of 10

Responsible Division	Assets & Protection	Approved Date	02/10/2023	Review Date	02/10/2025
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# AUTHORISATION OF A COUNCIL OFFICER UNDER THE PLANNING & ENVIRONMENTAL ACT 1987

## PURPOSE

To seek authorisation of Brendan Ward, Senior Statutory Planner under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*.

## EXECUTIVE SUMMARY

- Council utilises Instruments of Appointment and Authorisation to identify specific officer's incumbent in roles and, in turn, appoint the officer to be authorised officers for the administration and enforcement of legislation under applicable Acts.
- By authorising Brendan Ward, the officer will be able to perform his duties with respect to the planning powers and functions of the Council.

## OFFICER'S RECOMMENDATION

**That Council, in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987, resolves that:**

- 1. Brendan Ward be appointed and authorised as set out in the Instruments of Appointment and Authorisation;**
- 2. The Instrument of Appointment and Authorisation comes into force immediately after the common seal of Council is affixed and remains in force until Council determines to vary or revoke it; and**
- 3. The Instrument of Appointment and Authorisation be sealed.**

## BACKGROUND

Only a handful of Acts and Regulations require specific roles within an organisation to be identified to undertake a specific function. There are often clauses within Acts or Regulations that state an “authorised officer” can undertake a specific function and therefore the authorised officer needs to be identified by role and officer name.

Section 147(4) of the *Planning and Environment Act 1987* provides for the following:

*Any reference in this Act to an Authorised officer of a responsible authority or of the Department is a reference to an officer or employee of the authority or employee of the Department whom the authority or the Secretary to the Department (as the case requires) authorises in writing generally or in a particular case to carry out the duty or function or to exercise the power in connection with which the expression is used.*

Section 313 of the *Local Government Act 2020* provides for the following:

- (1) *The Secretary, a Council or a person authorised by the Council either generally or in a particular case may institute proceedings in the corporate name of the Council for—*
  - (a) *the recovery of any municipal rates, service charges, special purpose charges, fees or other money due to the Council under any Act, regulation or local law; or*
  - (b) *the enforcement of any provision of any Act, regulation or local law for which the Council is responsible; or*
  - (c) *the recovery of any penalty or surcharge in relation to any offence under any Act, regulation or local law the enforcement of which is the responsibility of the Council; or*
  - (d) *any other purpose specified by the Council.*
- (2) *A Chief Executive Officer or person authorised by the Council either generally or in a particular case may represent the Council in all respects as though the Chief Executive Officer or person authorised by the Council was the party concerned in any proceedings in which the Council is a party or has an interest.*
- (3) *Proceedings for a summary offence under this Act may be commenced within the period of 3 years after the commission of the alleged offence.*

## ANALYSIS

Section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020* specifically require that the appointment of an authorised officer must come from Council.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Officers not authorised by Council; officers will be unable to adequately perform their duties	<b>Medium</b> <i>Possible x Minor</i>	Authorisation of Planning Officer

RISK	RISK RATING	TREATMENT
<b>SERVICE DELIVERY</b> Delays in processing decisions on planning applications.	<b>Medium</b> <i>Possible x Minor</i>	Authorisation of Planning Officer
<b>FINANCIAL</b> Cost of lost economic benefit within team's budget	<b>Medium</b> <i>Possible x Minor</i>	Authorisation of Planning Officer
<b>STRATEGIC</b> Risk that developers will become frustrated with delays and appeal to the Victorian Civil and Administrative Tribunal.	<b>Medium</b> <i>Likely x Moderate</i>	Authorisation of Planning Officer

#### CONSULTATION

Not applicable.

#### COMMUNICATION

Not applicable.

#### DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Not applicable.

### **Cultural**

Not applicable.

### **Health**

Not applicable.

### **Environmental**

Not applicable.

### **Economic**

The authorisation of officers allows Council to enable infrastructure supporting private and public investment.

### **Financial**

The authorisation of the officer ensures that the officer is able to perform duties that they are required to undertake as part of their role.

### **Attachments**

1. S11A Instrument of Appointment & Authorisation - Brendan Ward

# 8.5

## Authorisation of a Council Officer under the Planning & Environmental Act 1987

1	S11A Instrument of Appointment & Authorisation - Brendan Ward .....	390
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Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and  
Environment Act 1987)*



**Latrobe City Council**

**Instrument of Appointment and Authorisation**

***(Planning and Environment Act 1987 only)***

**October 2023**

**Brendan Ward**

**Senior Statutory Planner**



Maddocks

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Brendan Ward**

**By this instrument of appointment and authorisation** Latrobe City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Council on the 04 May 2023.

The Common Seal of LATROBE CITY COUNCIL

was affixed in accordance with Local Law No. 1

this            day of            2023 in the presence of:

\_\_\_\_\_  
*Steven Piasente – Chief Executive Officer*

# **URGENT BUSINESS**



## 9. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 17 of the Governance Rules, by resolution of the Council and only then if it:

- 17.1 Relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 17.2 Cannot reasonably or conveniently be deferred until the next Council meeting.

# REPORTS FOR NOTING

## 10. REPORTS FOR NOTING

Item Number 10.1 02 October 2023

Organisational Performance

# CONTRACT VARIATIONS FOR THE PERIOD 1 JANUARY 2020 TO 30 JUNE 2023

### PURPOSE

To provide Council with a summary of contract variations approved during the period 1 January 2020 – 30 June 2023 in accordance with the requirements of the Procurement Policy.

### EXECUTIVE SUMMARY

In accordance with Latrobe City Council's Procurement Policy 22-POL-14 section 2.12 Contract Management, there is a requirement for contract variations to be reported to Council.

For the period 1 January 2020 to 30 June 2023, there were 642 contract variations approved across 92 contracts.

### OFFICER'S RECOMMENDATION

**That Council receive and note the report on contract variations for the period 1 January 2020 to 30 June 2023.**

## BACKGROUND

In accordance with Latrobe City Council's Procurement Policy 22-POL-14, Section 2.12 Contract Management, there is a requirement for contract variations to be reported to Council.

The period being reported follows on from the last report prepared and tabled at the Council meeting held on Monday, 02 March 2020. In the future this report will be presented to Council on a quarterly basis

## ANALYSIS

During the period 1 January 2020 to 30 June 2023, 642 contract variations were processed across 92 contracts. Contract variations were submitted for the following reasons and are detailed in the attachments.

Reason for Variation	Number of Variations
Council Design Variation	336
Latent Condition	95
Design Omission	93
Design Error	27
Additional Works	26
Other Prolongation Costs	7
Other	58
Total	642

The table indicates that the majority of variations were in relation to alterations and improvements associated with design which became evident during construction.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to comply with Council's Procurement Policy	<b>Low</b> <i>Possible x Insignificant</i>	Process created and documented to ensure report is prepared and submitted to Council for noting in a timely manner.

RISK	RISK RATING	TREATMENT
<b>STRATEGIC</b> Perception that Council is not acting in a transparent manner	<b>Low</b> <i>Possible x Insignificant</i>	Present report summarising list of CEO awarded contracts on a regular basis.

#### CONSULTATION

Not applicable

#### COMMUNICATION

In accordance with *Latrobe City Council's Procurement Policy 22-POL-14* section 5.2 Communication, summary information relating to contracts awarded is published on Council's eTendering Portal.

#### DECLARATIONS OF INTEREST

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

#### **Attachments**

1. Summary of Contract Variations
2. Details of Contract Variations

# 10.1

## Contract Variations for the period 1 January 2020 to 30 June 2023

1	Summary of Contract Variations .....	399
2	Details of Contract Variations.....	402

Summary of Contracts with Variations Approved between 01 January 2020 - 30 June 2023								
Contract Number	Award Date	Contract Title	Initial Contract Value	No. of Approved Variations	Total Approved Variations across contract life	Revised Contract Value	Variations as a % of Initial Contract Value	Awarded By
LCC-428	05-Dec-2017	Latrobe Creative Precinct Design and Detailed Documentation	\$1,944,280	22	\$1,182,601	\$3,126,881	61%	Council
LCC-445	04-Jan-2018	Service of Environmental Auditor for Moe Landfill Rehabilitation Works	\$51,740	2	\$45,660	\$97,400	88%	CEO
LCC-478	29-Jan-2020	Traralgon to Morwell Shared Path Design & Construct of Boardwalks	\$410,000	4	\$34,396	\$444,396	8%	CEO
LCC-502	22-Oct-2018	Gippsland Regional Aquatic Centre	\$45,088,000	40	\$1,556,250	\$46,644,250	3%	Council
LCC-504	15-Oct-2018	Reconstruction of Vincent Road, Morwell	\$674,246	1	(\$6,010)	\$668,236	(1%)	Council
LCC-506	30-Nov-2018	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	\$2,541,122	8	\$328,194	\$2,869,316	13%	Council
LCC-507	17-Oct-2018	Design and construct of Traralgon Sports Stadium	\$15,980,890	15	\$582,436	\$16,563,326	4%	Council
LCC-508	29-Oct-2018	Synthetic Soccer Pitch & Sports Lighting at Latrobe City Sports & Entertain Stadium	\$1,743,558	4	\$121,380	\$1,864,938	7%	CEO
LCC-510	01-Nov-2018	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	\$2,288,450	9	\$426,075	\$2,714,525	19%	CEO
LCC-511	03-Jul-2018	Design and Construct of LED Sports Lighting at Morwell Recreation Reserve	\$374,450	1	(\$3,600)	\$370,850	(1%)	Council
LCC-512-A	21-Sep-2018	Project Management Consultancy	\$1,082,190	2	\$30,000	\$1,112,190	3%	CEO
LCC-529	03-Sep-2019	Latrobe Creative Precinct Construction	\$30,832,966	90	\$3,040,829	\$33,873,795	10%	Council
LCC-535	09-Nov-2018	Preparation of works approval application for Hyland Highway landfill extension	\$68,365	2	\$43,771	\$112,136	64%	CEO
LCC-543	07-Jan-2019	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	\$1,135,040	12	\$107,461	\$1,242,501	9%	Council
LCC-545	04-Jun-2019	Redevelopment of the Keegan Street Reserve, Morwell	\$439,531	10	\$237,448	\$676,979	54%	CEO
LCC-552	01-Apr-2019	Rehabilitation of Morwell Landfill Stages 1 and 2	\$3,986,825	9	(\$495,186)	\$3,491,639	(12%)	Council
LCC-556	06-May-2019	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	\$1,599,729	10	\$371,801	\$1,971,530	23%	Council
LCC-557	19-Feb-2019	Multi-Use Netball & Tennis Courts Fencing & Lighting at Monash Res Newborough	\$1,697,875	3	\$84,315	\$1,782,190	5%	Council
LCC-561	26-Mar-2019	Hyland Highway Landfill - Installation of Gas Wells - Stage 3	\$218,659	3	\$91,617	\$310,276	42%	CEO
LCC-565	03-Jun-2019	Morwell CBD Revitalisation	\$2,091,990	9	\$234,185	\$2,326,175	11%	Council
LCC-567	02-Sep-2019	Construction of Morwell to Traralgon Shared Pathway – STAGE 4	\$389,147	2	\$86,952	\$476,099	22%	CEO
LCC-568	30-Jul-2019	Drilling and construction of geothermal bores	\$1,633,954	2	(\$4,596)	\$1,629,358	(0%)	Council
LCC-569	03-Jul-2019	Hydrogeological Engineering Supervision of Geothermal Bore Construction	\$252,170	5	\$31,743	\$283,913	13%	CEO
LCC-577	07-Jun-2019	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	\$531,720	10	\$61,626	\$593,346	12%	CEO
LCC-579	07-Aug-2019	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	\$495,230	8	\$65,383	\$560,613	13%	CEO
LCC-581	21-Jun-2019	Latrobe Creative Precinct Project Management Consultancy	\$146,000	3	\$129,212	\$275,212	89%	CEO
LCC-584	01-Oct-2019	Hyland Highway Landfill - Management of Gas Extraction System	\$389,301	3	\$52,654	\$441,955	14%	Council
LCC-588	25-Oct-2019	Traralgon South Sports Pavilion Extension	\$437,521	9	\$89,451	\$526,971	20%	CEO
LCC-590-B	20-Sep-2019	Reconstruction of Lafayette Street, Traralgon	\$516,306	3	\$25,905	\$542,211	5%	CEO
LCC-591	24-Oct-2019	Design and Construction of Car Park Monash Reserve Newborough	\$563,845	5	\$67,434	\$631,279	12%	CEO
LCC-592	02-Dec-2019	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	\$422,180	9	\$179,700	\$601,880	43%	Council
LCC-593-A	16-Sep-2019	Reconstruction of Beck Street, Moe and East Street, Yallourn North	\$410,703	2	\$73,096	\$483,799	18%	CEO
LCC-593-B	16-Sep-2019	Reconstruction of Beck Street, Moe and East Street, Yallourn North	\$376,498	1	\$120,917	\$497,415	32%	CEO
LCC-596-A	11-Dec-2019	Traralgon Railway Reserve - Assembly Shed and Accessible Toilet	\$96,920	2	\$3,853	\$100,773	4%	CEO
LCC-596-B	11-Dec-2019	Traralgon Railway Reserve - Assembly Shed and Accessible Toilet	\$236,659	6	(\$334)	\$236,326	(0%)	CEO
LCC-597	11-Dec-2019	Dunbar Road Remediation Environmental Consulting Services	\$66,776	4	\$39,850	\$106,626	60%	CEO
LCC-599	16-Dec-2019	Hyland Highway Landfill - Construction of Landfill Cap - Cell 3 (Stage 2)	\$1,098,256	1	\$61,797	\$1,160,053	6%	Council
LCC-600	18-Feb-2020	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	\$995,280	26	\$154,644	\$1,149,924	16%	CEO
LCC-605	22-Jan-2020	Environmental Auditor - Construction of Hyland Highway Landfill Cap - Cell 3 (Stg 2)	\$35,700	1	\$6,600	\$42,300	18%	CEO
LCC-606	18-Feb-2020	Catterick Crescent Reserve Pavilion Construction	\$712,150	15	\$104,786	\$816,936	15%	CEO
LCC-608	02-Dec-2019	Rehabilitation of Stages 2 & 3 of Moe Landfill	\$2,098,735	7	\$312,971	\$2,411,706	15%	CEO

Summary of Contracts with Variations Approved between 01 January 2020 - 30 June 2023								
Contract Number	Award Date	Contract Title	Initial Contract Value	No. of Approved Variations	Total Approved Variations across contract life	Revised Contract Value	Variations as a % of Initial Contract Value	Awarded By
LCC-609	20-Dec-2019	Design & Construct - Traralgon Sports Stadium Roof & Wall Replacement	\$420,800	2	\$68,200	\$489,000	16%	CEO
LCC-613	05-Dec-2019	Reconstruction of Retaining Wall at Bridges Avenue, Traralgon	\$74,614	1	\$11,651	\$86,265	16%	CEO
LCC-617	10-Jan-2020	CORRIGAN RESERVE, NEWBOROUGH – AMENITIES REFURBISHMENT	\$216,604	4	\$9,958	\$226,562	5%	CEO
LCC-619	29-Apr-2020	Yinnar District Memorial Hall - Refurbishment	\$443,412	12	\$240,809	\$684,221	54%	CEO
LCC-620	28-Jan-2020	Construction and Sealing of Shoulders at Flynn's Creek Road	\$182,509	2	\$135,205	\$317,714	74%	CEO
LCC-621	06-Apr-2020	Landfill Biogas Renewable Energy Project	\$1,493,645	2	\$153,455	\$1,647,100	10%	Council
LCC-624	10-Jan-2020	Sealing of Buckleys Road at Hazelwood North	\$363,899	7	\$19,843	\$383,742	5%	CEO
LCC-625	10-Feb-2020	Gippsland Regional Aquatic Centre - Geothermal Implementation	\$1,507,945	3	\$12,008	\$1,519,954	1%	Council
LCC-626-2	19-Mar-2020	Geotechnical & Concept Design - Land Slip Remediation in Budgeree & Grand Ridge	\$78,000	1	\$2,000	\$80,000	3%	CEO
LCC-628	02-Mar-2020	Reconstruction of Kerb Channel at Buna Street and Gona Street, Morwell	\$362,805	1	\$1,136	\$363,940	0%	CEO
LCC-629	31-Mar-2020	Construction of the Latrobe City Animal Pound Extension - Morwell	\$137,873	1	\$7,800	\$145,673	6%	CEO
LCC-631	24-Mar-2020	Sealing of Black Tank Road and Railway Avenue at Glengarry	\$270,406	1	\$56,200	\$326,606	21%	Council
LCC-634	29-Apr-2020	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	\$208,202	6	\$535,488	\$743,690	257%	CEO
LCC-639	04-Jan-2021	Reconstruction of Downies Lane Bridge, Traralgon South	\$724,699	1	\$37,463	\$762,162	5%	CEO
LCC-642	05-Jun-2020	Refurbishment of the Kath Teychenne Centre, Traralgon	\$265,246	7	\$20,587	\$285,833	8%	CEO
LCC-648	07-Sep-2020	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	\$1,048,733	6	\$57,473	\$1,106,206	5%	Council
LCC-657-2	13-Oct-2020	Reconstruction East Street Yallourn Nth Stg 2 & Prince Street Moe – Kerb & Channel	\$315,039	1	(\$11,462)	\$303,577	(4%)	CEO
LCC-658-1	09-Oct-2020	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	\$305,359	4	(\$5,077)	\$300,282	(2%)	CEO
LCC-658-2	18-Sep-2020	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	\$429,605	1	(\$20,400)	\$409,205	(5%)	CEO
LCC-660	25-Sep-2020	Supply and Delivery of Daily Tarpaulin Cover System for Hyland Highway Landfill	\$252,037	1	\$6,250	\$258,287	2%	CEO
LCC-662	23-Sep-2020	Design and Construct Sports Lighting - Olympic Park Moe & Harold Preston Traralgon	\$399,591	4	\$9,083	\$408,674	2%	CEO
LCC-664	19-Oct-2020	Construction of Flynn Community Hall	\$742,730	22	\$64,549	\$807,279	9%	CEO
LCC-666	14-Jan-2021	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	\$234,910	8	\$15,460	\$250,370	7%	CEO
LCC-667	13-Jan-2021	Construction of a Toilet Block at Victory Park, Traralgon	\$152,711	9	\$27,533	\$180,243	18%	CEO
LCC-671	14-Nov-2020	Design and Construct Football Oval Sports Lighting at Ronald Reserve, Morwell	\$254,509	1	\$2,534	\$257,043	1%	CEO
LCC-672	11-Dec-2020	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	\$487,406	18	\$246,492	\$733,898	51%	CEO
LCC-675	08-Feb-2021	Moe CBD Traffic Safety Works	\$487,655	6	\$36,600	\$524,255	8%	Council
LCC-676	18-Dec-2020	Reconstruction of a Major Culvert at Scrubby Lane, Traralgon	\$278,137	2	(\$9,864)	\$268,273	(4%)	CEO
LCC-678	26-Jan-2021	Traralgon CBD Traffic Calming Works	\$238,732	4	\$57,738	\$296,470	24%	CEO
LCC-679	21-Dec-2020	Design and Construct - Football Oval Sports Lighting Old Trafford Reserve, Traralgon	\$253,385	3	\$22,051	\$275,436	9%	Council
LCC-680	18-Dec-2020	Morwell CBD Traffic Calming Works	\$227,892	10	(\$3,504)	\$224,388	(2%)	CEO
LCC-681	27-Jan-2021	Latrobe City Council - Safe Roof Access	\$123,435	4	\$35,069	\$158,504	28%	CEO
LCC-684	25-Feb-2021	Moe / Newborough Leisure Multi-purpose Facility	\$471,980	21	\$69,765	\$541,745	15%	CEO
LCC-688	05-Mar-2021	Pedestrian Crossing at Kay Street, Traralgon	\$243,652	6	\$77,085	\$320,737	32%	CEO
LCC-703	25-Jan-2022	Reconstruction of Enterprise Drive and Tramway Road, Morwell	\$804,950	2	\$280,607	\$1,085,556	35%	CEO
LCC-704	18-May-2021	Toners Lane, Morwell - Reticulated Water Extension	\$250,748	4	\$35,863	\$286,611	14%	CEO
LCC-705	11-Jun-2021	Latrobe Leisure Morwell - Pool deck and surrounding wet areas re-tiling	\$270,238	1	\$30,030	\$300,268	11%	CEO
LCC-706	22-Jul-2021	Glengarry Mechanics Institute - Refurbishment	\$520,016	15	\$42,992	\$563,008	8%	CEO
LCC-707	07-Jul-2021	Hyland Highway Landfill - Construction of Landfill Cell 6 & Access Road	\$3,016,369	7	\$125,673	\$3,142,042	4%	Council
LCC-708	17-Jun-2021	Gippsland Sports & Entertainment Park - Design & Construct Sports Lighting Project	\$300,864	2	\$8,066	\$308,930	3%	CEO
LCC-711	19-Jul-2021	Quality Assurance Services - Construction of Hyland Highway Landfill Cell 6	\$210,681	0	\$0	\$210,681	0%	CEO



Summary of Contracts with Variations Approved between 01 January 2020 - 30 June 2023								
Contract Number	Award Date	Contract Title	Initial Contract Value	No. of Approved Variations	Total Approved Variations across contract life	Revised Contract Value	Variations as a % of Initial Contract Value	Awarded By
LCC-716	25-Aug-2021	Pedestrian Operated Signalised Crossing Breed Street Traralgon	\$353,947	9	\$213,915	\$567,862	60%	CEO
LCC-724	07-Oct-2021	Hazelwood South Reserve Change Pavilion	\$855,940	13	\$126,023	\$981,963	15%	Council
LCC-729	03-Jun-2022	Construction of At-Grade Car Park - George Street Moe	\$906,759	2	\$36,857	\$943,616	4%	CEO
LCC-731	13-May-2022	Construction of At-Grade Car Park - Princess Drive, Morwell	\$185,734	2	\$30,028	\$215,762	16%	CEO
LCC-737	17-Feb-2022	Provision of Detailed Design for refurbishment works at Kernot Hall, Morwell	\$99,540	3	\$9,290	\$108,830	9%	CEO
LCC-738	23-Mar-2022	Construction and Sealing of Shoulders at Flynn's Creek Road	\$393,200	1	\$1,025	\$394,225	0%	CEO
LCC-752	24-Jun-2022	Gippsland Logistics Precinct Stage 1A - Water supply and wastewater construction	\$1,416,128	1	\$430,803	\$1,846,931	30%	CEO
LCC-753	24-Jun-2022	Gippsland Logistics Precinct Stage 1A - Sewer pump station construction	\$1,437,324	2	\$376,269	\$1,813,593	26%	CEO
LCC-755	24-Jun-2022	Intersection upgrade at Haunted Hills Road and Bill Schultz Drive, Newborough	\$249,434	1	\$5,000	\$254,434	2%	CEO
LCC-759	05-Sep-2022	Toners Lane Reserve Archery Pavilion	\$1,154,836	7	\$205,306	\$1,360,142	18%	Council
LCC-761	03-Aug-2022	Extension of Parklands Preschool, Morwell	\$683,484	8	\$1,308	\$684,792	0%	CEO
LCC-767	09-Nov-2022	Moe Revitalisation Project - Stage 2	\$5,418,970	6	\$105,214	\$5,524,184	2%	CEO
LCC-768	17-Nov-2022	Kernot Hall Refurbishment - Stage 1	\$2,994,570	15	\$209,572	\$3,204,142	7%	CEO
			\$161,376,842	663	\$13,940,287	\$175,317,130	9%	

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	5/06/2020	\$1,380	Other	Additional Building Surveyor Inspections
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	2/07/2020	\$7,250	Council Design Variation	Replace Safebridge System with Ash Grid System
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	14/07/2020	\$2,200	Council Design Variation	Deletion of Mobile Bar under Stair 5
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	14/07/2020	\$2,415	Other	Additional Building Inspections
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	14/07/2020	\$4,313	Council Design Variation	Church Street Civil Drainage Amendments
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	16/09/2020	\$830	Other Prolongation Costs	July Inspections & Lodgement Fee
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	12/11/2020	\$3,478	Council Design Variation	Lighting Value Management
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	12/12/2020	\$42,974	Council Design Variation	MacFarlane Burnet Demolition & Make-Good Detailed Documentation
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	10/05/2021	\$3,140	Council Design Variation	Mechanical Services Design for MacFarlane Burnet Area
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	10/05/2021	\$2,121	Council Design Variation	Additional Inspections & Lodgement Fees
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	10/05/2021	\$3,565	Council Design Variation	Additional Structural Engineering Inspections
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	11/05/2021	\$1,980	Council Design Variation	MacFarlane Burnet Area Render
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	20/05/2021	\$42,890	Council Design Variation	Additional Design Works for Creative Industries Training Centre
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	29/05/2021	\$95,523	Other Prolongation Costs	Extension of Construction Administration Services
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	2/07/2021	\$2,415	Other Prolongation Costs	Additional Inspections (Dec 2020 - April 2021)
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	20/09/2021	\$10,695	Council Design Variation	Structural Engineering for Creative Industries Training Centre Screen
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	1/10/2021	\$3,565	Council Design Variation	Design Additional Site Visits
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	15/10/2021	\$140	Other	Building Permit Disbursement Fee
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	30/11/2021	\$690	Other	Additional Inspections (June - October 2021)
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	30/11/2021	\$25,000	Other Prolongation Costs	Extension of Construction Services (Nov 2021 - Jan 2022)
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	25/03/2022	\$1,840	Other	Additional Permits
<b>LCC-428 Total</b>				<b>\$258,403</b>		
LCC-445	Service of Environmental Auditor for Moe Landfill Rehabilitation Works	GHD	2/04/2021	\$8,725	Other	Auditor revision required
<b>LCC-445 Total</b>				<b>\$8,725</b>		
LCC-478	Traralgon to Morwell Shared Path Design & Construct of Boardwalks	BSA Constructions	30/01/2020	\$3,600	Council Design Variation	Supply and installation of bollards to each boardwalk
LCC-478	Traralgon to Morwell Shared Path Design & Construct of Boardwalks	BSA Constructions	23/04/2020	\$15,900	Council Design Variation	Construction of path approaches to boardwalks
LCC-478	Traralgon to Morwell Shared Path Design & Construct of Boardwalks	BSA Constructions	11/05/2020	\$7,660	Design Omission	Additional Fill Material for Boardwalk Approaches
<b>LCC-478 Total</b>				<b>\$27,160</b>		
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	15/01/2020	\$12,702	Council Design Variation	Consultant fees for eastern car park & mounding
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	15/01/2020	\$4,884	Council Design Variation	Changes to roof access to accommodate solar panels
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	16/01/2020	\$1,496	Council Design Variation	Revised Kitchen Design, in accordance with Design Specialist
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	31/01/2020	\$27,557	Latent Conditions	Contaminated soil removal
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	6/02/2020	(\$24,906)	Other	Credit for Asbestos removal
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	14/02/2020	\$14,330	Council Design Variation	Kindergarten fence replacement
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	4/03/2020	\$4,532	Council Design Variation	Additional anchors to starting blocks
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	19/05/2020	(\$935)	Other	Drinking Fountain credit
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	2/07/2020	\$20,184	Council Design Variation	Access control changes
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	30/07/2020	(\$7,500)	Council Design Variation	Aquaplay Colour Variation
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	30/07/2020	\$1,650	Council Design Variation	Audio Visual Provisional Sum extra over
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	20/08/2020	(\$8,000)	Council Design Variation	Manual Roller Blind
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	26/08/2020	\$14,577	Latent Conditions	25m Pool Contamination
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	16/09/2020	(\$17,600)	Other	Aluminium Submains
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	28/09/2020	\$3,774	Council Design Variation	Bi-Lock cylinders for Master Keying system
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	27/10/2020	\$7,361	Council Design Variation	Additional tiling
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	18/11/2020	\$3,449	Council Design Variation	Bench seat Armrests
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	18/11/2020	\$1,415	Council Design Variation	Intercom to Wellness Centre
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	18/11/2020	\$16,200	Council Design Variation	Perimeter palisade fencing
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	18/11/2020	\$10,762	Council Design Variation	Main entry furniture
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	9/12/2020	\$34,172	Council Design Variation	Kay St Pedestrian Path Replacement
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	9/12/2020	\$32,778	Council Design Variation	Kindergarten fence replacement
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	12/01/2021	\$25,000	Additional Works	Addition of Manager's Office

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	15/01/2021	(\$76,626)	Council Design Variation	Eastern carpark credit
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	14/02/2021	\$41,548	Council Design Variation	Additional signage costs
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	14/02/2021	\$5,940	Council Design Variation	Re-paint ceilings and walls in amenity areas for colour change
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	19/02/2021	\$23,224	Council Design Variation	Breed St Entrance Redesign
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	26/02/2021	\$3,025	Council Design Variation	Wireless HDMI connection in meeting rooms
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	17/03/2021	\$5,114	Council Design Variation	Manager's Office - Additional costs
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	29/03/2021	\$8,734	Council Design Variation	Mounding works around the 25m pool
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	29/03/2021	\$4,047	Council Design Variation	Temp fence hire
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	6/04/2021	\$6,815	Council Design Variation	Additional electrical works
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	6/04/2021	\$16,699	Council Design Variation	Lawn works to eastern carpark area
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	23/04/2021	\$19,898	Other	Contaminated soil excavation works
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	23/04/2021	\$20,690	Latent Conditions	South carpark contaminated spoil
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	23/04/2021	\$9,350	Council Design Variation	Feature & level survey of GRAC site
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	30/04/2021	(\$38,113)	Other	Credit for utility usage during construction
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	30/04/2021	(\$94,445)	Other	Unused provisional sum
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	10/06/2021	(\$8,010)	Other	Credit for gas usage during construction
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	22/05/2022	\$59,776	Latent Conditions	Removal of underground storage tank and contaminated soil
<b>LCC-502 Total</b>				<b>\$185,546</b>		
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	3/03/2020	(\$1,095)	Council Design Variation	Vehicle/Pedestrian Grate Deletion
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	4/03/2020	\$7,971	Design Omission	94m <sup>3</sup> of additional crushed rock
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	4/03/2020	\$2,116	Design Omission	Swale Drain Installation
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	4/03/2020	\$745	Council Design Variation	Removal of decommissioned pole
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	2/04/2020	\$8,724	Council Design Variation	Additional drainage works
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	7/10/2020	(\$12,916)	Council Design Variation	Provisional Sums (CREDIT) for Geotech Light Footing
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	15/10/2020	(\$600)	Other	Cleaning of Access track
<b>LCC-506 Total</b>				<b>\$4,945</b>		
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	3/02/2020	(\$7,204)	Council Design Variation	Cove Tiles
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	3/02/2020	\$20,755	Other	Supply and install electrical services from the Main Switchboard to new pavilion
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	21/02/2020	\$10,890	Council Design Variation	Replace doors and glazing to courts 5 and 6
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	21/02/2020	\$34,176	Council Design Variation	Stud Wall to rear of grandstand
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	24/02/2020	\$686	Council Design Variation	Joinery Extension in Kitchenette
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	12/03/2020	\$16,649	Latent Conditions	Modification to structure at west end
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	2/04/2020	\$83,566	Additional Works	Construct Half-Court Basketball Court
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	21/04/2020	(\$7,007)	Council Design Variation	Delete Concrete Paving
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	21/04/2020	\$1,859	Design Omission	Additional event GPO's
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	11/08/2020	\$2,877	Council Design Variation	Joinery Gates at points of sale
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	27/10/2020	\$24,297	Council Design Variation	Automatic Door Install and Window Alteration
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	5/03/2021	\$108,346	Council Design Variation	Court Nine Works
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	5/05/2021	\$3,421	Latent Conditions	Additional Court 9 works
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	29/05/2021	(\$195,652)	Other	Provisional sum adjustment
<b>LCC-507 Total</b>				<b>\$97,658</b>		
LCC-508	Synthetic Soccer Pitch & Sports Lighting at Latrobe City Sports & Entertain Stadium	Turf One Pty Ltd	26/02/2020	(\$27,100)	Council Design Variation	Credit for works not undertaken
LCC-508	Synthetic Soccer Pitch & Sports Lighting at Latrobe City Sports & Entertain Stadium	Turf One Pty Ltd	2/03/2020	\$924	Council Design Variation	Granitic Sand Path
LCC-508	Synthetic Soccer Pitch & Sports Lighting at Latrobe City Sports & Entertain Stadium	Turf One Pty Ltd	11/03/2020	(\$17,400)	Council Design Variation	Change in 12 month maintenance period
<b>LCC-508 Total</b>				<b>(\$43,576)</b>		
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	30/01/2020	\$12,737	Additional Works	Installation of Scoreboard
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	2/03/2020	(\$2,090)	Other	No longer supplying water external fountain
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	4/03/2020	\$4,356	Council Design Variation	Add Synthetic Grass & Additional Lane Netting
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	4/03/2020	\$24,696	Council Design Variation	Speed Radar Equipment
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	2/04/2020	\$3,102	Council Design Variation	Install Shade Mesh to External Courtyard
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	2/04/2020	\$684	Latent Conditions	Turf Maintenance
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	7/04/2020	\$5,236	Latent Conditions	Out of Hours Electrical Works

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	8/09/2020	\$1,309	Council Design Variation	Storage Shed Benching
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	27/10/2020	\$4,730	Latent Conditions	Outdoor Wicket Additional Works
<b>LCC-510 Total</b>				\$54,759		
LCC-511	Design and Construct of LED Sports Lighting at Morwell Recreation Reserve	Contracting Kings	17/06/2020	(\$3,600)	Council Design Variation	Removal of supply of bollards
<b>LCC-511 Total</b>				(\$3,600)		
LCC-512A	Project Management Consultancy	Coffey Services	21/05/2021	\$10,000	Additional Works	Additional external project management
<b>LCC-512A Total</b>				\$10,000		
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	1/04/2020	\$73,500	Other	Demolition Works at Traralgon Service Centre
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	27/04/2020	\$10,918	Design Error	Replacement and relocation of water main to Traralgon Service Centre
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	1/05/2020	\$39,600	Council Design Variation	Additional Scope for Syphonic Works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	7/05/2020	\$65,164	Council Design Variation	Additional Scope for Distribution Boards
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/05/2020	\$7,479	Council Design Variation	Additional Piling & Design
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2020	\$13,534	Council Design Variation	Replacement of Conventional Roof Drainage with Syphonic
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	9/09/2020	\$14,821	Latent Conditions	Excavation, disposal of Asbestos and relocation of an existing sewer line
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	9/09/2020	\$17,487	Design Omission	Alterations to 'On Site Detention' Drainage Pits & Pipes
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	9/09/2020	\$17,487	Design Omission	Alterations to 'On Site Detention' Drainage Pits & Pipes
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	12/10/2020	\$6,283	Council Design Variation	Alternative Data Links
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/10/2020	\$5,843	Council Design Variation	Additional Planter Wall
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/10/2020	\$5,843	Council Design Variation	Additional Planter Wall
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	15/10/2020	\$59,849	Council Design Variation	Upgrade to stormwater pump
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	6/11/2020	\$32,636	Council Design Variation	Additional Light Fittings & Emergency Lights
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/11/2020	\$1,614	Council Design Variation	Removal and make good of concrete ramp
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/11/2020	\$6,600	Council Design Variation	Additional Flytower Structural Modelling
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/11/2020	\$8,599	Design Omission	Additional Plasterboard & Changes to Auditorium Ceiling
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	15/01/2021	\$1,000,000	Council Design Variation	Deed of Variation created to resolve differences between the original tendered design documents & the final construction issue documents
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	19/01/2021	\$26,257	Council Design Variation	Removal of steps and build retaining wall
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/02/2021	\$1,794	Council Design Variation	Additional Data and Power Points for Office Spaces
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/02/2021	\$16,176	Design Omission	Additional Floor Waste Grates & Drainage in Podium & Loading Dock
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/02/2021	\$897	Council Design Variation	Change in Wall Type for Stair 4 Brick Walls
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/02/2021	\$6,529	Design Error	Compliant Changing Places Equipment
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	19/02/2021	\$3,055	Council Design Variation	Additional Drainage for Drinking Fountains
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	19/02/2021	\$2,552	Council Design Variation	Render Changes
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	19/02/2021	\$33,968	Council Design Variation	Vitrapanel Substitution instead of Compressed Fibre Cement
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/04/2021	\$19,520	Council Design Variation	Additional Data & Power to Fly Tower Roof
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/04/2021	\$12,226	Design Omission	Additional Steel for Meeting Room Operable Wall
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/04/2021	\$3,069	Design Omission	Battening and Villaboard for Kitchen East Wall
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/04/2021	\$24,584	Council Design Variation	MacFarlane Burnet Structural Works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/05/2021	\$7,403	Council Design Variation	Change in Trench Heater Grille Types
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	29/05/2021	\$1,903	Council Design Variation	Toilet Partition Hardware Change
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	7/06/2021	\$556	Council Design Variation	Data & Power Point for Visitor Information Centre
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/06/2021	\$3,290	Council Design Variation	Additional Data and WAP Points
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/06/2021	\$1,188	Council Design Variation	Relocation of Kitchen Water Points
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/07/2021	\$10,351	Council Design Variation	Custom Step Ladders for Plant Deck Areas
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	27/07/2021	\$1,300	Design Omission	Stair 16 Tactiles
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	27/07/2021	\$3,916	Council Design Variation	Additional Waste to south west Podium Corner
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	27/07/2021	\$3,575	Council Design Variation	Extra Handrail in Auditorium Balcony
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	27/07/2021	\$282,942	Council Design Variation	MacFarlane Burnet Civil & Landscape Works

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/08/2021	\$24,805	Council Design Variation	Creative Industry Training Centre Facade Demolition
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	25/08/2021	\$4,563	Council Design Variation	Kitchen Automatic Gas Shut Off Valve
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	3/09/2021	(\$50,883)	Council Design Variation	Adjustment for Final Light Fittings
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	3/09/2021	\$20,814	Council Design Variation	Alternative Fascia Cladding
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	3/09/2021	\$605	Design Omission	Fire Detection to Stage Sliding Door
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	3/09/2021	\$234,239	Other	Grey Street Car Park Pavement & Kerbing
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	3/09/2021	\$7,517	Council Design Variation	Alternative Smoke Detectors in Level 1 Ceiling
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2021	\$3,948	Design Omission	Power to Basement Stormwater Pump
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2021	\$2,923	Council Design Variation	Additional Electrical Works in Dimmer Room
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2021	\$4,924	Council Design Variation	Grams per Square Meter Units for Lifts 1, 2 & 3
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2021	\$1,925	Council Design Variation	Additional Screed & Waterproofing to Podium
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2021	\$19,349	Council Design Variation	Additional Fireman Jacking Points & Manual Call Points
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	2/11/2021	\$5,214	Design Omission	Install Additional Magnetic Door Holders
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	2/11/2021	\$528	Design Omission	Conduit Re-work in Post Tension Slab
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	2/11/2021	\$3,208	Design Omission	Supply & Install Mat to Cafe Door
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	18/11/2021	\$527,935	Council Design Variation	MacFarlane Burnet Architectural Works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$1,797	Design Omission	Additional Acoustic Door Seals
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$16,082	Design Omission	Plasterboard Above Glazed Facade for Air Sealing
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$1,253	Council Design Variation	Repaint Proscenium Arch Cladding
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$2,033	Council Design Variation	UPS Power from Comms Room to Sales Office
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$1,298	Council Design Variation	Additional Plaster Wall in Meeting Room Foyer
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$7,150	Council Design Variation	Demolish and Remove Concrete Water Tanks
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$48,951	Council Design Variation	Uplights and Paving for Feature Signage
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$2,860	Council Design Variation	MacFarlane Burnet Meeting Room Foyer Carpet
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$264,669	Council Design Variation	Creative Industry Training Centre Eastern Facade Additional Works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/02/2022	\$8,672	Council Design Variation	Supply & Install Replacement Pit Lids, Telstra Pits & Inspection Points
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/02/2022	\$573	Design Omission	Additional Data Run to Upstairs Office
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/02/2022	\$11,198	Council Design Variation	Visitor Information Centre Brochure Racks
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$12,022	Council Design Variation	Additional Landscape and Civil Works to Outdoor Area
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$1,386	Council Design Variation	Isolation Switch to Stage
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$495	Council Design Variation	Thermal Detector in Waste Room
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$961	Design Omission	Additional Handrails to Stairs 18 & 19
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$2,518	Design Omission	Additional Tactiles and Nosing to Basement and BOH Ramps
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$4,776	Design Omission	Additional Lights to Aisle Seating
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$2,959	Design Error	Alteration to MacFarlane Burnet Downpipe
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/05/2022	\$7,592	Design Error	Anti graffiti works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	12/05/2022	\$6,963	Council Design Variation	Epoxy stone to tree surround in court yard
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/05/2022	\$7,592	Design Error	Anti graffiti works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/05/2022	\$2,214	Council Design Variation	Additional light fittings
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/05/2022	\$17,776	Council Design Variation	Facade alterations to CITC
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/05/2022	\$7,315	Council Design Variation	Speed panel to ceiling in stairwell
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/05/2022	\$677	Latent Conditions	Irrigation to turf area
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/05/2022	\$7,753	Design Omission	Stair nosing to stair 7 and 8
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/05/2022	\$1,925	Design Omission	Additional angle to the balcony
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/06/2022	\$2,173	Other	Data link cables for IT wifi Project
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/07/2022	\$2,200	Council Design Variation	Installation of additional sub board in Creative Industry Training Centre
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/07/2022	\$7,008	Council Design Variation	Stair nosing and additional exposed concrete
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/07/2022	\$14,300	Council Design Variation	Additional downpipes and trench grate
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	26/08/2022	(\$92,932)	Council Design Variation	Provisional sum adjustment
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	22/11/2022	\$4,615	Council Design Variation	Additional flashings to Creative Industries Training Centre

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2022	\$12,155	Council Design Variation	Render to the Creative Industries Training Centre eastern facade and paint
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	15/08/2023	\$19,757	Design Error	Door hardware adjustments throughout
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	15/08/2023	\$3,592	Design Error	Backflow prevention device
<b>LCC-529 Total</b>				<b>\$3,090,247</b>		
LCC-535	Preparation of works approval application for Hyland Highway landfill extension	GHD	3/02/2020	\$3,770	Other	Review and prepare right to response letters to EPA
<b>LCC-535 Total</b>				<b>\$3,770</b>		
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	2/01/2020	\$830	Additional Works	Supply and Install Dishwasher
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	11/03/2020	(\$4,450)	Additional Works	Building permit
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	11/03/2020	\$3,135	Council Design Variation	Additional Joinery
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	11/03/2020	\$3,575	Council Design Variation	Re-design Paintball Shed
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	19/03/2020	\$3,515	Latent Conditions	Hire of generator
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	19/03/2020	\$2,497	Council Design Variation	Supply & Installation of (2) Aluminium seats
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	7/04/2020	\$12,254	Council Design Variation	Additional Electrical Works
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	13/08/2020	\$3,871	Council Design Variation	Construction of retaining wall
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	19/08/2020	\$1,518	Council Design Variation	Install Lighting Control switches for soccer lights into Pavilion
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	24/08/2020	\$781	Council Design Variation	Relocate PA System out of IT Cabinet
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	2/09/2020	\$2,970	Council Design Variation	Additional Landscape works for paintball shed
<b>LCC-543 Total</b>				<b>\$30,495</b>		
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	13/01/2020	\$5,000	Council Design Variation	Supply & Install Turf Sand to design height
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	13/01/2020	\$7,239	Additional Works	Footpath to new cricket nets
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	16/01/2020	\$25,550	Additional Works	Sand capping layer to allow final trim
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	24/03/2020	\$24,315	Design Omission	Extra drainage, causeway & pedestrian crossing works
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	25/03/2020	\$2,447	Additional Works	Additional planting to oval
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	6/05/2020	\$3,575	Council Design Variation	Removal of tree roots
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	7/05/2020	(\$3,848)	Other	Removed new stormwater drainage from Morwell Recreation Reserve
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	8/09/2020	\$47,935	Council Design Variation	Pedestrian and Safety Provisions
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	18/11/2020	\$4,600	Additional Works	Additional Sprigging
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	23/11/2020	\$7,710	Other	Viewing Mound Construction
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	3/02/2021	\$9,882	Other	Turfing
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	26/02/2021	\$17,805	Council Design Variation	Perimeter Oval Drainage
<b>LCC-545 Total</b>				<b>\$152,209</b>		
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	31/01/2020	(\$207,252)	Other	desilting of stormwater pond, underground leachate interception drain & placement of rock in drains are to reduce ongoing and perceived risks
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	26/02/2020	\$11,259	Additional Works	additional works for the stormwater drains
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	16/04/2020	(\$193,664)	Latent Conditions	Measures to control Stormwaters and additional soil.
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	16/06/2020	\$23,431	Latent Conditions	Issues caused by erosion gullies on the prepared landfill surface.
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	29/06/2020	\$2,500	Other	enclosure for Lysimeter equipment was strengthened to make it vandal proof.
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	27/07/2020	\$12,875	Latent Conditions	Additional erosion protection works.
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	21/12/2020	\$39,473	Latent Conditions	Additional maintenance works required to address erosion issues
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	27/04/2021	\$27,328	Council Design Variation	additional works to improve quality of vegetation.
<b>LCC-552 Total</b>				<b>(\$284,051)</b>		
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	20/03/2020	\$33,999	Council Design Variation	Equipment changes due to design development
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	19/04/2021	\$17,000	Council Design Variation	Supply & Install of edge of stage trough
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	3/08/2021	\$6,000	Design Omission	Stage Door Uninterrupted Power Supply Unit

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	13/08/2021	\$74,169	Council Design Variation	Digital Screen and Audio Visual Works for Outdoor Area
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	2/09/2021	\$7,500	Design Omission	Auditorium Stage Stair Covers
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	3/09/2021	\$41,700	Design Omission	Additional Cable Trays
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	30/12/2021	\$163,900	Council Design Variation	LED Screen and Shroud on Eastern Wall
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	27/02/2022	\$7,241	Design Omission	Bar - Portrait TV Displays
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	25/03/2022	\$11,832	Council Design Variation	Meeting Room Hearing Augmentation
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	6/04/2022	\$8,460	Council Design Variation	Additional Electronic Theatre Controls (ETC) Source Four Lights
<b>LCC-556 Total</b>				<b>\$371,801</b>		
LCC-561	Hyland Highway Landfill - Installation of Gas Wells - Stage 3	Run Energy	11/04/2020	\$38,702	Latent Conditions	Landfill Gas flow line modification
LCC-561	Hyland Highway Landfill - Installation of Gas Wells - Stage 3	Run Energy	29/06/2021	\$52,915	Other	Operation & Maintenance of Gas Collection System and flare for 1st year
<b>LCC-561 Total</b>				<b>\$91,617</b>		
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	7/05/2020	(\$8,855)	Council Design Variation	Reduced number of smart bench seats
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	10/05/2020	\$24,850	Council Design Variation	Square Planter Boxes for Tarwin Street Gathering Space
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	10/05/2020	(\$5,000)	Other	Remove Item 1.9 From Schedule "Contingency sum for the testing of materials and work in accordance with the requirements of Clause 100.10 of the Specification".
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	15/06/2020	\$14,665	Latent Conditions	Profiling and Asphaltting beyond extent of Works on Tarwin Street
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	15/06/2020	\$7,140	Design Omission	Hub of the Valley feature paving - Tarwin Street
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	26/08/2020	(\$14,607)	Council Design Variation	Reduce Item 7.1 "Contingency" due to reductions in seating quantities
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	25/11/2020	(\$1,096)	Council Design Variation	Removal of Bollards from the schedule.
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	27/05/2021	\$9,500	Council Design Variation	Asphalt reinstatement - LCC HQ carpark
<b>LCC-565 Total</b>				<b>\$26,597</b>		
LCC-567	Construction of Morwell to Traralgon Shared Pathway – STAGE 4	Quality Roads Pty Ltd	25/03/2020	\$4,770	Council Design Variation	Additional Drainage
<b>LCC-567 Total</b>				<b>\$4,770</b>		
LCC-568	Drilling and construction of geothermal bores	Drilltec	19/11/2020	(\$4,596)	Council Design Variation	Stainless steel screens
<b>LCC-568 Total</b>				<b>(\$4,596)</b>		
LCC-569	Hydrogeological Engineering Supervision of Geothermal Bore Construction	Rockwater	7/12/2020	\$4,264	Other	Pumping & injection assessment
LCC-569	Hydrogeological Engineering Supervision of Geothermal Bore Construction	Rockwater	11/02/2021	\$5,000	Other Prolongation Costs	Additional consultancy required for licencing
LCC-569	Hydrogeological Engineering Supervision of Geothermal Bore Construction	Rockwater	22/04/2021	\$5,000	Additional Works	Additional consultancy required for geothermal reporting
LCC-569	Hydrogeological Engineering Supervision of Geothermal Bore Construction	Rockwater	24/05/2021	\$17,479	Additional Works	Additional Hydrogeologist support for geothermal reporting to Southern Rural Water
<b>LCC-569 Total</b>				<b>\$31,743</b>		
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	3/02/2020	\$13,025	Latent Conditions	Blinding Concrete
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	3/02/2020	\$2,432	Council Design Variation	Additional Shower
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	24/03/2020	\$7,359	Council Design Variation	Electrical mains from existing pavilion to new pavilion
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	8/04/2020	\$19,586	Council Design Variation	Additional paving , ramps and stairs
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	25/05/2020	\$638	Latent Conditions	Additional stormwater pit to the new paving, and also engaging an external contractor to locate possible existing services within the site while undertaking sewer mains work.
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	25/05/2020	\$3,465	Latent Conditions	Design of DDA ramp
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	27/05/2020	\$5,555	Council Design Variation	Addition concrete path
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	5/06/2020	\$2,939	Council Design Variation	Pads and tactiles

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	10/06/2020	\$5,418	Council Design Variation	Fabricate and install galvanised handrails to the concrete path, stairs and ramp to the North side of the building
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	18/08/2021	\$22,915	Council Design Variation	Repair to court surface - Court 9 and 10
<b>LCC-577 Total</b>				<b>\$83,331</b>		
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	23/01/2020	\$14,391	Design Omission	Installation of sewerage pump pit
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	23/01/2020	\$677	Council Design Variation	CCTV Data Cabinet
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	9/02/2020	\$842	Council Design Variation	Additional taps
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	4/03/2020	\$5,353	Council Design Variation	Salto door furniture - Supply and fit
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	14/04/2020	\$3,232	Design Omission	Extra concreting and scoria rock
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	14/04/2020	\$1,747	Design Omission	Removable Bollards
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	21/04/2020	\$540	Council Design Variation	Drop bolts to doors
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	2/06/2020	\$1,033	Design Omission	Mount and supply fixtures
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	18/06/2020	\$535	Additional Works	Salto door furniture
<b>LCC-579 Total</b>				<b>\$28,349</b>		
LCC-581	Latrobe Creative Precinct Project Management Consultancy	Ontoit Global Pty Ltd	15/05/2020	\$39,000	Additional Works	Additional cost review management
LCC-581	Latrobe Creative Precinct Project Management Consultancy	Ontoit Global Pty Ltd	15/01/2021	\$95,212	Other	Extension of Project Management Services for 2021
LCC-581	Latrobe Creative Precinct Project Management Consultancy	Ontoit Global Pty Ltd	13/05/2022	(\$5,000)	Other	Reduction in Contract Sum for Services Not Required
<b>LCC-581 Total</b>				<b>\$129,212</b>		
LCC-584	Hyland Highway Landfill - Management of Gas Extraction System	McMahon Services	2/03/2020	\$10,212	Additional Works	Supply of temporary flare until the new flare is installed
LCC-584	Hyland Highway Landfill - Management of Gas Extraction System	McMahon Services	22/10/2021	(\$4,850)	Council Design Variation	Software modification completed at change over
<b>LCC-584 Total</b>				<b>\$5,362</b>		
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	7/02/2020	\$1,720	Council Design Variation	Additional Plumbing
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	11/02/2020	\$4,840	Design Omission	Septic tank replacement
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	24/02/2020	\$2,860	Council Design Variation	Ceiling Linings
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	4/03/2020	\$67,359	Council Design Variation	Mains Fire Service
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	15/04/2020	\$761	Council Design Variation	Additional Floor Tiling
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	21/04/2020	\$2,500	Council Design Variation	Epoxy Floor Coving
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	27/04/2020	\$5,000	Council Design Variation	Existing Pavilion Window Renewal
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	5/06/2020	\$2,207	Council Design Variation	Additional Painting and Landscaping
<b>LCC-588 Total</b>				<b>\$87,246</b>		
LCC-590B	Reconstruction of Lafayette Street, Traralgon	MTS Excavations and Drilling	23/01/2020	\$10,000	Latent Conditions	Gas Repairs
LCC-590B	Reconstruction of Lafayette Street, Traralgon	MTS Excavations and Drilling	6/02/2020	\$4,960	Latent Conditions	Gas main proving and removal
LCC-590B	Reconstruction of Lafayette Street, Traralgon	MTS Excavations and Drilling	19/03/2020	\$8,590	Design Omission	Various upgrades to drainage and pram crossings
<b>LCC-590B Total</b>				<b>\$23,550</b>		
LCC-591	Design and Construction of Car Park Monash Reserve Newborough	Ace Earthmoving Pty Ltd	1/03/2020	\$4,440	Latent Conditions	Soft spot Rectification
LCC-591	Design and Construction of Car Park Monash Reserve Newborough	Ace Earthmoving Pty Ltd	12/03/2020	\$6,550	Council Design Variation	Construction of driveway
LCC-591	Design and Construction of Car Park Monash Reserve Newborough	Ace Earthmoving Pty Ltd	12/03/2020	(\$11,250)	Council Design Variation	Temporary Access Road
<b>LCC-591 Total</b>				<b>(\$260)</b>		
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	20/11/2020	\$31,625	Latent Conditions	Import and place 1000m3 of structural clay fill material to replace unsuitable subgrade material
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	26/02/2021	(\$8,985)	Latent Conditions	Reduction of structural clay quantity
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	5/03/2021	\$88,870	Council Design Variation	Install 350lux sports lighting on the northern courts
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	5/03/2021	\$65,906	Council Design Variation	Install cushioned playing surface to northern courts
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	17/03/2021	\$14,229	Council Design Variation	Additional geotextile bridging material to address sub grade issues
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	17/03/2021	(\$11,500)	Council Design Variation	Remove unused items from the pricing schedule
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	21/04/2021	\$8,330	Council Design Variation	Provide dedicated on court lockable switching for flood lights
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	14/05/2021	(\$9,765)	Latent Conditions	Reduce quantity of tree root barrier
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	3/06/2021	\$990	Design Omission	Install double gate for emergency vehicle and maintenance access



Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
<b>LCC-592 Total</b>				\$179,700		
LCC-593A	Reconstruction of Beck Street, Moe and East Street, Yallourn North	Eastern Construction	6/05/2020	\$9,870	Additional Works	Asphalt Works adjacent to Beck Street
<b>LCC-593A Total</b>				\$9,870		
LCC-593B	Reconstruction of East Street, Yallourn North	Fowlers Asphaltting	6/01/2020	\$4,000	Additional Works	Addition of recycled compost material
<b>LCC-593B Totals</b>				\$4,000		
LCC-596A	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Kingbuilt Homes Pty Ltd	27/05/2020	\$3,138	Latent Conditions	Change of scope to path
LCC-596A	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Kingbuilt Homes Pty Ltd	28/05/2020	\$715	Council Design Variation	Change of door furniture
<b>LCC-596A Total</b>				\$3,853		
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	1/04/2020	(\$6,600)	Council Design Variation	Water Tanks
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	1/04/2020	\$990	Council Design Variation	Upgrade storm water pipes
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	27/04/2020	\$3,416	Council Design Variation	Supply ceiling in main store room
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	18/05/2020	\$1,300	Council Design Variation	Supply Storm water pit to legal discharge
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	27/05/2020	\$286	Council Design Variation	Extra general power outlets and data
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	19/06/2020	\$275	Council Design Variation	Supply and install brushes to external sliding door, reducing cover gap
<b>LCC-596B Total</b>				(\$334)		
LCC-597	Dunbar Road Remediation Environmental Consulting Services	ADE Consulting Group	2/10/2020	\$21,000	Other	Clean fill importing and waste disposal
LCC-597	Dunbar Road Remediation Environmental Consulting Services	ADE Consulting Group	29/05/2021	\$6,780	Additional Works	Auditor close out inspection and follow up
LCC-597	Dunbar Road Remediation Environmental Consulting Services	ADE Consulting Group	23/03/2022	\$8,070	Other Prolongation Costs	Additional backfill testing - Dunbar Road
LCC-597	Dunbar Road Remediation Environmental Consulting Services	ADE Consulting Group	21/03/2023	\$4,000	Latent Conditions	Remediation works completed in May 2022
<b>LCC-597 Total</b>				\$39,850		
LCC-599	Hyland Highway Landfill - Construction of Landfill Cap - Cell 3 (Stage 2)	Goldsmith Civil Env	22/07/2020	\$61,797	Other	Total waste excavated and replaced within works area at rate provided at Tender
<b>LCC-599 Total</b>				\$61,797		
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	16/09/2020	\$814	Council Design Variation	First Aid Room Window
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	16/09/2020	\$12,568	Other	Supply and install Joinery
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	16/09/2020	\$5,324	Design Omission	Stormwater Pit
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	16/09/2020	\$4,527	Other	Replace Doors
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	30/09/2020	\$7,827	Latent Conditions	Blinding Concrete
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	5/10/2020	\$2,618	Latent Conditions	Additional Concrete
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	28/10/2020	\$1,584	Council Design Variation	Acoustic Insulation to doors
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	11/11/2020	\$8,498	Other	Door Hardware
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	11/11/2020	\$7,284	Council Design Variation	CCTV Installation
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	13/11/2020	\$34,551	Council Design Variation	Various Works - GPO's and Antenna points, Works to existing building including roofing, render, paint and guttering, install concrete paving to rear of building.
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	17/11/2020	\$5,198	Other	Floor Coverings
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	17/11/2020	(\$715)	Other	Revised Door Hardware
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	20/11/2020	\$8,140	Other	Painting the underside of the concrete stairs and grandstand seating
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	4/12/2020	\$10,197	Council Design Variation	Hand Dryers & Baby Change
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	5/01/2021	\$15,989	Council Design Variation	Additional Floor Tiling & Rubber In Lieu of Painting
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	26/01/2021	\$1,112	Council Design Variation	Relocate Networks Services
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	3/02/2021	\$5,236	Council Design Variation	Turfing

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	26/02/2021	\$5,676	Council Design Variation	Ice Baths
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	3/03/2021	(\$1,908)	Council Design Variation	Alternative Light Fittings
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	5/03/2021	(\$720)	Council Design Variation	Hydroseeding
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	17/03/2021	\$1,753	Council Design Variation	Additional asphaltting works
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	18/03/2021	\$5,808	Latent Conditions	Additional Floor Preparation
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	28/04/2021	\$1,056	Council Design Variation	Flashing to Doorways
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	30/04/2021	\$9,493	Council Design Variation	Flashing to Grandstand
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	20/05/2021	\$1,384	Design Error	Add Salto to change room door
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	2/07/2021	\$1,353	Council Design Variation	Perforated Mesh to Windows
<b>LCC-600 Total</b>				<b>\$154,644</b>		
LCC-605	The Provision of Service of an Environmental Auditor for the Construction of Hyland Highway Landfill Cap - Cell 3 (Stage 2)	GHD	27/10/2020	\$6,600	Other	Construction Auditor altering approved plans.
<b>LCC-605 Total</b>				<b>\$6,600</b>		
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	29/04/2020	\$6,899	Latent Conditions	Concrete Blindings
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	16/06/2020	\$5,610	Design Error	Exhaust Fans
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	17/06/2020	\$682	Design Error	Services Bulkhead
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	16/07/2020	\$1,617	Design Omission	Services Bulkhead
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	16/07/2020	\$283	Council Design Variation	Ceiling Insulation
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	16/07/2020	\$897	Design Error	Widen Air Conditioner Opening
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	12/08/2020	\$1,122	Council Design Variation	External Powerpoint Connection
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	13/08/2020	\$1,232	Other	Alternative Appliances
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	13/08/2020	\$36,861	Council Design Variation	Additional Concrete Works
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	5/10/2020	\$8,270	Council Design Variation	CCTV and Fibre
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	7/10/2020	\$2,915	Council Design Variation	Stormwater Pit Supply and Installation
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	12/11/2020	\$13,167	Council Design Variation	Various Works - Mulch, Drainage, Servery Door, Shelving
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	29/03/2021	\$18,315	Additional Works	Supply and install rubber and tiles in change rooms and umpires change
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	28/04/2021	\$1,826	Council Design Variation	Ventilation to Kitchen
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	27/07/2021	\$5,090	Design Error	Add Structural Columns
<b>LCC-606 Total</b>				<b>\$104,786</b>		
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthwords	20/04/2020	\$25,110	Council Design Variation	Tree Removal to revised design boundaries
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthwords	11/05/2020	\$34,953	Design Omission	New swale drain and 3 additional rock drains
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthwords	16/06/2020	\$29,525	Design Omission	Additional Leachate Collection Drain.
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthwords	3/08/2020	\$14,479	Latent Conditions	Additional Landfill quantity, due to excessive volume
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthwords	25/11/2020	\$47,191	Latent Conditions	Additional Works required to address erosion
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthwords	30/11/2020	\$23,000	Council Design Variation	Install sterile rye crop until planting of native vegetation in winter to prevent erosion on landfill cap.
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthwords	5/01/2021	\$138,713	Other	Seepage restriction from stafe 1, into stage 2.
<b>LCC-608 Total</b>				<b>\$312,971</b>		
LCC-609	Design & Construct - Traralgon Sports Stadium Roof & Wall Replacement	McCulloch Plumbing	21/04/2020	\$24,600	Council Design Variation	Re-cladding east wall
LCC-609	Design & Construct - Traralgon Sports Stadium Roof & Wall Replacement	McCulloch Plumbing	6/05/2020	\$43,600	Council Design Variation	Supply and install Wall Ventilation
<b>LCC-609 Total</b>				<b>\$68,200</b>		
LCC-613	Reconstruction of Retaining Wall at Bridges Avenue, Traralgon	Ace Earthmoving Pty Ltd	19/05/2020	\$11,651	Council Design Variation	Addition of Fencing
<b>LCC-613 Total</b>				<b>\$11,651</b>		
LCC-617	CORRIGAN RESERVE, NEWBOROUGH – AMENITIES REFURBISHMENT	BDB Builders Pty Ltd	24/02/2020	\$3,572	Council Design Variation	Upgrade to referee's room
LCC-617	CORRIGAN RESERVE, NEWBOROUGH – AMENITIES REFURBISHMENT	BDB Builders Pty Ltd	8/04/2020	\$3,106	Council Design Variation	Drainage work
LCC-617	CORRIGAN RESERVE, NEWBOROUGH – AMENITIES REFURBISHMENT	BDB Builders Pty Ltd	24/04/2020	\$400	Council Design Variation	Paint floor in new change room
LCC-617	CORRIGAN RESERVE, NEWBOROUGH – AMENITIES REFURBISHMENT	BDB Builders Pty Ltd	24/04/2023	\$2,880	Council Design Variation	Concrete path from Referee room.
<b>LCC-617 Total</b>				<b>\$9,958</b>		
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	22/05/2020	\$6,408	Latent Conditions	Asbestos removal and disposal of kitchen
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	11/06/2020	(\$1,001)	Council Design Variation	Bi-fold Door
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	28/07/2020	\$207,691	Latent Conditions	Additional Structural and Remediation Works
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	20/08/2020	\$4,802	Additional Works	Additional asbestos removal, kitchen wall & packing sand
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	8/09/2020	\$4,620	Latent Conditions	Concrete slab - amenities
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	16/09/2020	\$3,421	Design Omission	Additional framing

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	12/10/2020	\$2,200	Design Omission	Female amenities - Mechanical ventilation
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	15/10/2020	(\$2,000)	Council Design Variation	Roller shutter
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	15/10/2020	\$9,625	Latent Conditions	Additional concreting
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	26/11/2020	\$1,144	Design Omission	Miscellaneous changes
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	1/12/2020	\$3,900	Latent Conditions	Moisture barrier for concrete slab
<b>LCC-619 Total</b>				<b>\$240,809</b>		
LCC-620	Construction and Sealing of Shoulders at Flynn's Creek Road	Sure Construction	27/03/2020	\$103,200	Other	Extension of shoulder reconstruction works
LCC-620	Construction and Sealing of Shoulders at Flynn's Creek Road	Sure Construction	10/06/2020	\$32,005	Latent Conditions	Re-stabilisation of Eastern Shoulder
<b>LCC-620 Total</b>				<b>\$135,205</b>		
LCC-621	Landfill Biogas Renewable Energy Project	Bio Gas	11/11/2021	\$45,007	Council Design Variation	Increase Capacity of the Switchboard for Future Expansion
LCC-621	Landfill Biogas Renewable Energy Project	Bio Gas	30/12/2021	\$108,448	Latent Conditions	Unforeseen Installation Requirements
<b>LCC-621 Total</b>				<b>\$153,455</b>		
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	16/03/2020	\$6,372	Council Design Variation	Additional Stabilisation of Existing Pavement
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	11/05/2020	\$11,248	Latent Conditions	Additional Drainage
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	26/05/2020	(\$791)	Council Design Variation	Stabilisation Product Change
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	26/05/2020	\$2,898	Council Design Variation	Sealing Product and Length Changes
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	26/05/2020	(\$3,370)	Council Design Variation	Change in Asphalt Mix
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	28/05/2020	\$755	Latent Conditions	Modification to Drainage Pit 4
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	16/06/2020	\$2,731	Council Design Variation	Driveway Protection Strips
<b>LCC-624 Total</b>				<b>\$19,843</b>		
LCC-625	Gippsland Regional Aquatic Centre - Geothermal Implementation	Laser Plumbing	27/07/2020	\$1,800	Design Omission	Additional electrical conduit trenching
LCC-625	Gippsland Regional Aquatic Centre - Geothermal Implementation	Laser Plumbing	19/08/2020	\$5,976	Council Design Variation	Relocation of Geothermal VSD and Transformer. Including extra cables.
LCC-625	Gippsland Regional Aquatic Centre - Geothermal Implementation	Laser Plumbing	26/09/2020	\$4,232	Council Design Variation	Additional Cable
<b>LCC-625 Total</b>				<b>\$12,008</b>		
LCC-626-2	Geotechnical & Concept Design - Land Slip Remediation in Budgeree & Grand Ridge	SMEC Australia Pty Ltd	11/08/2020	\$2,000	Council Design Variation	Load Limit Analysis
<b>LCC-626-2 Total</b>				<b>\$2,000</b>		
LCC-628	Reconstruction of Kerb Channel at Buna Street and Gona Street, Morwell	MTS Excavations and Drilling	7/08/2020	\$1,136	Latent Conditions	Crack sealing between new and existing pavement edge
<b>LCC-628 Total</b>				<b>\$1,136</b>		
LCC-629	Construction of the Latrobe City Animal Pound Extension - Morwell	Rebuild Gippsland Pty Ltd	20/05/2020	\$7,800	Council Design Variation	Installation of Air-conditioner
<b>LCC-629 Total</b>				<b>\$7,800</b>		
LCC-631	Sealing of Black Tank Road and Railway Avenue at Glengarry	Ace Earthmoving Pty Ltd	26/04/2020	\$56,200	Council Design Variation	Addition of Cuvlerts and Table Drain Works
<b>LCC-631 Total</b>				<b>\$56,200</b>		
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	14/07/2020	\$5,505	Council Design Variation	Review stage 2 draft subdivision layout
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	8/09/2020	\$62,537	Council Design Variation	Additional Stage 2 Planning Application with Stage 1
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	7/06/2021	\$80,820	Council Design Variation	Regional Roads Victoria alterations to plan on Enterprise Drive
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	23/05/2022	\$207,926	Council Design Variation	Detailed Design for future works on the road.
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	13/12/2022	\$89,450	Other Prolongation Costs	Wastewater Design Amendments - Stage 1A
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	29/06/2023	\$89,250	Council Design Variation	Construction phase services (including reporting, sign off and contract management)
<b>LCC-634 Total</b>				<b>\$535,488</b>		
LCC-639	Reconstruction of Downies Lane Bridge, Traralgon South	Hourigan & Walsh Pty Ltd	2/07/2021	\$37,463	Latent Conditions	Change of pile type
<b>LCC-639 Total</b>				<b>\$37,463</b>		
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	11/08/2020	(\$7,557)	Council Design Variation	Ceiling Tiles
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	16/09/2020	\$6,639	Design Error	Ramp Works
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	16/09/2020	\$391	Other	Door to services void
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	16/09/2020	\$136	Council Design Variation	Additional general power outlets
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	21/10/2020	\$3,105	Design Error	Front Ramp Changes
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	12/11/2020	\$6,060	Council Design Variation	Install Swipe Card Access to Automatic Door
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	2/02/2021	\$11,813	Council Design Variation	Zip Water Units & Cupboard Lock
<b>LCC-642 Total</b>				<b>\$20,587</b>		

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	11/11/2020	\$1,350	Council Design Variation	Convert Side Entry Pit to Modified Grated Pit
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	30/11/2020	\$1,650	Council Design Variation	Modification of 3 Existing Side Entry Pits
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	25/03/2021	\$15,420	Council Design Variation	Change Gilmour Street car park from asphalt overlay to concrete
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	3/05/2021	\$3,026	Design Omission	Replace existing car park traffic islands with concrete pavement
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	6/05/2021	\$31,255	Latent Conditions	Treatment of unsuitable material below subgrade
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	12/05/2021	\$4,772	Council Design Variation	Install 3 garden beds in car park area
<b>LCC-648 Total</b>				<b>\$57,473</b>		
LCC-657-2	Reconstruction East Street Yallourn Nth Stg 2 & Prince Street Moe – Kerb & Channel	MTS Excavations and Drilling	5/05/2021	(\$11,462)	Other	Remove unused items from the schedule
<b>LCC-657-2 Total</b>				<b>(\$11,462)</b>		
LCC-658-1	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	MTS Excavations and Drilling	15/01/2021	(\$766)	Design Omission	Additional concreting and pavement works
LCC-658-1	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	MTS Excavations and Drilling	5/05/2021	(\$14,711)	Council Design Variation	Remove unused items from the schedule
LCC-658-1	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	MTS Excavations and Drilling	17/02/2022	\$5,700	Design Error	Reinstall driveway at 10 Well Street
LCC-658-1	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	MTS Excavations and Drilling	4/04/2022	\$4,700	Design Error	Replace non compliant driveway
<b>LCC-658-1 Total</b>				<b>(\$5,077)</b>		
LCC-658-2	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	Ace Earthmoving Pty Ltd	5/05/2021	(\$20,400)	Council Design Variation	Remove unused items from the schedule
<b>LCC-658-2 Total</b>				<b>(\$20,400)</b>		
LCC-660	Supply and Delivery of Daily Tarpaulin Cover System for Hyland Highway Landfill	Tarpomatic Australia	10/12/2020	\$6,250	Additional Works	Additional Tarp
<b>LCC-660 Total</b>				<b>\$6,250</b>		
LCC-662	Design and Construct Sports Lighting - Olympic Park Moe & Harold Preston Traralgon	Contracting Kings	23/12/2020	\$2,185	Latent Conditions	Extra concrete footing removal - Moe Olympic Training Pitch
LCC-662	Design and Construct Sports Lighting - Olympic Park Moe & Harold Preston Traralgon	Contracting Kings	30/03/2021	\$854	Design Omission	Parrawebbing barriers for lighting works
LCC-662	Design and Construct Sports Lighting - Olympic Park Moe & Harold Preston Traralgon	Contracting Kings	13/04/2021	\$1,550	Council Design Variation	Extra protection measures - Athletics pitch
LCC-662	Design and Construct Sports Lighting - Olympic Park Moe & Harold Preston Traralgon	Contracting Kings	15/04/2021	\$4,494	Council Design Variation	Removable padding for lighting Infrastructure - HP Reserve
<b>LCC-662 Total</b>				<b>\$9,083</b>		
LCC-664	Construction of Flynn Community Hall	Langden Constructions	18/11/2020	\$8,305	Council Design Variation	Double Glazing
LCC-664	Construction of Flynn Community Hall	Langden Constructions	18/11/2020	\$16,541	Latent Conditions	Concrete Blinding
LCC-664	Construction of Flynn Community Hall	Langden Constructions	2/02/2021	\$1,040	Council Design Variation	Additional general power outlets
LCC-664	Construction of Flynn Community Hall	Langden Constructions	3/02/2021	(\$719)	Council Design Variation	Upgrade to powered roller shutter
LCC-664	Construction of Flynn Community Hall	Langden Constructions	9/02/2021	(\$1,854)	Design Error	Alternative Light Fittings
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/02/2021	\$2,706	Design Omission	Electrical Works
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/02/2021	(\$4,230)	Council Design Variation	Alternative Light Fittings
LCC-664	Construction of Flynn Community Hall	Langden Constructions	1/03/2021	\$2,893	Council Design Variation	Kingspan Panel Colour change
LCC-664	Construction of Flynn Community Hall	Langden Constructions	17/03/2021	\$385	Council Design Variation	Additional Lighting - kitchen
LCC-664	Construction of Flynn Community Hall	Langden Constructions	22/03/2021	\$4,730	Council Design Variation	Additional water tank
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/03/2021	\$4,150	Design Omission	Concrete slab under water tanks
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/03/2021	\$3,757	Design Omission	Bollards to water tanks
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/03/2021	\$5,830	Other	Demolition - Salvageable items
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/03/2021	\$6,424	Council Design Variation	Fence to playground
LCC-664	Construction of Flynn Community Hall	Langden Constructions	20/04/2021	\$2,663	Council Design Variation	Canopy Frames to external canopies to doors D3 & D4
LCC-664	Construction of Flynn Community Hall	Langden Constructions	30/04/2021	\$1,555	Design Omission	Additional concrete paving
LCC-664	Construction of Flynn Community Hall	Langden Constructions	6/05/2021	\$660	Additional Works	Install MDF for Honour Boards
LCC-664	Construction of Flynn Community Hall	Langden Constructions	10/05/2021	\$5,885	Council Design Variation	Concrete Path East Side of Badminton Hall
LCC-664	Construction of Flynn Community Hall	Langden Constructions	9/06/2021	\$3,018	Latent Conditions	Carpark soft spots and additional crushed rock
LCC-664	Construction of Flynn Community Hall	Langden Constructions	19/10/2021	\$810	Additional Works	Additional Concrete Paving

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-664	Construction of Flynn Community Hall	Langden Constructions	7/12/2021	\$131	Council Design Variation	Hot water system & septic cages, cleaners cupboard storage
LCC-664	Construction of Flynn Community Hall	Langden Constructions	21/03/2022	(\$131)	Council Design Variation	Credit for an overcharge on septic tanks
<b>LCC-664 Total</b>				<b>\$64,549</b>		
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	9/02/2021	\$2,585	Latent Conditions	Additional Asphalt Removal & Disposal
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	17/03/2021	\$1,012	Council Design Variation	Conduit for future lighting projects
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	24/03/2021	\$858	Council Design Variation	Additional Court Line Marking
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	31/03/2021	\$604	Council Design Variation	Fencing amendments
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	25/05/2021	\$2,969	Council Design Variation	Oncost of re stocking Fee - Acrylic Paint, due to council changing required paint.
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	14/10/2021	\$3,726	Design Omission	Alternative Acrylic tennis court coating
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	14/10/2021	\$3,370	Council Design Variation	Remove and Replace existing Drain and concrete path
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	18/10/2021	\$337	Other	Incorrect price on previous variation. 10% needing to be added
<b>LCC-666 Total</b>				<b>\$15,460</b>		
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	22/02/2021	\$424	Council Design Variation	Perforated Screens
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	22/02/2021	\$10,747	Council Design Variation	Sewer Extension
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	23/02/2021	\$3,542	Council Design Variation	Water Supply Extension
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	23/02/2021	\$1,529	Council Design Variation	Extension of Stormwater
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	30/04/2021	\$5,606	Council Design Variation	Footpath Extension
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	30/04/2021	\$4,802	Council Design Variation	Perforated Aluminium Gates
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	5/05/2021	\$1,230	Design Omission	Drinking Fountain
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	5/05/2021	\$371	Design Error	Spouting and downpipe changes
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	5/05/2021	(\$720)	Other	Engineer to supply revised drawings and a certificate for the change to the column locations by Furlan Constructions
<b>LCC-667 Total</b>				<b>\$27,533</b>		
LCC-671	Design and Construct Football Oval Sports Lighting at Ronald Reserve, Morwell	Contracting Kings	10/02/2021	\$2,534	Additional Works	Additional works to install extra large footings
<b>LCC-671 Total</b>				<b>\$2,534</b>		
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	16/03/2021	\$1,309	Latent Conditions	Asbestos Removal
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	16/03/2021	\$13,862	Latent Conditions	Structural Steel & Footing Rectifications
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	13/04/2021	\$3,432	Design Omission	Remove redundant air conditioner units & roof repair
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	5/05/2021	\$2,195	Council Design Variation	New Alarm System - West Emergency Exit Doors
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	6/05/2021	\$842	Council Design Variation	Supply of 3 x Floor mounted door openers / closers
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	11/05/2021	\$5,874	Council Design Variation	External Doors & Door Frames
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	27/07/2021	\$3,640	Council Design Variation	Rainheads & Stormwater Investigation Works
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	27/07/2021	\$3,382	Council Design Variation	Additional Court Wall Rendering

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	30/08/2021	\$17,713	Latent Conditions	Squash Court Levelling Works
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	7/09/2021	\$1,430	Council Design Variation	Lower Corridor Wall Painting
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	8/09/2021	\$6,776	Council Design Variation	External Masonry Wall Sealer
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	30/09/2021	\$7,238	Latent Conditions	External Concrete Paving Works
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	1/10/2021	\$1,452	Latent Conditions	Additional Blockwork Repairs
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	1/10/2021	\$462	Council Design Variation	Carpet Repairs to Doorways of Squash Courts
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	7/03/2022	\$157,424	Council Design Variation	Additional Structural Works to Adjoining Plantroom
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	1/11/2022	\$6,537	Latent Conditions	Additional Plumbing & Cleaners Room Works
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	27/11/2022	\$6,489	Latent Conditions	Sewer Alterations & Repairs
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	25/07/2023	\$6,435	Latent Conditions	Additional Concrete Works to Plantroom
<b>LCC-672 Total</b>				<b>\$246,492</b>		
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	29/04/2021	(\$16,525)	Council Design Variation	Layout changes at Kirk Street
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	30/04/2021	\$2,500	Other	Remove and reinstate existing signage
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	4/06/2021	\$33,600	Council Design Variation	Variations at Albert Street and Moore Street
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	4/06/2021	\$5,800	Latent Conditions	Additional works at Skeltons Lane raised safety platform
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	4/06/2021	\$1,850	Council Design Variation	Additional signage and kerb works at Kirk Street kerb outstands
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	29/06/2021	\$9,375	Council Design Variation	Additional drainage, signage and Tactile Ground Surface Indicator costs at Albert Street crossing
<b>LCC-675 Total</b>				<b>\$36,600</b>		
LCC-676	Reconstruction of a Major Culvert at Scrubby Lane, Traralgon	Ace Earthmoving Pty Ltd	7/04/2021	\$6,279	Design Omission	Upgrade and extend guard rail to provide protection from large tree
LCC-676	Reconstruction of a Major Culvert at Scrubby Lane, Traralgon	Ace Earthmoving Pty Ltd	15/06/2021	(\$16,143)	Latent Conditions	Variation to profile and asphalt road pavement
<b>LCC-676 Total</b>				<b>(\$9,864)</b>		
LCC-678	Traralgon CBD Traffic Calming Works	Fowlers Asphaltting	20/05/2021	\$17,340	Design Error	Drainage, layout changes to avoid tree root, nightworks at Church St.
LCC-678	Traralgon CBD Traffic Calming Works	Fowlers Asphaltting	20/05/2021	\$9,057	Design Error	Drainage, Signage and nightworks at Franklin Street raised safety platform
LCC-678	Traralgon CBD Traffic Calming Works	Fowlers Asphaltting	15/10/2021	\$1,000	Council Design Variation	Signage and pavement marking per practical completion walkthrough
<b>LCC-678 Total</b>				<b>\$27,396</b>		
LCC-679	Design and Construct - Football Oval Sports Lighting Old Trafford Reserve, Traralgon	Contracting Kings	4/02/2021	\$11,256	Latent Conditions	Upgrade and Replacement of Additional Existing Power Infrastructure
LCC-679	Design and Construct - Football Oval Sports Lighting Old Trafford Reserve, Traralgon	Contracting Kings	17/02/2021	\$5,838	Council Design Variation	Upgrade to New Poles
LCC-679	Design and Construct - Football Oval Sports Lighting Old Trafford Reserve, Traralgon	Contracting Kings	28/05/2021	\$4,957	Council Design Variation	Additional Works for 3 Phase Power and Outlets

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
<b>LCC-679 Total</b>				\$22,051		
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	24/02/2021	(\$35,876)	Additional Works	Remove works at intersection of Collins Street and Princes Drive
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	9/04/2021	\$1,481	Design Error	Layout changes at Hoyle Street and Princes Drive
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	9/04/2021	\$3,687	Design Omission	Layout changes at Buckley Street near Hoyle Street
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	9/04/2021	\$11,860	Council Design Variation	Remove heel safe drain, add drainage at Buckley / Hoyle
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	9/04/2021	\$4,275	Other	Error in tendered Contractor Response Schedules Price sections 4.1(a), 4.1(b) & 4.1(c).
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	14/05/2021	\$8,880	Design Error	Layout changes, remove heel safe drain and add drainage infrastructure at Buckley Street near Collins Street
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	17/05/2021	\$4,050	Design Error	Additional signage at each raised safety platform on Buckley St
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	25/05/2021	\$350	Design Omission	Grinder removal of 3 x thermoplastic statcon blocks at Hoyle Street near Princes Drive
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	8/06/2021	(\$6,762)	Design Error	Church Street Buckley Street intersection revised attachment C drawings
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	4/10/2021	\$4,550	Council Design Variation	Signage, crack sealing and concrete infill per PC walkthrough
<b>LCC-680 Total</b>				(\$3,504)		
LCC-681	Latrobe City Council - Safe Roof Access	Australian Height Safety Services P/L	14/04/2021	\$1,639	Design Omission	Morwell Leisure Centre - Additional Equipment Required
LCC-681	Latrobe City Council - Safe Roof Access	Australian Height Safety Services P/L	7/05/2021	\$10,189	Council Design Variation	Additional Sites & Variations to Contract Designs
LCC-681	Latrobe City Council - Safe Roof Access	Australian Height Safety Services P/L	14/05/2021	\$17,392	Council Design Variation	Additional sites Traralgon West Sports Complex & Morwell Library
LCC-681	Latrobe City Council - Safe Roof Access	Australian Height Safety Services P/L	25/06/2021	\$5,849	Design Omission	Additional Works - Various Sites
<b>LCC-681 Total</b>				\$35,069		
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	3/05/2021	\$7,095	Council Design Variation	Relocation of Solar Inverters
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	10/05/2021	\$2,485	Latent Conditions	Emergency Repair to Fire Service
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	30/06/2021	\$1,793	Design Error	Supply & Install hot water system to Kitchen
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	30/06/2021	\$1,430	Latent Conditions	Capping of Redundant Fire Service
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	19/07/2021	\$9,312	Council Design Variation	Additional Concrete Paving & Stormwater Pit Works
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	21/07/2021	\$2,050	Design Omission	Additional Structural Steel to Roller Door
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	29/07/2021	\$7,034	Latent Conditions	Fire Service Rectification
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	2/09/2021	\$1,350	Other	Zip Unit
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	16/09/2021	\$1,199	Design Omission	Exit Emergency Test Kit
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	30/09/2021	\$2,596	Council Design Variation	Shelving to Storeroom Cupboards
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	19/10/2021	\$314	Council Design Variation	Window Tint
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	19/10/2021	\$1,606	Council Design Variation	Alternative Timber Sports Floor Finish
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	19/10/2021	\$2,761	Design Omission	New Handrails
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	28/10/2021	\$1,644	Council Design Variation	Safe Roof Access
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	28/10/2021	\$557	Design Error	Defibrillator Cabinet
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	2/11/2021	\$17,567	Council Design Variation	New Retaining Wall
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	23/11/2021	\$2,471	Council Design Variation	Additional Data Works
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	4/12/2021	\$1,929	Latent Conditions	Safe Roof Access Equipment Modifications
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	20/12/2021	\$735	Latent Conditions	Divert Electrical Conduit & Cable
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	20/12/2021	\$2,530	Council Design Variation	Chain Mesh Fencing
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	6/04/2022	\$1,309	Design Error	Longer Barrel Bolts to Cupboard Doors
<b>LCC-684 Total</b>				\$69,765		
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	25/05/2021	(\$832)	Latent Conditions	Changes to layout of drainage and reinstatement of irrigation lines
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	10/06/2021	\$32,219	Other	Error in Contractor Response Schedule Price - resulting in added costs
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	1/07/2021	(\$1,600)	Council Design Variation	Revised Signage Plan

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	5/10/2021	\$3,740	Council Design Variation	Additional signage, avement arking and Tactile Ground Surface Indicators per practical completion walkthrough
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	8/06/2023	\$9,560	Council Design Variation	Electrical infrastructure layout changes and delete distribution box
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	14/07/2023	\$33,998	Council Design Variation	Additional traffic management for temporary school crossing
<b>LCC-688 Total</b>				<b>\$77,085</b>		
LCC-703	Reconstruction of Enterprise Drive and Tramway Road, Morwell	Fowlers Asphaltting	20/11/2022	\$271,349	Design Omission	Additional drainage works and additional asphalt sub-base pavement layer
LCC-703	Reconstruction of Enterprise Drive and Tramway Road, Morwell	Fowlers Asphaltting	11/04/2023	\$9,258	Council Design Variation	Extra drainage and signage works
<b>LCC-703 Total</b>				<b>\$280,607</b>		
LCC-704	Toners Lane, Morwell - Reticulated Water Extension	Laser Plumbing	16/07/2021	\$31,879	Prolongation cost due to weather	Variation to detailed construction works due to the saturated site conditions
LCC-704	Toners Lane, Morwell - Reticulated Water Extension	Laser Plumbing	20/09/2021	(\$5,225)	Latent Conditions	Change in tie-in location
LCC-704	Toners Lane, Morwell - Reticulated Water Extension	Laser Plumbing	1/10/2021	\$7,442	Latent Conditions	Additional hydro excavation and DN180mm Polyethylene fittings and welding
LCC-704	Toners Lane, Morwell - Reticulated Water Extension	Laser Plumbing	2/11/2021	\$1,766	Council Design Variation	Polyethylene welding of DN180mm - 40 linear metre of redundant pipe
<b>LCC-704 Total</b>				<b>\$35,863</b>		
LCC-705	Latrobe Leisure Morwell - Pool deck and surrounding wet areas re-tiling	AWS Services VIC Pty Ltd	13/08/2021	\$30,030	Council Design Variation	Supply of additional tiles and repair works
<b>LCC-705 Total</b>				<b>\$30,030</b>		
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	17/08/2021	\$6,695	Council Design Variation	Main Hall Timber Flooring
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	17/08/2021	\$4,471	Design Omission	Emergency lighting and exit signs
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	19/08/2021	\$2,359	Design Omission	Kitchen Zip boiling hot water unit
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	19/08/2021	\$1,470	Design Omission	Male Toilet Wall Plaster
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	19/08/2021	\$2,113	Design Omission	Cloak Room Bearer and joist repairs
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	7/09/2021	\$1,772	Latent Conditions	Kitchen Floor Leveling
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	16/09/2021	\$7,881	Council Design Variation	Glengarry Hall Sewer Connection
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	30/09/2021	(\$813)	Council Design Variation	Solar Light
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	30/09/2021	\$5,553	Latent Conditions	Removal of subfloor dirt under floor
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	30/09/2021	\$2,990	Latent Conditions	Joist Preparation
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	28/10/2021	\$1,810	Latent Conditions	Roof repairs
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	3/11/2021	\$3,148	Latent Conditions	Stormwater replacement
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	23/11/2021	\$1,980	Design Omission	Exit Door Landing
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	6/12/2021	\$533	Design Omission	Extra Toilet Signs
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	25/02/2022	\$1,030	Design Omission	Toilet Partitioning Strengthening
<b>LCC-706 Total</b>				<b>\$42,992</b>		
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	16/09/2021	\$19,790	Latent Conditions	Soft spot removal on Access Road
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	16/09/2021	\$5,262	Council Design Variation	Placement of Geosynthetic Clay Liners for Access Road Sub-grade
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	15/10/2021	\$3,821	Design Omission	Fill a Hole on Batter
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	15/10/2021	\$856	Design Omission	Installation of a drainage pipe across access Road
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	28/10/2021	\$68,203	Latent Conditions	Sub-grade dewatering system
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	22/03/2022	\$2,488	Latent Conditions	Repair damaged Liner in Cell 5
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	14/11/2022	\$25,253	Latent Conditions	Revision to Access Road Design
<b>LCC-707 Total</b>				<b>\$125,673</b>		
LCC-708	Gippsland Sports & Entertainment Park - Design & Construct Sports Lighting Project	Contracting Kings	30/06/2021	\$4,886	Council Design Variation	Provisions for Future Lights & Power Outlets
LCC-708	Gippsland Sports & Entertainment Park - Design & Construct Sports Lighting Project	Contracting Kings	30/06/2021	\$3,180	Latent Conditions	Additional Concrete for Light Pole Footings
<b>LCC-708 Total</b>				<b>\$8,066</b>		
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	5/10/2021	\$2,300	Council Design Variation	Remove additional trees
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	29/10/2021	\$26,317	Council Design Variation	Colour pattern pave concrete for median strip
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	29/10/2021	\$3,250	Council Design Variation	Repair failed road pavement
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	30/11/2021	\$42,048	Council Design Variation	Reconstruction of Franklin Street raised safety platform and construction of a children's crossing



Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	4/12/2021	\$130,187	Council Design Variation	Breed Street Children's Crossing Safety Upgrade (Raised Safety Platforms and kerb outstands)
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	16/12/2021	\$515	Council Design Variation	Corflute signs for Breed Street and Franklin Street
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	10/02/2022	\$3,108	Council Design Variation	Reconstruct failed concrete footpath
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	16/02/2022	(\$729)	Council Design Variation	Subtract M1 kerb from Breed St Raised Safety Platforms
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	16/02/2022	\$6,920	Design Omission	Additional TGSIs at Franklin St Raised Safety Platforms
<b>LCC-716 Total</b>				<b>\$213,915</b>		
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	17/12/2021	\$602	Council Design Variation	Alternative Saltos
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	11/02/2022	\$44,596	Council Design Variation	Demolition of existing changerooms
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	16/02/2022	\$546	Design Omission	Alternative Skirting
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	16/03/2022	\$9,559	Design Omission	Incoming Water Supply
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	26/04/2022	\$57,828	Council Design Variation	Additional External Works
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	9/05/2022	(\$2,926)	Council Design Variation	Stormwater Pit
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	30/06/2022	\$8,228	Latent Conditions	Additional Asbestos Removal and Waste Disposal
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	3/07/2022	\$1,375	Design Omission	Relocate Gas bottles
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	20/07/2022	\$1,496	Council Design Variation	Place and spread mulch
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	20/07/2022	\$1,540	Design Omission	Outdoor taps
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	26/07/2022	\$2,277	Council Design Variation	Ramp amendments
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	6/08/2022	\$4,967	Design Omission	Cages & Bollards for gas bottles
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	20/11/2022	(\$4,065)	Design Omission	Various - Design Pipe, Taps, Prov Sum
<b>LCC-724 Total</b>				<b>\$126,023</b>		
LCC-729	Construction of At-Grade Car Park - George Street Moe	Ace Earthmoving Pty Ltd	2/09/2022	\$7,050	Design Omission	Construct Retaining Wall
LCC-729	Construction of At-Grade Car Park - George Street Moe	Ace Earthmoving Pty Ltd	13/09/2022	\$29,807	Design Omission	Additional Stormwater Pits and Pipe
<b>LCC-729 Total</b>				<b>\$36,857</b>		
LCC-731	Construction of At-Grade Car Park - Princess Drive, Morwell	Meluca Group	3/07/2023	\$18,894	Latent Conditions	Rock and Fabric Bridging Soft Spot
LCC-731	Construction of At-Grade Car Park - Princess Drive, Morwell	Meluca Group	4/09/2023	\$11,133	Council Design Variation	Ramp Handrailing and Kicker
<b>LCC-731 Total</b>				<b>\$30,028</b>		
LCC-737	Provision of Detailed Design for refurbishment works at Kernot Hall, Morwell	Resonate Acoustins	19/04/2023	\$5,800	Design Omission	Kernot Hall Acoustic Consultancy
LCC-737	Provision of Detailed Design for refurbishment works at Kernot Hall, Morwell	Antarchtica Architects	19/04/2023	\$2,850	Design Omission	Geotechnical Testing
LCC-737	Provision of Detailed Design for refurbishment works at Kernot Hall, Morwell	Antarchtica Architects	19/04/2023	\$640	Other	Old Kernot Hall As-Built Drawings.
<b>LCC-737 Total</b>				<b>\$9,290</b>		
LCC-738	Construction and Sealing of Shoulders at Flynn's Creek Road	Sure Construction	12/08/2022	\$1,025	Design Omission	Extra drainage works
<b>LCC-738 Total</b>				<b>\$1,025</b>		
LCC-752	Gippsland Logistics Precint Stage 1A	Smolenaars Plumbing Pty Ltd	19/07/2023	\$430,803	Design Omission	Revised lump sum price - Due to Gippsland Water Changing designs
<b>LCC-752 Total</b>				<b>\$430,803</b>		
LCC-753	Gippsland Logistics Precint Stage 1A	Smolenaars Plumbing Pty Ltd	23/06/2023	\$71,455	Design Omission	Access track from Enterprise Drive
LCC-753	Gippsland Logistics Precint Stage 1A	Smolenaars Plumbing Pty Ltd	19/07/2023	\$304,814	Design Omission	Revised lump sum price - Due to Gippsland Water Changing designs
<b>LCC-753 Total</b>				<b>\$376,269</b>		
LCC-755	Intersection upgrade at Haunted Hills Road and Bill Schultz Drive, Newborough	Fowlers Asphaltting	2/11/2022	\$5,000	Latent Conditions	Trimming of Tree at Haunted Hills
<b>LCC-755 Total</b>				<b>\$5,000</b>		
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	8/05/2023	\$21,131	Latent Conditions	Lean-to Area Revised Floor Slab & Blinding Concrete
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	8/05/2023	\$985	Council Design Variation	Building Compliance Steelwork Revisions
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	8/05/2023	\$23,718	Latent Conditions	Replacement of Existing Structure Steel Lean-to Area
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	8/05/2023	\$10,511	Council Design Variation	DDA Accessible Ramp
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	28/06/2023	\$52,171	Design Omission	Electrical Group Metering
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	29/06/2023	\$84,356	Design Omission	Grease Interceptor/ Sewer Pump Station/ Connection to Sewer Main
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	3/08/2023	\$12,436	Design Omission	Deck Structural Concrete Slab & Supports
<b>LCC-759 Total</b>				<b>\$205,306</b>		
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	25/11/2022	\$10,573	Design Omission	Additional Works for Roofing Connections
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	30/11/2022	(\$4,692)	Council Design Variation	Emergency Lighting
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	30/11/2022	\$18,700	Latent Conditions	Underpinning and Gate alterations

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	3/04/2023	\$2,592	Other	Extended Hire of Site Amenities
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	27/06/2023	(\$10,573)	Council Design Variation	Roofing Connections
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	27/06/2023	(\$18,326)	Latent Conditions	Underpinning & gate alterations
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	27/06/2023	\$396	Other	Scaffold Hire
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	28/06/2023	\$2,638	Other	Plumbing investigation works
<b>LCC-761 Total</b>				<b>\$1,308</b>		
LCC-767	Moe Revitalisation Project - Stage 2	MultiPro Civil	21/03/2023	\$9,200	Council Design Variation	CTV Connection to the Service Centre from the Skate Park
LCC-767	Moe Revitalisation Project - Stage 2	MultiPro Civil	21/04/2023	\$41,374	Design Omission	Install new bus shelter plus realignment of concrete wall
LCC-767	Moe Revitalisation Project - Stage 2	MultiPro Civil	18/05/2023	\$29,540	Latent Conditions	Irrigation over VicTrack Easement
LCC-767	Moe Revitalisation Project - Stage 2	MultiPro Civil	18/05/2023	\$23,950	Latent Conditions	Electrical Cabinet
LCC-767	Moe Revitalisation Project - Stage 2	MultiPro Civil	17/07/2023	\$1,150	Council Design Variation	Light in Taxi Shelter
<b>LCC-767 Total</b>				<b>\$105,214</b>		
LCC-768	Kernot Hall Refurbishment - Stage 1	LV Shopfitters	21/03/2023	\$9,812	Window Tinting	Window Tinting
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	11/05/2023	\$2,602	Latent Conditions	Additional Steel Column
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	11/05/2023	\$2,288	Latent Conditions	Kitchen Door 37
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	12/05/2023	\$2,680	Council Design Variation	Kernot Hall Paint Foyer Bricks
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	18/05/2023	\$16,126	Latent Conditions	Fire Detectors
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	18/05/2023	\$40,683	Latent Conditions	Mechanical Controls Upgrade
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	19/05/2023	\$5,390	Latent Conditions	Water pipe upgrade
LCC-768	Kernot Hall Refurbishment - Stage 1	JO Miller	7/06/2023	\$31,630	Council Design Variation	Mechanical Switchboard Upgrades
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	8/06/2023	\$7,700	Latent Conditions	Brick Parapet Repairs
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	11/06/2023	(\$26,052)	Council Design Variation	Value Manage Lighting Package
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	17/07/2023	\$1,210	Council Design Variation	Tile Airlock
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	17/07/2023	\$61,664	Council Design Variation	New Electrical Switchboard
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	17/07/2023	\$11,277	Council Design Variation	Lighting Rail Relocation
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	2/08/2023	\$3,183	Council Design Variation	Additional Echopanel
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	7/08/2023	\$39,379	Council Design Variation	Kernot Hall Meeting Room AV system
<b>LCC-768 Total</b>				<b>\$209,572</b>		
<b>Grand Total</b>				<b>\$9,585,827</b>		

## PENSION REBATES AND HARDSHIP APPLICATIONS 2022/23

### PURPOSE

To provide an update on the number of Municipal Rate Concessions applied, and hardship applications received, in the 2022/23 rating year in accordance with the motion from the Council Meeting held on Monday, 3 October 2022.

### EXECUTIVE SUMMARY

- For the 2022/23 financial year
  - Council applied 7,602 pension rebates on behalf of the State Government which equates to \$2.3M of relief from the State Government for ratepayers of the municipality: and
  - Received 177 hardship applications which included waiver of interest and legal fees and implementation of alternative payment arrangements for eligible applicants of an unquantifiable amount.

### OFFICER'S RECOMMENDATION

**That Council receive and note the report on Pension Rebates and Hardship Applications for the period 1 July 2022 to 30 June 2023.**

## BACKGROUND

At the Council Meeting held on Monday, 3 October 2022, Council adopted the following motion:

*That Council receives a further report in October 2023 providing an update on the number of Municipal Rate Concessions applied and hardship applications received in the 2022/23 rating year.*

Municipal Rate Concessions, also known as Pension Rebates, is a State Government run scheme which is administered by Councils, whereby eligible pensioners are provided with a rebate towards their Municipal Rates and Fire Services Property Levy.

In 2022/23 the rebate amount funded by the State Government was set at \$253.20 for municipal rates plus an additional \$50.00 towards the Fire Services Property Levy.

Hardship applications received are assessed in accordance with Council's adopted Financial Hardship Policy. The policy seeks to provide a framework for financial relief to individuals and business who need assistance due to financial hardship while ensuring that other ratepayers are not disadvantaged by the granting of inappropriate relief. Under this policy relief for financial hardship is limited to waiver of interest and legal fees on overdue payments, a deferment, or a payment arrangement.

## ANALYSIS

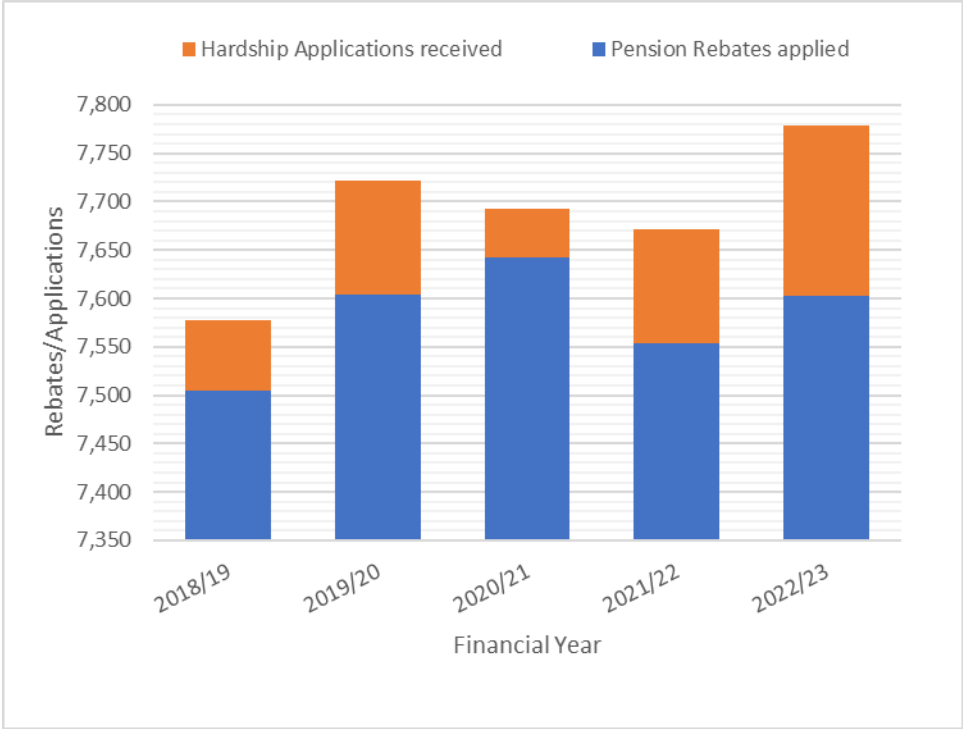
During the 2022/23 financial year, Council;

- Applied 7,602 pension rebates; and
- Received 177 hardship applications.

This represents an increase of 48 pension rebates applied, and 60 hardship applications received, when compared to the previous year.

The average annual rates and fire services levies applied to assessments eligible for a pension rebate in the 22/23 financial year was \$1,942, therefore on average the pension rebate equated to approximately 15% of the total annual charges.

The following represents the trends over the last five years which indicate that the number of applications for hardship are increasing while the number of pension rebates applied continues to fluctuate annually in accordance with eligibility.



**RISK ASSESSMENT**

RISK	RISK RATING	TREATMENT
There are no risks associated with this report	N/A	N/A

**CONSULTATION**

Not applicable.

**COMMUNICATION**

Not applicable.

**DECLARATIONS OF INTEREST**

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Overall, there were 7,602 pension rebates applied to ratepayers accounts, which equates to \$2.3M of State Government relief provided to ratepayers of the municipality. On average this represents a rebate of approximately 15% of the annual rates account.

### **Cultural**

Not applicable.

### **Health**

Not applicable.

### **Environmental**

Not applicable.

### **Economic**

Not applicable.

### **Financial**

There are no financial ramifications associated with this report as the Pension Rebate scheme is a State Government scheme, with Council receiving reimbursement from the State Government for each rebate applied. Any increase or decrease in the number of rebates applied does not impact on Council's revenue.

Financial Hardship applications are assessed in accordance with Councils Financial Hardship Policy. Ratepayers are assessed on a case by case basis, those who qualify for hardship are provided with relief which may include waiver of interest and legal fees, deferral or alternate payment arrangements. The amount of relief in financial terms is unable to be reliably measured.

### **Attachments**

Nil

## PRESENTATION OF THE AUDIT AND RISK COMMITTEE MINUTES - 24 AUGUST 2023

### PURPOSE

To present the Audit and Risk Committee Meeting minutes for the meeting held on 24 August 2023 as required under the *Audit and Risk Committee Charter*.

### EXECUTIVE SUMMARY

- The Audit and Risk Committee (the Committee) is a statutory committee of the Council. The Committee held its last meeting on 24 August 2023. A number of recommendations were made at the meeting (as summarised in this report and set out in full in the attached minutes).

### OFFICER'S RECOMMENDATION

**That Council receives and notes the attached Audit and Risk Committee Minutes for the 24 August 2023 Meeting.**

## BACKGROUND

At the meeting held on 24 August 2023, the Committee resolved the following:

Item	Resolution
<b>Confirmation of Minutes</b>	That the minutes of the Audit and Risk Committee meeting held on 25 May 2023 be confirmed and ratified as true and correct.
<b>Items referred by the Committee</b>	That the Audit and Risk Committee receives and notes the Minutes from the Executive Risk Management Committee Meeting held on 3 August 2023.
<b>Items referred by the Committee</b>	The Audit and Risk Committee members note the presentation provided by the Executive Manager - Commonwealth Games
<b>Status of Actions Arising</b>	That the Audit and Risk Committee receives and notes the Status of Actions Arising Report.
<b>2022/23 External Audit Interim Management Letter</b>	That the Audit and Risk Committee receives and notes the 2022/23 Interim Management Letter. <b>NOTE:</b> VAGO advised that Latrobe City Council will be an in scope agency in relation to a VAGO audit on the cancellation of 2026 Commonwealth Games.
<b>Update on Information Technology Actions</b>	That the Audit and Risk Committee notes the report and associated updates on all actions.  The Manager Business Improvement will provide an update to the November 2023 meeting regarding the information security contractual requirements with third party providers, including duration of data storage and the procedures for managing breaches.
<b>Internal Audit Program 2023/24</b>	Coordinator Audit, Risk and Compliance to circulate finalised internal audit plan to Audit and Risk Committee members for endorsement.
<b>Presentation of Follow Up Review - Internal Audits</b>	That the Audit and Risk Committee receives and notes the updates contained in the Follow-up Review Report and approves the extensions to the due dates of the outstanding recommendations.  The Audit, Risk & Compliance Team will undertake a review of pending audit actions in collaboration with the relevant teams, taking a risk based approach and aiming to conclude any outstanding actions that are no longer required/relevant/feasible.
<b>Internal Audit Status and Local Government Sector - Recent Reports and Publications Reports - August 2023</b>	That the Audit and Risk Committee receive and note the: 1. Internal Audit Status report; and 2. Local Government Sector – Recent Reports and Publications Report (August 2023)



Item	Resolution
<b>Quarterly Risk Management Report - August 2023</b>	<ol style="list-style-type: none"> <li>1. That the Audit and Risk Committee notes and receives the Quarterly Risk Management Report.</li> <li>2. General Manager Organisational Performance to provide an update to the November 2023 meeting regarding the current Workcover Profile of Council.</li> <li>3. General Manager Organisational Performance to provide an update on progress on implementing amendments to the Fair Work Act.</li> </ol>
<b>Strategic Risk Register Presentation</b>	<p>That the Audit and Risk Committee notes and receives the updated Strategic Risk Register.</p> <p><b>Note:</b> Discussion around Council meetings and verification of identify of attendees. Coordinator Audit Risk and Compliance advised that work is underway to enable</p>
<b>Update on Business Continuity Framework and IT Disaster Recovery</b>	<p>That the Audit and Risk Committee note the report. General Manager Organisational Performance to provide a further update to November 2023 meeting on status of Business Continuity Plan and IT Disaster Recovery Audit Actions.</p>
<b>Draft Internal Control Environment for endorsement</b>	<p>That the Audit and Risk Committee receives and considers the Internal Control Environment – Rolling Four Year Plan for endorsement.</p> <p>Plan endorsed by committee.</p>
<b>Fraud and Corruption Reporting</b>	<p>That the Audit and Risk Committee receives and notes this report.</p>
<b>VAGO, Ombudsman, Inspectorate and IBAC Reports</b>	<p>That the Audit and Risk Committee receives and notes this report on VAGO, Victorian Ombudsman, IBAC, Victorian Inspectorate and other reports.</p>
<b>Response to VAGO report 'Regulating Food Safety'</b>	<p>That the Audit and Risk Committee note the report.</p>
<b>Response to VAGO report 'Results of 2021-22 Audits: Local Government '</b>	<p>That the Audit and Risk Committee note the report.</p>
<b>Audit Compliance Report - August 2023</b>	<p>That the Audit and Risk Committee receives and notes this report and approves the extension to the audit action due dates as proposed in Attachment 2.</p> <p>Audit Risk and Compliance to investigate whether report can be filtered to provide detail on actions relating to high and extreme risks, and a number of actions relating to low and medium risks.</p> <p><b>Note:</b> As per item 9.3, The Audit, Risk &amp; Compliance Team will undertake a review of pending audit actions in collaboration with the relevant teams, taking a risk based approach and aiming to conclude any outstanding actions that are no longer required/relevant/feasible.</p>

Item	Resolution
<b>Response to 'Commission of Inquiry into Moira Shire Council'</b>	That the Audit and Risk Committee note the report.
<b>Gifts, Benefits and Hospitality Compliance Reporting January - June 2023</b>	That the Audit and Risk Committee receives and notes this report into the Gift Register Review for the period of 1 January 2023 to 30 June 2023.
<b>Quarter 4 2022/23 Performance Report Summary</b>	That the Audit and Risk Committee note the Quarterly Performance Summary Report for Q4 2022-23.
<b>Quarter 4 2022/23 People and Workcover Reports</b>	That the Audit and Risk Committee note the Quarterly People Report, Workcover Report and Lost Time Injuries Report for Q4 of the 2022/23 financial year.
<b>Shell Financial Statements 2022/23</b>	That the Audit and Risk Committee receives and notes this report.
<b>Annual Committee Assessment Process</b>	That the Audit and Risk Committee: <ol style="list-style-type: none"> <li>1. Confirms that the proposed questions are to be utilised for the annual Committee Assessment process this year;</li> <li>2. Invites the Audit &amp; Risk Committee members, Chief Executive Officer and Senior Officers to complete the survey; and</li> <li>3. Requests the results are compiled and presented back to the next meeting of the Audit and Risk Committee.</li> </ol>

## ANALYSIS

All motions made at the meeting and their corresponding actions arising can be found in the full minutes attached to this report.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Latrobe City Council practices are not compliant with the current expectations of the public sector.	<b>Medium</b> <i>Possible x Minor</i>	A number of reports tabled at each meeting of the Audit and Risk Committee relate to legal or compliance related matters. In addition, a report is tabled for the committee to consider any reports that have been published by the Victorian Ombudsman, Victorian Auditor-Generals Office, Inspectorate or the Independent Broad-based Anti-Corruption Commission to ensure that practices within Council are compliant with current expectations of the public sector

## CONSULTATION

The draft minutes were provided to the Committee Chairperson for feedback.

## COMMUNICATION

The provision and circulation of the minutes to Council provides reassurance and awareness as a communication loop back to Council as part of good governance practices.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Not applicable.

### **Cultural**

Not applicable.

### **Health**

Not applicable.

### **Environmental**

Not applicable.

### **Economic**

Not applicable.

### **Financial**

The Audit and Risk Committee is managed through existing budget provisions. Recommendations and actions arising from the meeting are considered by management within the constraints of budget requirements.

### **Attachments**

1. Audit & Risk Committee Meeting Minutes - 24 August 2023

# 10.3

## Presentation of the Audit and Risk Committee Minutes - 24 August 2023

1	Audit & Risk Committee Meeting Minutes - 24 August 2023.....	430
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## Audit and Risk Committee Meeting Minutes - 24 August 2023

I hereby designate that all matters in this agenda and any discussion about or arising from any such matters will remain confidential until:

- Council passes a resolution that the information is not confidential; or,
- a report on the matter has been released in a subsequent meeting agenda, minute's paper or is approved in writing by the Chief Executive Officer.

Steven Piasente, Chief Executive Officer

24 August 2023

### Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell

Meeting commenced at 10.06 AM

#### Attendance

##### Members:

- David Kortum (Chairperson), John Purcell, Jane Watson  
Cr Darren Howe

##### In Attendance:

- Steven Piasente (CEO)
- Nathan Kearsley (General Manager Organisational Performance)
- Georgia Hills (General Manager Community Health & Wellbeing)
- Jody Riordan (General Manager Regional City Planning & Assets)
- Tim Ellis (General Manager Regional City Strategy & Transition)



## Audit and Risk Committee Meeting Minutes - 24 August 2023

- James Rouse (Executive Manager Commonwealth Games)
- Matthew Rogers (Manager Financial Performance)
- Travis Derricot (VAGO) – left meeting at 10.21AM
- Grant Xie (VAGO) - left meeting at 10.21AM
- Kapil Kukreja (HLB Mann Judd)
- Paul Howard (Coordinator Audit, Risk and Compliance)
- Louise Van Der Velden (Senior Compliance Officer)
- Cassy Siddle (Compliance Officer)
- William MacPherson (Manager Business Improvement – presentation of IT Actions) 10.46AM-10.56AM

**Teleconference:** Tim Ellis, Travis Derricot, Grant Xie

### IN CAMERA MEETING

The Audit and Risk Committee met in camera from 9.45AM to 10.00AM, and at times consulted the External Auditor and Internal Auditor for updates on various matters.

#### 1. OPENING AND WELCOME

The Chairperson opened the meeting and welcomed all present.

#### 2. APOLOGIES

Cr Brad Law (ARC Member – Councillor), Mark Holloway (HLB Mann Judd).

#### 3. DECLARATIONS OF INTEREST

Nil.



## Audit and Risk Committee Meeting Minutes - 24 August 2023

#### 4. PROBITY QUESTIONS

The Audit and Risk Committee Chair asked if the CEO was aware of any legislative non-compliance issues, any fraud incidents that have occurred or if there were any strategic risks been triggered since the last Audit and Risk Committee meeting.

The CEO responded no.

The Audit and Risk Committee Chair asked the Councillor:

- a. If there was any matter arising from the Council meetings that needed to be brought to the attention of the Committee
- b. If there was any feedback or direction required from Council relating to the Audit Committee members.

The Councillor responded no.

The Audit and Risk Committee Chair then asked the auditor representatives if they were satisfied that their work had not been impeded.

The auditor representatives responded yes.

**The Committee discussed the order of the agenda and agreed to move the discussion on *Item 8. External Audit* items to immediately after the Confirmation of the Minutes to accommodate the external auditors' commitments.**

#### 5. CONFIRMATION OF MINUTES

##### RECOMMENDATION

That the minutes of the Audit and Risk Committee meeting held on 25 May 2023 be confirmed and ratified as true and correct.

##### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.





## Audit and Risk Committee Meeting Minutes - 24 August 2023

### 6. ITEMS REFERRED BY THE COMMITTEE TO THIS MEETING FOR CONSIDERATION

#### 6.1 Minutes of Executive Risk Management Committee Meeting - 3 August 2023

##### RECOMMENDATION

That the Audit and Risk Committee receives and notes the Minutes from the Executive Risk Management Committee Meeting held on 3 August 2023.

##### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

#### 6.2 Executive Manager - Commonwealth Games Presentation

##### RECOMMENDATION

The Audit and Risk Committee members note the presentation provided by the Executive Manager - Commonwealth Games

##### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

### 7. STATUS OF ACTIONS ARISING

#### 7.1 Status of Actions Arising - August 2023

##### RECOMMENDATION

That the Audit and Risk Committee receives and notes the Status of Actions Arising Report.

##### OUTCOME/ACTIONS ARISING:



## Audit and Risk Committee Meeting Minutes - 24 August 2023

- |                           |
|---------------------------|
| 1. Recommendation agreed. |
|---------------------------|

### 8. EXTERNAL AUDIT

#### 8.1 2022/23 External Audit Interim Management Letter

<b>RECOMMENDATION</b>
That the Audit and Risk Committee receives and notes the 2022/23 Interim Management Letter.
<b>OUTCOME/ACTIONS ARISING:</b>
1. Recommendation agreed.
<b>NOTE:</b> VAGO advised that Latrobe City Council will be an in scope agency in relation to a VAGO audit on the cancellation of 2026 Commonwealth Games.



### 9. INTERNAL AUDIT

#### 9.1 Update on Information Technology Actions

<b>RECOMMENDATION</b>
That the Audit and Risk Committee notes the report and associated updates on all actions.
<b>OUTCOME/ACTIONS ARISING:</b>
1. Recommendation agreed.
2. The Manager Business Improvement will provide an update to the November 2023 meeting regarding the information security contractual requirements with third party providers, including duration of data storage and the procedures for managing breaches.



## Audit and Risk Committee Meeting Minutes - 24 August 2023

### 9.2 Internal Audit Program 2023/24

#### **RECOMMENDATION**

That the Audit and Risk Committee approves the Internal Audit Program for 2023/24.

#### **OUTCOME/ACTIONS ARISING:**

1. Coordinator Audit, Risk and Compliance to circulate finalised internal audit plan to Audit and Risk Committee members for endorsement.

### 9.3 Presentation of Follow Up Review - Internal Audits

#### **RECOMMENDATION**

That the Audit and Risk Committee receives and notes the updates contained in the Follow-up Review Report and approves the extensions to the due dates of the outstanding recommendations.

#### **OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.
2. The Audit, Risk & Compliance Team will undertake a review of pending audit actions in collaboration with the relevant teams, taking a risk based approach and aiming to conclude any outstanding actions that are no longer required/relevant/feasible.

### 9.4 Internal Audit Status and Local Government Sector - Recent Reports and Publications Reports - August 2023

#### **RECOMMENDATION**

That That the Audit and Risk Committee receive and note the:

1. Internal Audit Status report; and



## Audit and Risk Committee Meeting Minutes - 24 August 2023

2. Local Government Sector – Recent Reports and Publications Report (August 2023)

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 10. RISK

#### 10.1 Quarterly Risk Management Report - August 2023

**RECOMMENDATION**

That the Audit and Risk Committee notes and receives the Quarterly Risk Management Report.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.
2. General Manager Organisational Performance to provide an update to the November 2023 meeting regarding the current Workcover Profile of Council.
3. General Manager Organisational Performance to provide an update on progress on implementing amendments to the Fair Work Act.

#### 10.2 Strategic Risk Register Presentation

**RECOMMENDATION**

That the Audit and Risk Committee notes and receives the updated Strategic Risk Register.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

**Note:** Discussion around Council meetings and verification of identify of attendees. Coordinator Audit Risk and Compliance advised that work is underway to enable



## Audit and Risk Committee Meeting Minutes - 24 August 2023

safe return to in-person Council meetings, including process for registration of attendees, Customer Behaviour Policy going to Council soon, engagement with local Police, and restricted access/interaction for/with individuals that have behaved inappropriately.

### 10.3 Update on Business Continuity Framework and IT Disaster Recovery

#### **RECOMMENDATION**

That the Audit and Risk Committee note the report.

#### **OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.
2. General Manager Organisational Performance to provide a further update to November 2023 meeting on status of Business Continuity Plan and IT Disaster Recovery Audit Actions.

## 11. MONITORING

### 11.1 Draft Internal Control Environment for endorsement

#### **RECOMMENDATION**

That the Audit and Risk Committee receives and considers the Internal Control Environment – Rolling Four Year Plan for endorsement.

#### **OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed. Plan endorsed by Committee.

### 11.2 Fraud and Corruption Reporting

#### **RECOMMENDATION**

That the Audit and Risk Committee receives and notes this report.



## Audit and Risk Committee Meeting Minutes - 24 August 2023

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 11.3 VAGO, Ombudsman, Inspectorate and IBAC Reports

**RECOMMENDATION**

That the Audit and Risk Committee receives and notes this report on VAGO, Victorian Ombudsman, IBAC, Victorian Inspectorate and other reports.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 11.4 Response to VAGO report 'Regulating Food Safety'

**RECOMMENDATION**

That the Audit and Risk Committee note the report.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 11.5 Response to VAGO report 'Results of 2021-22 Audits: Local Government '

**RECOMMENDATION**

That the Audit and Risk Committee note the report.

**OUTCOME/ACTIONS ARISING:**

1. Noted error in cover report. Correct information in attachment.  
Recommendation agreed.



## Audit and Risk Committee Meeting Minutes - 24 August 2023

### 11.6 Audit Compliance Report - August 2023

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes this report and approves the extension to the audit action due dates as proposed in Attachment 2.

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.
2. Audit Risk and Compliance to investigate whether report can be filtered to provide detail on actions relating to high and extreme risks, and a number of actions relating to low and medium risks.

**Note:** As per item 9.3, The Audit, Risk & Compliance Team will undertake a review of pending audit actions in collaboration with the relevant teams, taking a risk based approach and aiming to conclude any outstanding actions that are no longer required/relevant/feasible.

### 11.7 Response to 'Commission of Inquiry into Moira Shire Council'

#### RECOMMENDATION

That the Audit and Risk Committee note the report.

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

### 11.8 Gifts, Benefits and Hospitality Compliance Reporting January - June 2023

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes this report into the Gift Register Review for the period of 1 January 2023 to 30 June 2023.



## Audit and Risk Committee Meeting Minutes - 24 August 2023

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 12. PERFORMANCE REPORTING

#### 12.1 Quarter 4 2022/23 Performance Report Summary

**RECOMMENDATION**

That the Audit and Risk Committee note the Quarterly Performance Summary Report for Q4 2022-23.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

#### 12.2 Quarter 4 2022/23 People and Workcover Reports

**RECOMMENDATION**

That the Audit and Risk Committee note the Quarterly People Report, Workcover Report and Lost Time Injuries Report for Q4 of the 2022/23 financial year.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 13. FINANCE

#### 13.1 Shell Financial Statements 2022/23

**RECOMMENDATION**

That the Audit and Risk Committee receives and notes this report.

**OUTCOME/ACTIONS ARISING:**





## Audit and Risk Committee Meeting Minutes - 24 August 2023

1. Recommendation agreed.

### 14. REPORTING REQUIREMENTS

#### 14.1 Annual Committee Assessment Process

##### RECOMMENDATION

That the Audit and Risk Committee:

1. Confirms that the proposed questions are to be utilised for the annual Committee Assessment process this year;
2. Invites the Audit & Risk Committee members, Chief Executive Officer and Senior Officers to complete the survey; and
3. Requests the results are compiled and presented back to the next meeting of the Audit and Risk Committee.

##### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

### 15. GENERAL BUSINESS

There are no General Business reports tabled for this meeting.

#### Next Meeting Date

The next Audit and Risk Committee (special financial) meeting is to be held on Thursday 21 September 2023 (online).

**Meeting Closed at 11.52AM.**

**11. QUESTIONS ON NOTICE**

Nil reports

# **NOTICES OF MOTION**

**12. NOTICES OF MOTION**

Nil

# ITEMS FOR TABLING

**13. ITEMS FOR TABLING**

Nil reports

#### **14. ACKNOWLEDGEMENTS**

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

**MEETING CLOSED TO  
THE PUBLIC TO  
CONSIDER  
CONFIDENTIAL  
INFORMATION**



## 15. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

Section 66 of the *Local Government Act 2020* enables Council to close the meeting to the public to consider *confidential information* as defined in that Act.

### Proposed Resolution:

That Council pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020* (the Act) close the Council Meeting to the public to consider the following items containing confidential information as defined in section 3(1) of the Act:

#### 15.1 LCC-762 Morwell Landfill Gas Management

This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)) and private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)). These grounds apply because releasing this information publicly and/or prematurely may prejudice the undertaking of this process and would release private commercial information of the parties to the contract that may cause disadvantage.