



# LATROBE CITY COUNCIL

## AGENDA FOR THE COUNCIL MEETING

**TO BE HELD IN THE MEETING ROOMS AT  
GIPPSLAND PERFORMING ARTS CENTRE,  
TRARALGON AND VIA AUDIO-VISUAL LINK  
AT 6:00PM ON  
03 APRIL 2023  
CM589**

***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.*

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## COUNCILLOR AND PUBLIC ATTENDANCE

### **PLEASE NOTE**

To ensure local government decision-making can continue during the coronavirus pandemic, mechanisms for virtual Council meetings have been introduced into the Local Government Act 2020.

Pursuant to section 394 of the Local Government Act 2020, a Councillor may attend this Council Meeting remotely by electronic means of communication; and

Pursuant to section 395 of the Local Government Act 2020 this Council Meeting may be closed to in person attendance by members of the public provided the Meeting is available through live stream on Council's internet site.

### **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. THE PRAYER**

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

### **3. APOLOGIES AND LEAVE OF ABSENCE**

### **4. ADOPTION OF MINUTES**

#### **Proposed Resolution:**

**That Council confirm the minutes of the Council Meeting held on 6 March 2023.**

### **5. DECLARATION OF INTERESTS**

## **6. 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**

## 7. STRATEGIC ITEMS FOR DECISION

Item Number 7.1 03 April 2023

Regional City Planning and Assets

# RELEASE DRAFT PUBLIC TOILET PLAN 2023-2033 FOR PUBLIC CONSULTATION

## PURPOSE

To present the *DRAFT* Public Toilet Plan 2023-2033 and seek Council approval to release it to the community for comment.

## EXECUTIVE SUMMARY

- The objective of the *DRAFT* Latrobe City Council Public Toilet Plan 2023-2033 is to provide equitable, safe, accessible, well maintained and sustainable public toilet infrastructure throughout the municipality to support community participation and social inclusion.
- The *DRAFT* Public Toilet Plan 2023-2033 recommends:
  - The construction of new facilities at Churchill CBD, Morwell CBD (north side), Traralgon CBD and Immigration Park (Kernot Lake);
  - The removal of existing facilities at Glendonald Park, Churchill, Moe Town Hall, Morwell Recreation Reserve and Yinnar South Tennis Courts as these have been identified as being in a poor location and/or in poor condition;
  - The refurbishment of ten existing facilities; and
  - The relocation of three existing facilities to alternate locations nearby.
- Through development of the Plan, key findings have been identified such as:
  - The need for consistent facade design across the municipality;
  - 24-hour facilities in major towns to be Exeloo's (self-cleaning and vandal proof);
  - Baby change tables need to be upgraded to stainless steel benches where possible; and service and security contracts need to be reviewed;
  - The provision of adult incontinence bins needs to be investigated; and
  - Sanitary bins, sharps disposal unit, hand soap, grab rails and an ungendered, accessible cubicle need to be located at all sites.
- In line with the Gender Impact Assessment completed as a requirement under the Gender Equality Act 2020, Officers recommend that signage should be replaced over time to display 'toilet', 'accessible toilet' or 'ambulant toilet', and any facilities that have separate male and female cubicles should be renewed or replaced with individual toilet cubicles that can be accessed by all genders.

- Council Officers will also update the Federal Governments 'National Public Toilet Map' website to reflect Council's current network of public toilets to ensure correct information is available to the public.
- Associated costings are outlined in detail within the Plan, however the estimated cost over 10 years is \$5 million.

#### OFFICER'S RECOMMENDATION

**That Council:**

- 1. Releases the *DRAFT* Public Toilet Plan 2023-2033 for public consultation; and**
- 2. Is provided a future report detailing submissions received regarding the *DRAFT* Public Toilet Plan 2023-2033.**

## BACKGROUND

In July 2010, Council adopted the Public Toilet Plan 2010-2014 which has been successfully implemented with construction of seven new facilities, and the decommissioning of 15 facilities in line with the management strategies and objectives outlined in the plan. The ongoing annual replacement, upgrade and decommissioning program has ensured this work has continued since 2014 and Latrobe City's Public Toilet Network remains safe, accessible and well maintained, and caters for the changing needs of the community.

Actions completed since 2010:

<b>Constructed</b>	<b>Upgraded</b>	<b>Removed</b>
George Street Taxi Rank, Moe	Tarwin Street, Boolarra	Primrose Park, Boolarra
Albert Street, Moe	Apex Park, Glengarry	Pondage Caravan Park, Churchill
Crinigan Road Bushland Reserve, Morwell	Moe Botanic Gardens	Hazelwood Powerboat Club, Churchill
Haunted Hills Mountain Bike Park, Hernes Oak	Apex Park, Moe	Lions Park, Moe
Railway Reserve, Traralgon	Commercial Road, Morwell	Village Green, Moe (Hawker Street Reserve)
Victory Park, Traralgon	Morwell Town Common	Ted Summerton Reserve Eastern Block, Moe
TEDAS Pavilion, Traralgon	Rotary Gardens, Morwell	Rintoull Street Shopping Centre, Morwell
	Henry White Reserve, Newborough	Post Office Lane Carpark, Morwell
	Lake Narracan, Newborough	Lion Wayside Stop, Morwell
	Bert Thompson Reserve, Traralgon	Coach Road Lookout, Newborough
	Newman Park, Traralgon	Harold Preston Reserve (skate bowl), Traralgon
	Reserve Street, Yallourn North	Agnes Brereton Park, Traralgon
		Seymour Street, Traralgon
		Billy's Creek Park, Yinnar
		CWA Gardens, Yinnar

There are five incomplete actions from the Public Toilet Plan 2010-2014:

- Decommissioning of the Moe Town Hall facility, which has again been identified in the *DRAFT* Public Toilet Plan 2023-2033.
- Decommissioning of the Morwell Recreation Reserve (north block) facility, which has again been identified in the *DRAFT* Public Toilet Plan 2023-2033.
- Replacement of Martin Walker Park facility, which has been identified in the *DRAFT* Public Toilet Plan 2023-2033 for action.
- Replacement of the facility located on Sullivans Road at Lake Narracan, however this has been upgraded instead due to site limitations to relocate to alternate location.
- Decommissioning of JS Dwyer Memorial Park however further investigations found this facility to meet community demand and expectations for location, condition and accessibility.

The objective of the *DRAFT* Public Toilet Plan 2023-2033 is to provide equitable, safe, accessible, well maintained and sustainable public toilet infrastructure throughout the municipality to support community participation and social inclusion. The key principles in delivering this plan are:

1. Public health and hygiene;
2. The need for safety and privacy;
3. Accessibility and inclusion;
4. Ease of maintenance;
5. Sustainability; and
6. Clear communication around availability.

The purpose of the *DRAFT* Public Toilet Plan 2023-2033 is to:

1. Improve existing facilities;
2. Provide appropriate facilities in high use public areas such as town activity centres, regional level parks, reserves, playgrounds and along popular walking paths and major highway routes;
3. Maintain a high standard of sustainable public toilet infrastructure in line with the key principles; and
4. Ensure information regarding public toilet facilities is current, readily available and accessible.

The *DRAFT* Public Toilet Plan 2023-2033 has been developed through internal data collection, cross referencing and benchmarking. The 10 Year Implementation Plan has been developed based on recent building condition assessments, an Amenity and Accessibility Condition Audit conducted by an external consultant and internal stakeholder reviews.



The *DRAFT* Public Toilet Plan 2023-2033 recommendations are:

<b>Construct (new)</b>	<b>Upgrade</b>	<b>Replace</b>	<b>Remove</b>
Churchill CBD	Mathison Park, Churchill	Albert Street, Moe	Glendonald Park, Churchill
Morwell CBD (north side)	JS Dwyer Memorial Park, Moe	Newman Park, Traralgon	Moe Town Hall
Immigration Park, Morwell	Apex Park, Moe	Martin Walker Park, Yinnar South	Morwell Recreation Reserve
Traralgon CBD	Kernot Hall		Yinnar South Tennis Courts
	Commercial Road, Morwell		
	Morwell Rose Garden		
	Morwell Town Common		
	Hotham Street, Traralgon		
	Jaycees Park, Tyers		
	Centenary Park, Yinnar		

## ANALYSIS

In 2021, an inventory of local public toilets was compiled and included Council owned and maintained facilities, privately owned facilities and those located within sporting reserves. This list was used to complete an Amenity and Accessibility Condition Audit in 2022 by Gippsport. From Gippsport's data, each facility was given a rating of 'very good', 'good' or 'poor' for its location, condition and accessibility. A summary of the findings is attached to this report.

These ratings were compared to internal building assets ratings and recent building condition assessments to create an up to date inventory of public toilets and inform the 10 Year Implementation Plan.

Through this work, key findings have been:

- Latrobe City Council has a good network of public toilet facilities;
- All public toilets in prime locations should be the same design and integrate with surroundings (for example Victory Park, Traralgon), and align with the current Community Vision and strategic directions of the Council Plan;
- The level of service needs to be reviewed to meet community expectations;

- Council's security contract needs to be reviewed to ensure assets are protected from vandalism;
- There is an identified need for all 24-hour facilities in major towns to be Exeloo's (self-cleaning and vandal proof) to reduce service and maintenance costs and anti-social behaviour;
- The provision of adult incontinence bins needs to be investigated;
- Sanitary bins, sharps disposal unit, hand soap, grab rails and an ungendered, accessible cubicle need to be at all locations;
- Due to the high occurrence of vandalism, baby change tables need to be upgraded where possible to a stainless-steel bench (that does not encroach on circulation space); and
- The National Public Toilet Register needs to be updated to ensure up to date information is available to the public.

### **Gender Equality Act**

Under the Gender Equality Act 2020, Councils are required to promote gender equality in their policies, programs and services take necessary and proportionate action towards achieving gender equality. This is further detailed in the objectives of the Act:

- (a) to promote, encourage and facilitate the achievement of gender equality and improvement in the status of women; and
- (b) to support the identification and elimination of systemic causes of gender inequality in policy, programs and delivery of services in workplaces and communities; and
- (c) to recognise that gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes; and
- (d) to redress disadvantage, address stigma, stereotyping, prejudice and violence, and accommodate persons of different genders by way of structural change;
- (e) to enhance economic and social participation by persons of different genders; and
- (f) to further promote the right to equality set out in the Charter of Human Rights and Responsibilities and the Convention on the Elimination of All Forms of Discrimination against Women.

As such, a Gender Impact Assessment (GIA) was undertaken on the *DRAFT* Public Toilet Plan 2023-2033 while applying these objectives. This identified that sex segregated toilets can lead to increased levels of anxiety for non-binary people due to the incidence of verbal and physical abuse that is often encountered at public toilets, resulting in people refraining from using the toilet (which can lead to urinary tract infection or other kidney-related problems), drinking and eating less, or not attending public and social events at all. The GIA highlights the need to move away from sex segregated toilet areas and gendered or unisex cubicles, to single cubicles with ungendered signage that everyone feels are private and safe to use. This is also useful for people with disability, small children or older people who may need assistance, and have a carer of the opposite sex.

Furthermore, the recent Latrobe Health Advocate report ‘Engagement Inspiration from LGBTIQ People in Latrobe’ states:

‘LGBTIQ people have suggested that all gender toilets would help them to feel safe and to stay physically and mentally healthy. Some people have said that when toilets are labelled as male or female, they can feel like they are using the wrong toilet or that they are being watched. Sometimes people use the disability toilets however when they do this they feel like an imposter. LGBTIQ people have shared their aspirations to see policy level changes occur within Latrobe City Council to enable more appropriate toilet signage and to see more cubicles and less urinals over time.’

A regular cleaning schedule will mitigate potential concerns over cleanliness of ungendered toilets and meet community expectations.

The *DRAFT* Public Toilet Plan 2023-2033 does not include facilities that are located within sports reserves and only open on game days, as these facilities are opened by the user groups when games/events are occurring therefore servicing those in attendance. Works required to these facilities will be identified through the building renewal program.

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Works from Implementation Plan are unable to be fulfilled	<b>Medium</b> <i>Possible x Moderate</i>	Development of the Implementation Plan has occurred with significant involvement from relevant internal teams. Further broader engagement with coordinators network will occur during community consultation period.

<p><b>FINANCIAL</b></p> <p>Financial cost of plan unable to be covered (estimated at \$5 million over 10 years)</p>	<p><b>Medium</b></p> <p><i>Possible x Major</i></p>	<p>Yearly planning and adequate costings (including contingency) included in budget bids</p>
<p><b>STRATEGIC</b></p> <p>Plan does not meet community expectations</p>	<p><b>Medium</b></p> <p><i>Possible x Moderate</i></p>	<p>Release of the draft plan to community for consultation and broad engagement across Council departments</p>

## CONSULTATION

Early consultation was held with Gippsport to outline Council’s intention to gather a ‘general community user’ perspective of the current public toilet network. Following these discussions, Gippsport were engaged to conduct an Amenity and Accessibility Condition Audit which has been used in development of the *DRAFT* Public Toilet Plan 2023-2033.

Furthermore, internal discussions have occurred with relevant teams including City Assets, Building Maintenance, Building Projects and Urban Amenity. Upon Council approval, the *DRAFT* Public Toilet Plan 2023-2033 will be released to the community for feedback and comments will be considered in the final plan. During this phase, Officers will seek to further engage with internal teams such as Events, Sustainability and Environment and the Coordinators Network to gather a broad range of feedback, and revisit the main stakeholders to ensure the implementation plan is realistic and viable for the next ten years.

## COMMUNICATION

Officers would like to release the *DRAFT* Public Toilet Plan 2023-2033 to the public for their feedback for a six week period via the ‘Have Your Say’ page on the website, social media, Council Noticeboard and direct promotion to the Latrobe City Council Disability Access and Inclusion Community Engagement Group, Positive Ageing Community Engagement Group and the Cultural Diversity Committee.

## 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 objective of the *DRAFT* Public Toilet Plan 2023-2033 is to provide equitable, safe, accessible, well maintained and sustainable public toilet infrastructure to support community participation and social inclusion. Through the Gender Impact Assessment completed as a requirement under the Gender Equality Act 2020 it was highlighted that 'all gender toilets' help people from the LGBTIQ+ community to feel safe and physically and mentally healthy. The recent LBGBTIQ+ engagement report from the Latrobe Health Advocate conveyed that when toilets are labelled male or female, people can feel like they are using the wrong toilet or that they are being watched. The plan addresses this by recommending all cubicle signage is ungendered and any locations that still have separate male and female sections should be upgraded or replaced with individual cubicles. The plan also addresses the social inclusion and community participation of people with disability by ensuring accessible toilets are provided at all locations and recommending more Changing Places facilities.

### **Cultural**

Nil.

### **Health**

The *DRAFT* Public Toilet Plan 2023-2033 contributes to community health and wellbeing by providing a safe, accessible network of toilets located in high activity areas for people to use when out in the community. The plan specifically addresses the health needs of people with disability and the LGBTIQ+ community who are identified as priority groups under the Municipal Public Health and Wellbeing Plan 2022-25 by recommending 'all gender toilets' and more Changing Places facilities. These actions show people from the LGBTIQ+ community that they are recognised, welcome and included in community life and helps them to feel safe and physically and mentally healthy; and allows people with disability, their families, friends and carers to stay out longer, enjoy social activities in comfort and avoid the health impacts of not having access to a suitable toilet that accommodates for their specific needs. By recommending grab rails are at all locations, and investigating the provision of adult sanitary bins the Plan seeks to promote positive ageing and aligns with the Ageing Well Latrobe Action Plan 2022-26.

### **Environmental**

Some of the identified projects within the *DRAFT* Public Toilet Plan 2023-2033 will result in upgrades or construction of new facilities that could have negative environmental impacts, however the plan outlines requirements to consider environmentally sustainable design elements to reduce impacts.

## **Economic**

Delivery of the *DRAFT* Public Toilet Plan 2023-2033 will likely result in increased visitation to activity centres for longer periods of time. This is likely to directly result in economic stimulus.

## **Financial**

There are financial impacts associated with the delivery of the *DRAFT* Public Toilet Plan 2023-2033 which is currently estimated at \$5 million over the life of the Plan. Review of security contract and the use of Exeloo's are potential cost savings from maintenance and vandalism.

## **Attachments**

1. *DRAFT* Public Toilet Plan 2023-2033

# 7.1

## Release Draft Public Toilet Plan 2023-2033 for Public Consultation

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**LatrobeCity**  
**Public Toilet Plan**  
**2023 – 2033**





*Latrobe City Council acknowledges that it operates on the traditional land of the Brayakaulung people of the Gunaikurnai nation and pays respect to their Elders past and present.*



## Our Community Vision

In 2031 Latrobe City will be known for being **smart, creative, healthy, sustainable and connected**. It will be the most liveable regional city and at the forefront of innovation.

Working together we are a diverse, connected and resilient community, supporting the equitable diversification of our economic base and transition towards a low emissions future.

We are known as a community that is equitable, liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.

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*Front Cover: Haunted Hills, Newborough*





Apex Park, Moe

## Introduction

The objective of the Latrobe City Council Public Toilet Plan is to provide equitable, safe, accessible, well maintained and sustainable public toilet infrastructure throughout the municipality to support community participation and social inclusion.

Key principles in delivering this plan are:

1. PUBLIC HEALTH AND HYGIENE
2. THE NEED FOR SAFETY AND PRIVACY
3. ACCESSIBILITY AND INCLUSION
4. EASE OF MAINTENANCE
5. SUSTAINABILITY
6. CLEAR COMMUNICATION AROUND AVAILABILITY



## Community Feedback

In 2021 a community survey was conducted asking the community 'What would make Latrobe a better place to live, work, study and visit?' 1450 surveys were received, and Public Toilets came up 34 times.

What we heard was that people want more public toilet facilities that are **accessible, clean and safe**.

"Our public toilets need revamping... The standard at present is very poor and uninviting particularly for tourists"

"Most of the parks don't have toilet facilities and make it hard to enjoy to their full capacity."

"We need more public toilet facilities, including at parks. Most are CBD centric"

"When it comes to new infrastructure, please make them inclusive to ALL GENDERS. We need more gender-neutral bathrooms so we can stop having to choose between being mis gendered or attacked and having to use the disabled toilets"

Through the Vic Health Kids Co-Designing Healthy Places project in 2022 young people said they would like to see more family toilets that include a change table. They also told us that they would like to see more toilet cubicles that are larger and allow an adult and child to fit in them at the same time.

The YourGround Victoria Project of 2021 surveyed women and gender diverse people to map their perceptions of safety when exercising and recreating for health and wellbeing in open spaces, and public toilets have an impact on a positive experience. The main safety issues identified were around lighting and unsocial behaviours.

As required under the Gender Equality Act 2020, a Gender Impact Assessment has been completed on this Public Toilet Plan to ensure equal opportunities for people of all genders.

## Purpose

The Public Toilet Plan will guide Council to:

1. Improve existing facilities;
2. Provide appropriate facilities in high use public areas such as town activity centres, regional level parks / reserves / playgrounds and along popular walking paths and major highway routes
3. Maintain a high standard of sustainable Public Toilet infrastructure in line with the key principles set out above.
4. Ensure information regarding Public Toilet facilities is current, readily available and accessible

## Strategic Alignment

- Council Plan 2021-2025
- Asset Plan 2022-2032
- Living Well Latrobe, Our Community's Municipal Public Health and Wellbeing Plan 2022-25
- Public Open Space Strategy
- Play Space Strategy
- Latrobe City Council Disability Access and Inclusion Plan 2022-2025
- Community Access & Inclusion Policy



## Glossary

### CHANGING PLACES

Changing Places facilities provide suitable facilities for people who cannot use standard accessible toilets. These public toilets include an adult sized change table, ceiling hoist, a peninsular toilet, privacy screen and additional circulation space to meet the needs of people with complex disabilities and their carers.

### ADULT CHANGE

Adult Change facilities are similar to a Changing Places (includes a ceiling hoist and adult sized change table) however they may be missing some of the specific design specifications required to be accredited as a Changing Places (such as 24-hour access or circulation space).

### CPTED

Crime Prevention Through Environmental Design (CPTED) focuses on the design, planning and structure of physical spaces and infrastructure to reduce potential offenders from identifying opportunities to commit crime. The four main principles are natural surveillance, access control, territorial reinforcement and space management.

### UNIVERSAL DESIGN

The design of buildings, products or environments to make them accessible to people regardless of age, ability or other factors. There are seven principles of Universal Design which are equitable use, flexibility in use, simple and intuitive, perceptible information, tolerance for error, low physical effort, size and space for approach and use.

### EXELOO

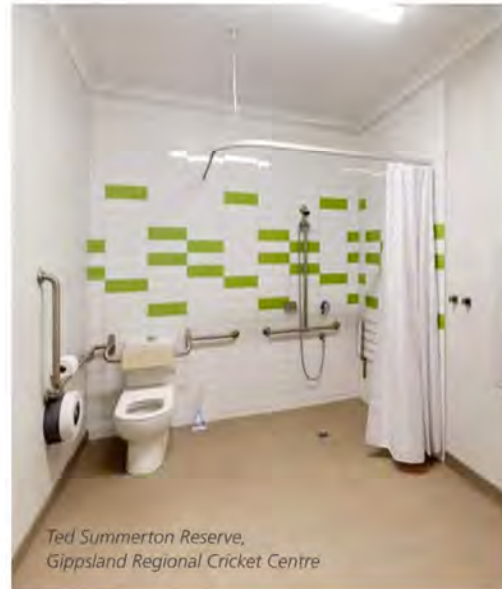
A safe, hygienic, accessible self-cleaning facility. These units are long lasting, made from durable and vandal proof material and are environmentally sustainable. Exeloo's have reduced operational costs due to auto lock features and metered consumables.

### NATIONAL PUBLIC TOILET MAP

The National Public Toilet Map shows the location, access information and opening hours of public and some private facilities across Australia. Other information such as baby care and provision of showers is also listed. <https://toiletmap.gov.au/>

### WATER SENSITIVE URBAN DESIGN

Water Sensitive Urban Design (WSUD) is a set of principles that can be applied to sustainably manage water, providing opportunities to achieve more liveable cities with vibrant and healthy waterways.



# Existing Facilities

## Summary of Existing Facilities

Latrobe City Council currently manages 37 public toilet sites across the municipality. In addition, there are 6 facilities that are part of existing buildings such as service centres and libraries. There are an additional 40 toilet facilities located at sporting venues which are not included in this plan as they are not classified as Public Toilets (only open on game day).

An Amenity and Accessibility Condition Audit completed by Gippsport in November 2022 and recent Building Condition Assessments rated 5 facilities in 'very good' condition, 28 in 'good / fair' condition and 4 in 'poor' condition. As a result, 13 have been identified for upgrades or replacement and 4 have been flagged for decommission.

Following the above audit and assessments, 90% of the public toilets were rated as being accessible. There are 2 Changing Places facilities and 1 Adult Change facility within the municipality and 10 sites currently have 24-hour access.

Latrobe City is generally well serviced with public toilet facilities however some gaps have been identified where there are no or insufficient facilities available, therefore this plan outlines construction of 5 new facilities by 2033.

The full list of existing public toilets and town maps can be found in the attachments section of the plan.



R5

14 October 2023 (Thursday)

Public Toilet Plan 2023-2033

# Current and Future Needs

## Design Guidelines and Standards

The following guidelines will inform the design and siting of public toilet facilities so that they are accessible, safe and sustainable

Location	<ul style="list-style-type: none"> <li>• Located within a walkable distance (Approx 400 metres) of high use and accessible areas, in conjunction with facilities that encourage a long duration of stay</li> <li>• Located where there are opportunities for informal surveillance from nearby activities.</li> <li>• Where possible, facilities to be integrated with other buildings but independently accessed.</li> </ul>
Exterior	<ul style="list-style-type: none"> <li>• A façade that complements surroundings</li> <li>• Clear, easy to read signage at the entry to toilets incorporating International Symbol of Access and Braille elements</li> <li>• A continuous accessible path of travel from site entry and any onsite carpark - to and through toilet area</li> <li>• CCTV/surveillance cameras</li> <li>• Accessible entrances facing the most active space, and visible from a distance</li> <li>• Open layout and design</li> <li>• Self-contained, lockable unisex cubicles (including at least 1 fully accessible toilet) on a single frontage with direct access into the cubicles avoiding common areas</li> <li>• Consideration to installing additional wash basins on the outside (for people to just wash their hands)</li> <li>• Accessible drinking fountain and bottle refill station, including dog bowl located on the outside where appropriate</li> </ul>
Interior	<ul style="list-style-type: none"> <li>• Good use of natural lighting sources</li> <li>• Cubicles that are deep enough to allow a person to take in a mobility aid or pram</li> <li>• Sharps disposal unit, sanitary bin, adult incontinence bin, soap dispenser and grab rails at all locations (placed at accessible heights)</li> <li>• Baby change table and nappy bin to be included at regional play spaces, destination locations and town centre facilities</li> <li>• Materials, fittings and fixtures that are accessible and robust to withstand vandalism that can be easily cleaned and maintained</li> <li>• Automated or flick mixer taps to minimise hand contact</li> <li>• Full, round, secured toilet seat in contrast to the background (eg pan, wall or floor)</li> <li>• No glass mirrors</li> <li>• Effective contrast between vertical and horizontal surfaces around toilet door, fixtures, fittings, benches, toilets and signage</li> <li>• Slip resistant floor surfaces in both wet and dry conditions</li> <li>• Doors designed to be operated with minimum hand contact and that are not heavy or hard to open</li> <li>• When upgrading or refurbishing facilities, replace any urinals with cubicles</li> </ul>
General	<ul style="list-style-type: none"> <li>• Align with Crime Prevention through Environmental Design principles</li> <li>• Adhere to relevant design standards including Disability (Access to Premises – Buildings) Standards 2010</li> <li>• Consider Universal Design Principles</li> <li>• Include Changing Places facilities at regional play spaces and town activity centres</li> <li>• Installation of Exeloo facilities (with automated locking and cleaning) where budget allows in locations with high vandalism / anti-social behaviour</li> <li>• Update National Public Toilet Map on an annual basis</li> </ul>



## Sustainability

New, upgraded and refurbished facilities should include environmentally sustainable design elements to ensure the facilities contribute to a more sustainable environment and are cost effective for Council to operate and maintain, including:

- Consideration for Water Sensitive Urban Design principles
- Water efficient appliances and fixtures
- Consideration for use of rainwater tanks (where appropriate and cost effective)
- Water efficient landscaping
- Good solar orientation
- Energy efficient lighting
- Consideration for use of renewable energy systems such as solar panels (where appropriate and cost effective)
- Retention of existing structures where possible
- Re-use of existing materials
- Use of recycled and environmentally friendly materials
- Waste Management Plans for demolition and construction phases
- Constructed with durable, vandal resistant materials to reduce need for replacement



## Upgrade/Replace/Remove

### UPGRADE

Existing toilets that are appropriately located and in good structural condition that generally meet or could meet the Key Principles and Design Guidelines and Standards outlined in this plan will be upgraded as required.

Upgrades will ensure that facilities are compliant with all current building standards, including Disability (Access to Premises – Buildings) Standards 2010.

### REPLACE

Existing toilets that are well located but are unable to meet the Key Principles and Design Guidelines and Standards outlined in this plan should be replaced.

### REMOVE

Existing toilets that are poorly located, in poor condition and are surplus to requirements should be decommissioned. This may mean demolition or the reuse of a sound building for other purposes.

## Hours of Operation

The most central public toilet in each town activity centre should have 24-hour access.

The below locations have a 24-hour public toilet facility:

- Boolarra Railway Reserve
- Apex Park, Glengarry
- George Street Taxi Rank, Moe
- Commercial Road Bus Station, Morwell
- Village Green, Toongabbie
- Hotham Street Car Park, Traralgon
- Jaycees Park, Tyers
- Centenary Park, Yinnar



# Implementation Plan

## Criteria for prioritisation

The following reports have been used to determine the 2023-2033 implementation plan:

- Building Condition Assessments
- Amenity and Accessibility Condition Audit
- Internal Stakeholder Review
- Community feedback on draft Public Toilet Plan

## Implementation Plan

The full, detailed implementation plan can be found in the attachments section of this plan, however the key changes are as follows:

### NEW LOCATIONS

- Churchill CBD
- Morwell CBD (north side)
- Immigration Park, Morwell
- Traralgon CBD
- Edward Hunter Reserve, Moe

### UPGRADES

- Mathison Park, Churchill
- JS Dwyer Memorial Park, Moe
- Apex Park, Moe
- Kernot Hall, Morwell
- Commercial Road Bus Station, Morwell
- Morwell Rose Garden
- Morwell Town Common
- Hotham Street Car Park, Traralgon
- Jaycees park, Tyers
- Centenary Park, Yinnar

### REPLACE

- Albert Street, Moe
- Newman Park, Traralgon
- Martin Walker Park, Yinnar South

### REMOVE

- Glendonald Park, Churchill
- Moe Town Hall
- Morwell Recreation Reserve
- Yinnar South Tennis Courts

## Measurements of Success

- National Public Toilet Map and Changing Places map is kept up to date with correct and current information regarding public toilet facilities
- 13 facilities are upgraded or replaced by 2033
- 5 new facilities are in operation by 2033
- 5 additional Changing Places facilities at highly utilised locations
- 4 facilities have been decommissioned.
- Sharps disposal unit, sanitary bin, adult incontinence bin, hand soap and grab rails are at all locations, and baby change tables are at each regional play space and town centre facilities
- Additional internal movement space and low benches provided for adult change where space permits at new or upgraded facilities
- All facilities have signage to advise opening hours, number to call for emergency cleaning and maintenance, and location of nearest 24-hour toilet



## Attachments

- List of Public Toilets (as at January 2023)
- Supplementary List
- Town Maps
- 10 Year Implementation Plan
- Public Toilet Design Examples

**ATTACHMENT 1**  
**List of Public Toilets**

as at January 2023

**BOOLARRA**

**WORKS PLANNED**

Boolarra Railway Reserve, Tarwin Street



Unisex = 2  
Accessible = 1

**Open 24 hours**

Good location  
Good condition  
Good accessibility

BUILD00194

**Maintain**

**CHURCHILL**

**WORKS PLANNED**

Mathison Park, 19 Mackeys Road



Unisex / Accessible = 1

**Open dawn to dusk**

Poor location  
Good condition  
Good accessibility

BUILD00255

**Upgrade**  
(refer to Implementation Plan for details)

Glendonald Park, Amaroo Drive



Unisex / Accessible = 1

**Open dawn to dusk**

Poor location  
Fair to good condition  
Good accessibility

BUILD00248

**Remove**  
(refer to Implementation Plan for details)

**GLENGARRY**

**WORKS PLANNED**

Apex Park, 4-16 Main Street



Unisex = 3  
Accessible = 1

**Open 24 hours**

Good location  
Good condition  
Good accessibility

BUILD01062

**Maintain**

**Dawn to Dusk:** Autumn/ Winter - 7am to 6pm | Summer/ Spring - 6am to 9pm



**MOE**

**WORKS PLANNED**

Moe Town Hall, 69 Albert Street



Female = 2 + 1 Accessible  
Male = 2 + 1 Accessible

**Open down to dusk**

Poor location  
Fair to good condition  
Good accessibility

BUILD00208

**Remove**  
(refer to Implementation Plan for details)

Albert Street (Coles Carpark), 92 Albert Street



Unisex = 2  
Accessible = 1

**Open down to dusk**

Good location  
Fair to good condition  
Good accessibility

BUILD00868

**Replace**  
(refer to Implementation Plan for details)

JS Dwyer Memorial Park (Gippsland Heritage Park), Lloyd Street



Female = 4  
Male = 2  
Accessible = 1

**Open down to dusk**

Excellent location  
Fair to good condition  
Good accessibility

BUILD00394

**Upgrade**  
(refer to Implementation Plan for details)

Aperk Park, Waterloo Road



Female = 2  
Male = 2  
Accessible = 1

**Open down to dusk**

Good location  
Good condition  
Good accessibility

BUILD00195

**Upgrade**  
(refer to Implementation Plan for details)

**ATTACHMENT 1**  
**List of Public Toilets (cont.)**

as at January 2023

**MOE**

**WORKS PLANNED**

Moe Botanic Gardens, Botanic Drive



Unisex = 2  
Accessible = 1

**Open dawn to dusk**

Good location  
Good condition  
Good accessibility

BUILD00197

**Maintain**

George Street Taxi Rank, 36 George Street



Unisex = 1  
Accessible = 2

**Open 24 hours**

Good location  
Good condition  
Good accessibility

BUILD00210

**Maintain**

All Abilities Play Space, Waterloo Road



Changing Places Facility

**Under construction 2023**

**Dawn to dusk:** Autumn/ Winter - 7am to 6pm | Summer/ Spring - 6am to 9pm

**MORWELL**

**WORKS PLANNED**

Kernot Hall, 50-70 Princes Drive



Unisex / Accessible = 1

**Open dawn to dusk**

Poor location  
Fair to good condition  
Good accessibility

BUILD00676

**Upgrade**  
(refer to Implementation Plan for details)

Morwell Recreation Reserve, 9 Aherin Street



Female = 2  
Male = 1

**Open 24 hours**

Poor location  
Poor condition  
Poor accessibility

BUILT00239

**Remove**  
(refer to Implementation Plan for details)

Rotary Gardens, Princess Drive



Unisex / Accessible = 1

**Open dawn to dusk**

Poor location  
Good to very good condition  
Good accessibility

BUILD00761

**Maintain**

Commercial Road Bus Station, 212 Commercial Road



Unisex = 3  
Accessible = 1

**Open 24 hours**

Good location  
Good condition  
Poor accessibility

BUILD00212

**Upgrade**  
(refer to Implementation Plan for details)

**ATTACHMENT 1**  
**List of Public Toilets (cont.)**

as at January 2023

**MORWELL**

**WORKS PLANNED**

Morwell Rose Garden, Anne Street



Unisex / Accessible = 2

**Open dawn to dusk**

Good location  
Good to very good condition  
Good accessibility

BUILD00237

**Upgrade**  
(refer to Implementation Plan for details)

Morwell Town Common, Elgin Street



Unisex = 3  
Accessible = 1

**Open dawn to dusk**

Good location  
Good condition  
Good accessibility

BUILD00141

**Upgrade**  
(refer to Implementation Plan for details)

Crinigan Road Bushland, Fairway Drive



Unisex / Accessible = 1

**Open dawn to dusk**

Poor location  
Good condition  
Good accessibility

BUILD00150

**Connect to power**  
(refer to Implementation Plan for details)

**NEWBOROUGH**

**WORKS PLANNED**

Lake Narracan Boat Ramp, Sullivans Track



Female = 3  
Male = 2  
Accessible = 1

**Open dawn to dusk**

Poor location  
Fair to good condition  
Poor accessibility

BUILD00243

**Maintain**

**Dawn to dusk:** Autumn/ Winter - 7am to 6pm | Summer/ Spring - 6am to 9pm



**NEWBOROUGH**

**WORKS PLANNED**

Henry White Reserve, Balfour Street



Unisex = 2  
Accessible = 1

**Maintain**

**Open dawn to dusk**

Good location  
Good to very good condition  
Good accessibility

BUILD00242

Haunted Hills Mountain Bike Park  
354 Haunted Hills Road, Hernes Oak



Unisex = 1  
Accessible = 1

**Maintain**

**Open dawn to dusk**

Good location  
Very good condition  
Good accessibility

**TOONGABBIE**

**WORKS PLANNED**

Village Green, Cowan Street



Unisex / Accessible = 2

**Maintain**

**Open 24 hours**

Good location  
Good condition  
Good accessibility

BUILD01095

**TRARALGON**

**WORKS PLANNED**

Newman Park, Peterkin Street



Unisex = 5  
Female / Accessible = 1

**Replace**  
(refer to Implementation Plan for details)

**Open dawn to dusk**

Fair to good location  
Fair to good condition  
Good accessibility

BUILD00205



**ATTACHMENT 1**  
**List of Public Toilets (cont.)**

as at January 2023

**TRARALGON**

**WORKS PLANNED**

Bert Thompson Reserve, 48 Argyle Street



Unisex = 2  
Accessible = 1

**Open dawn to dusk**

Poor location  
Good condition  
Good accessibility

BUILD00191

**Maintain**

Agnes Brereton Netball Courts, Breed Street



Unisex = 2  
Accessible = 1

**Open dawn to dusk**

Poor location  
Fair to good condition  
Good accessibility

BUILD00092

**Maintain**

Hotham Street Car Park, 32-34 Hotham Street



Unisex = 2  
Accessible = 1

**Open 24 hours**

Very good location  
Good condition  
Good accessibility

BUILD00475

**Upgrade**  
(refer to Implementation Plan for details)

Victory Park, Princess Highway



Unisex = 2  
Accessible = 1

**Open dawn to dusk**

Very good location  
Good condition  
Good accessibility

**Maintain**

**Dawn to dusk:** Autumn/ Winter - 7am to 6pm | Summer/ Spring - 6am to 9pm

**TRARALGON**

**WORKS PLANNED**

TEDAS Pavilion, 15-19 Whittakers Road



Unisex = 6  
Accessible = 1

**Open dawn to dusk**

Good location  
Good condition  
Good accessibility

BUILD00247

**Maintain**

Traralgon Railway Reserve, Hickox Street



Unisex / Accessible = 1

**Open dawn to dusk**

Good location  
Very good condition  
Good accessibility

**Connect to power**  
(refer to Implementation Plan for details)

Church Street Carpark



Female = 1  
Male = 1  
Female / Accessible = 1  
Male / Accessible = 1

**Open 8am to 8pm**

*Note: The building owner is responsible for opening, closing, cleaning and maintenance of this facility*

Poor location  
Poor condition  
Poor accessibility

**Nil - not Council asset**

**TRARALGON SOUTH**

**WORKS PLANNED**

Community Hall, Cats Drive



Unisex / Accessible = 1

**Open dawn to dusk**

Good location  
Good condition  
Good accessibility

**Maintain**

**ATTACHMENT 1**  
**List of Public Toilets (cont.)**

as at January 2023

**TYERS**

**WORKS PLANNED**

Jaycees Park / Community Park, 70 Main Road

Female = 1  
Male = 1

**Upgrade**  
(refer to Implementation Plan for details)



**Open 24 hours**

Good location  
Good condition  
Good accessibility

BUILD01121

**YALLOURN NORTH**

**WORKS PLANNED**

Reserve Street

Unisex = 2  
Accessible = 1

**Maintain**



**Open dawn to dusk**

Good location  
Good condition  
Good accessibility

BUILD00200

**YINNAR**

**WORKS PLANNED**

Martin Walker Park, 35 Gilberts Road, Yinnar South

Female = 2  
Male = 1

**Replace**  
(refer to Implementation Plan for details)



**Open 24 hours**

Poor Location  
Poor to fair condition  
Poor accessibility

BUILD00266

Yinnar Recreation Reserve East Pavilion, 88-144 Jumbuk Road

Unisex = 2  
Accessible = 1

**Maintain**



**Open dawn to dusk**

Good location  
Good condition  
Good accessibility

**Dawn to dusk:** Autumn/ Winter - 7am to 6pm | Summer/ Spring - 6am to 9pm

**YINNAR**

**WORKS PLANNED**

Centenary Park, 44 Main Street

Unisex / Accessible = 1

**Upgrade**  
(refer to Implementation Plan for details)



**Open 24 hours**

Good location  
Good condition  
Good accessibility

BUILD00269

Yinnar South Tennis Courts, Middle Creek Road

Female = 2  
Male = 1

**Remove**  
(refer to Implementation Plan for details)



**Open 24 hours**

Poor Location  
Poor condition  
Poor accessibility

**ATTACHMENT 2**  
**Supplementary List**

**CHURCHILL**

**Churchill Community Hub**  
Phillip Parade

Monday to Friday  
8.30am to 5.15pm

**Georgina Place**  
Marina Drive (next to bakery)

Monday to Friday  
6.30am to 4pm  
Saturday and Sunday  
7.30am to 2pm

**TRARALGON**

**Traralgon Service Centre**  
34-38 Kay Street

7 days a week  
6am to 8.30pm

Includes Changing Places facility

Changing Places is accessible 24h with MLAK

**Gippsland Performing Arts Centre**  
32 Kay Street

7 days a week  
10am to 4pm

Includes Changing Places facility

**Traralgon Railway Station**  
Princess Highway

Open during public transport operating hours

**Traralgon Plaza**  
166-188 Franklin Street

Monday to Thursday  
9am to 5.30pm  
Friday  
9am to 9pm  
Saturday  
9am to 5pm  
Sunday  
10am to 4pm

**MOE**

**Moe Service Centre**  
1/29 George Street

Monday to Friday  
8.30am to 5.15pm

Includes Adult Change facility

Saturday  
9am to 12noon

**Moe Plaza**  
22 Moore Street

Monday to Friday  
8am to 6pm  
Saturday  
9am to 1pm

**Moe Railway Station**  
Lloyd Street

Open during public transport operating hours

**MORWELL**

**Latrobe City Council Headquarters**  
141 Commercial Road

Monday to Friday  
8.30am to 5.15pm

This venue has a parent room which includes private space, toddler play area and baby change station

**Morwell Library**  
63-65 Elgin Street

Monday to Friday  
8.30am to 5.15pm  
Saturday  
9am to 12noon

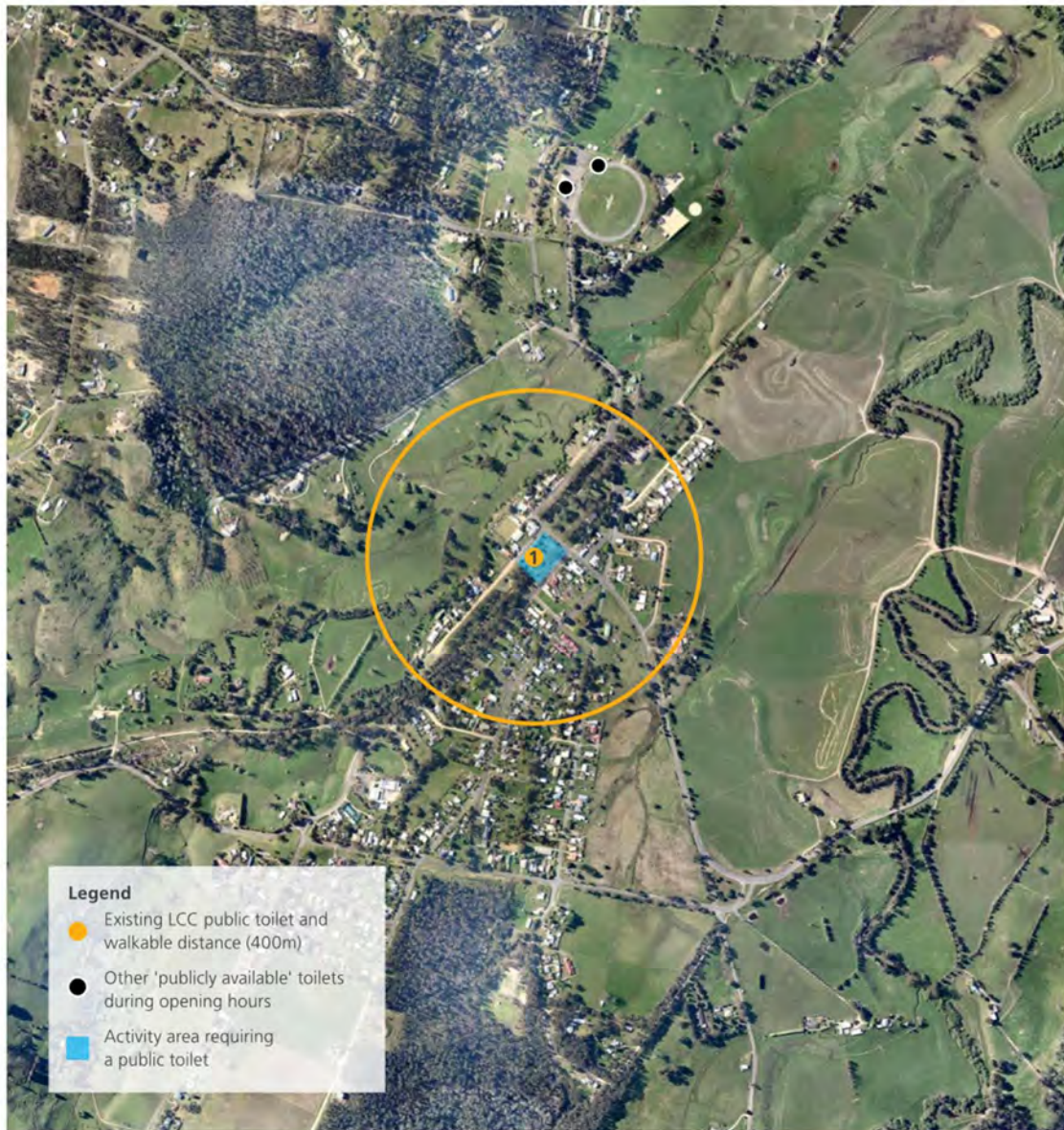
**Morwell Railway Station**  
Princess Drive

Open during public transport operating hours



**ATTACHMENT 3**  
**Town Maps**

**BOOLARRA**



**1. Railway Reserve**

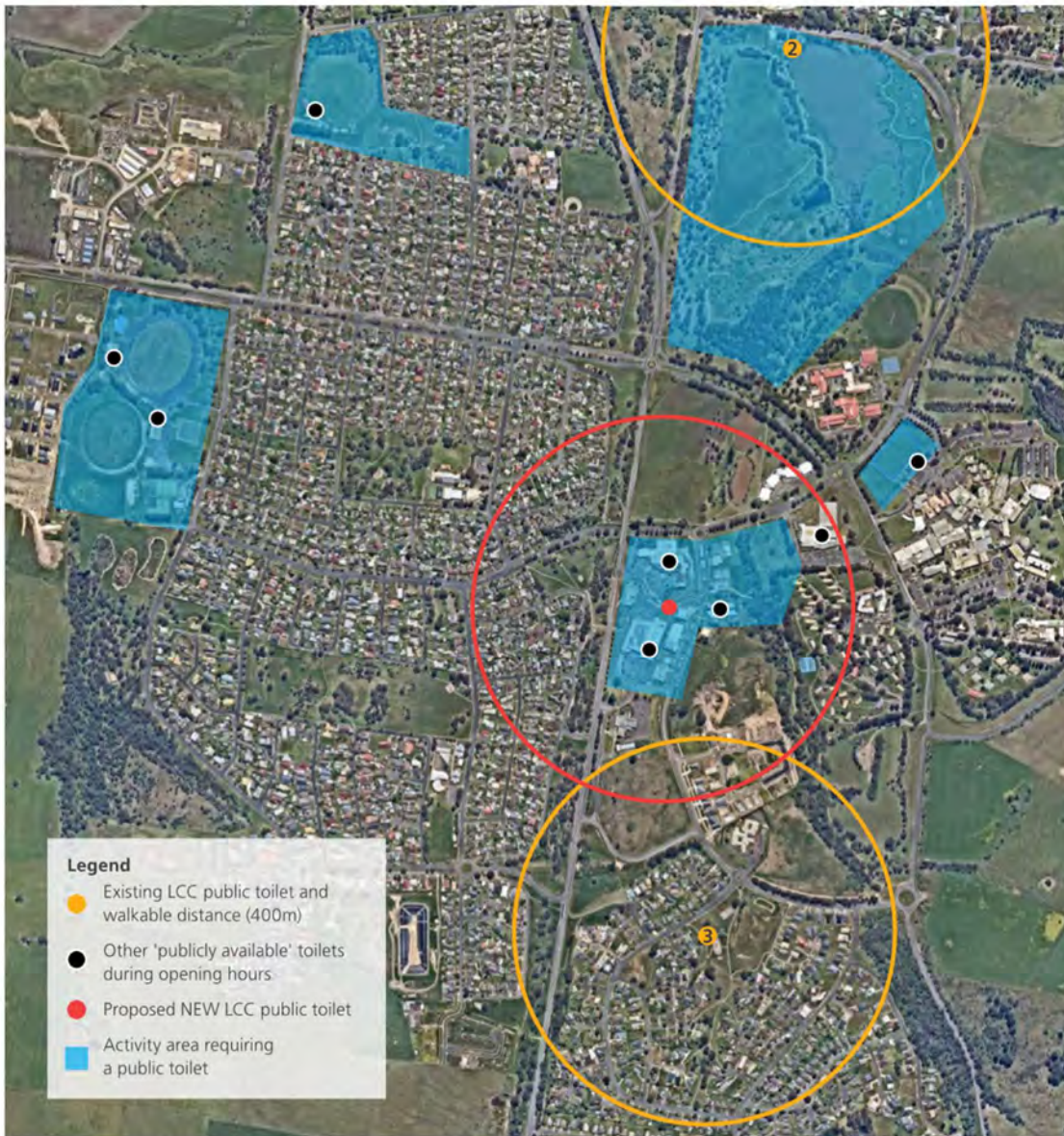
Location: -38.378502, 146.273584  
 Configuration: 2 unisex, 1 accessible  
 Works required: maintain  
 When: ongoing

**Note:** Primrose Park, Boolarra was investigated as a potential site but location does not meet usage / demand requirements to justify need.



**ATTACHMENT 3**  
**Town Maps (cont.)**

**CHURCHILL**



**2. Mathison Park**

Location: -38.302044, 146.424063  
Configuration: 1 unisex / accessible  
Works required: upgrade  
When: 2025/26

**3. Glendonald Park**

Location: -38.319511, 146.422241  
Configuration: 1 unisex / accessible  
Works required: remove  
When: 2024/25



**GLENGARRY**



**4. Apex Park**

Location: -38.126550, 146.573680  
Configuration: 3 unisex, 1 accessible  
Works required: maintain  
When: ongoing



**ATTACHMENT 3**  
**Town Maps (cont.)**

**MOE**



**5. Moe Town Hall**

Location: -38.175240, 146.262170  
 Configuration: 2 female, 2 male, 2 accessible  
 Works required: remove  
 When: 2027/28

**6. Albert Street (Coles Carpark)**

Location: -38.173840, 146.259600  
 Configuration: 2 unisex, 1 accessible  
 Works required: upgrade  
 When: 2027/28

**7. JS Dwyer Memorial Park (Gippsland Heritage Park)**

Location: -38.184446, 146.237642  
 Configuration: 4 female, 2 male, 1 accessible  
 Works required: upgrade  
 When: 2030/31

**8. Apex Park**

Location: -38.178430, 146.253170  
 Configuration: 2 female, 2 male, 1 accessible  
 Works required: upgrade  
 When: 2031/32

**9. Moe Botanic Gardens**

Location: -38.178540, 146.271730  
 Configuration: 2 unisex, 1 accessible  
 Works required: maintain  
 When: ongoing

**10. George Street Taxi Rank**

Location: -38.176379, 146.261979  
 Configuration: 1 unisex, 2 accessible  
 Works required: maintain  
 When: ongoing



**MORWELL**



**12. Kernet Hall**

Location: -38.238810, 146.422560  
 Configuration: 1 unisex / accessible  
 Works required: maintain  
 When: ongoing

**13. Morwell Recreation Reserve**

Location: -38.239310, 146.390070  
 Configuration: 2 female, 1 male  
 Works required: remove  
 When: 2024/25

**14. Rotary Gardens**

Location: -38.235605, 146.393868  
 Configuration: 1 unisex / accessible  
 Works required: maintain  
 When: ongoing

**15. Commercial Road Bus Station**

Location: -38.237780, 146.398190  
 Configuration: 3 unisex, 1 accessible  
 Works required: upgrade  
 When: 2026/27

**16. Morwell Rose Garden**

Location: -38.236933, 146.390246  
 Configuration: 2 unisex / accessible  
 Works required: upgrade  
 When: 2028/29

**17. Morwell Town Common**

Location: -38.240331, 146.400029  
 Configuration: 3 unisex, 1 accessible  
 Works required: upgrade  
 When: 2031/32

**18. Crinigan Road Bushland**

Location: -38.212560, 146.426803  
 Configuration: 1 unisex / accessible  
 Works required: connect to power  
 When: 2026/27



**ATTACHMENT 3**  
**Town Maps (cont.)**

**NEWBOROUGH**



**19. Lake Narracan Boat Ramp**

Location: -38.163936, 146.317694  
 Configuration: 3 female, 2 male, 1 accessible  
 Works required: maintain  
 When: ongoing

**20. Henry White Reserve**

Location: -38.186771, 146.292078  
 Configuration: 2 unisex, 1 accessible  
 Works required: maintain  
 When: ongoing

**21. Haunted Hills Mountain Bike Park**

Location: -38.198900, 146.315660  
 Configuration: 1 unisex, 1 accessible  
 Works required: maintain  
 When: ongoing

**Note:** Boolarra Avenue, Newborough was investigated as a potential site but location does not meet usage / demand requirements to justify need.



**TOONGABBIE**



**22. Village Green**

Location: -38.058912, 146.622291

Configuration: 2 unisex / accessible

Works required: maintain

When: ongoing



**ATTACHMENT 3**  
**Town Maps (cont.)**

**TRARALGON**



**23. Newman Park**

Location: -38.196107, 146.544421  
Configuration: 5 unisex, 1 female / accessible  
Works required: relocate  
When: TBC

**24. Bert Thompson Reserve**

Location: -38.193870, 146.542940  
Configuration: 2 unisex, 1 accessible  
Works required: relocate  
When: TBC

**25. Agnes Brereton Netball Courts**

Location: -38.188801, 146.534416  
Configuration: 2 unisex / 1 accessible  
Works required: maintain  
When: ongoing

**26. Hotham Street Carpark**

Location: -38.197371, 146.538973  
Configuration: 2 unisex, 1 accessible  
Works required: upgrade  
When: 2027/28

**27. Victory Park**

Location: -38.196068, 146.541555  
Configuration: 2 unisex, 1 accessible  
Works required: maintain  
When: ongoing

**28. TEDAS Pavilion**

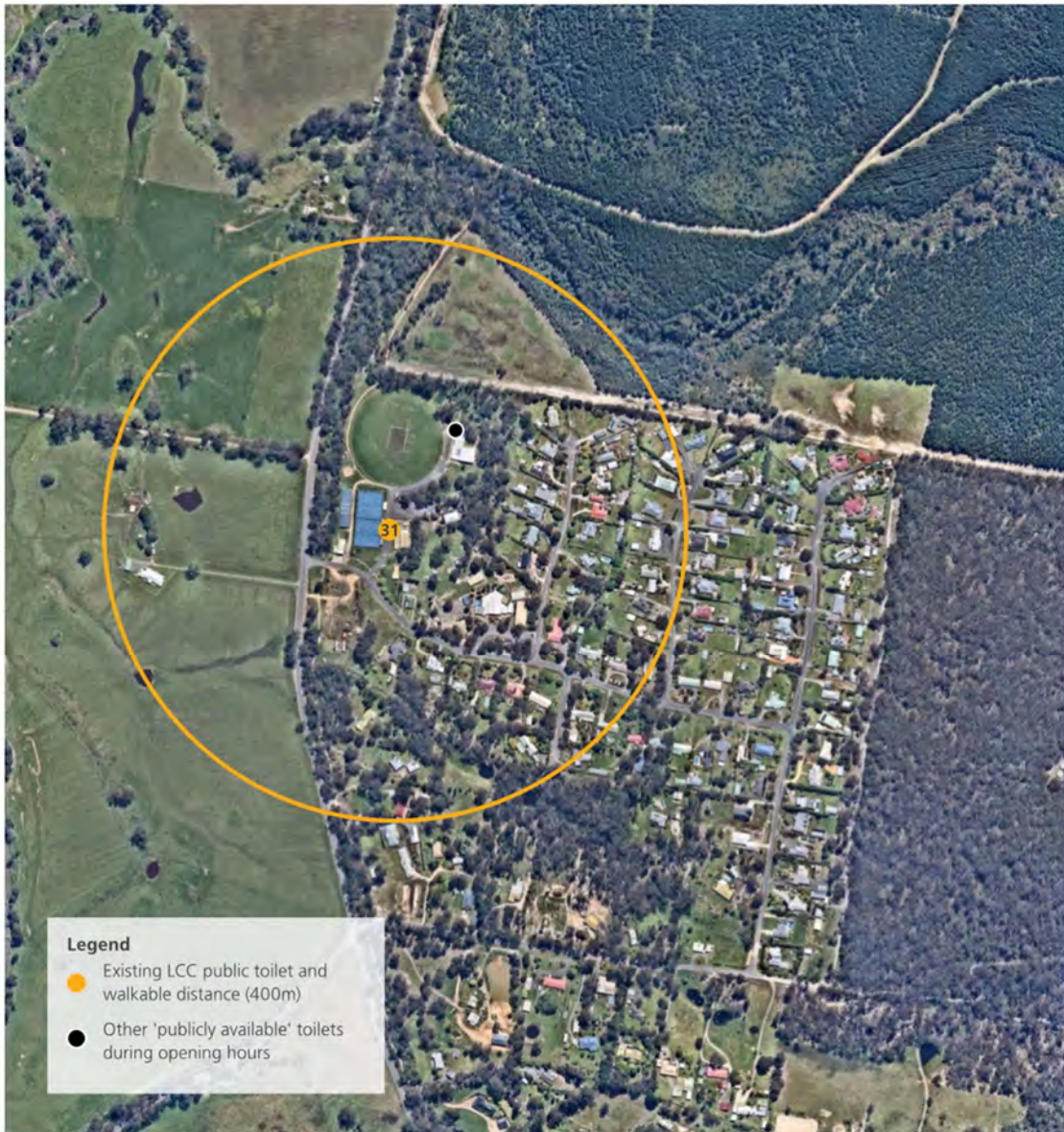
Location: -38.200235, 146.546021  
Configuration: 6 unisex, 1 accessible  
Works required: maintain  
When: ongoing

**29. Traralgon Railway Reserve**

Location: -38.211184, 146.530016  
Configuration: 1 unisex / accessible  
Works required: connect to power  
When: 2026/27



**TRARALGON SOUTH**



**31. Community Hall**

Location: -38.296476, 146.539423

Configuration: 1 unisex / accessible

Works required: maintain

When: ongoing



**ATTACHMENT 3**  
**Town Maps (cont.)**

**TYERS**



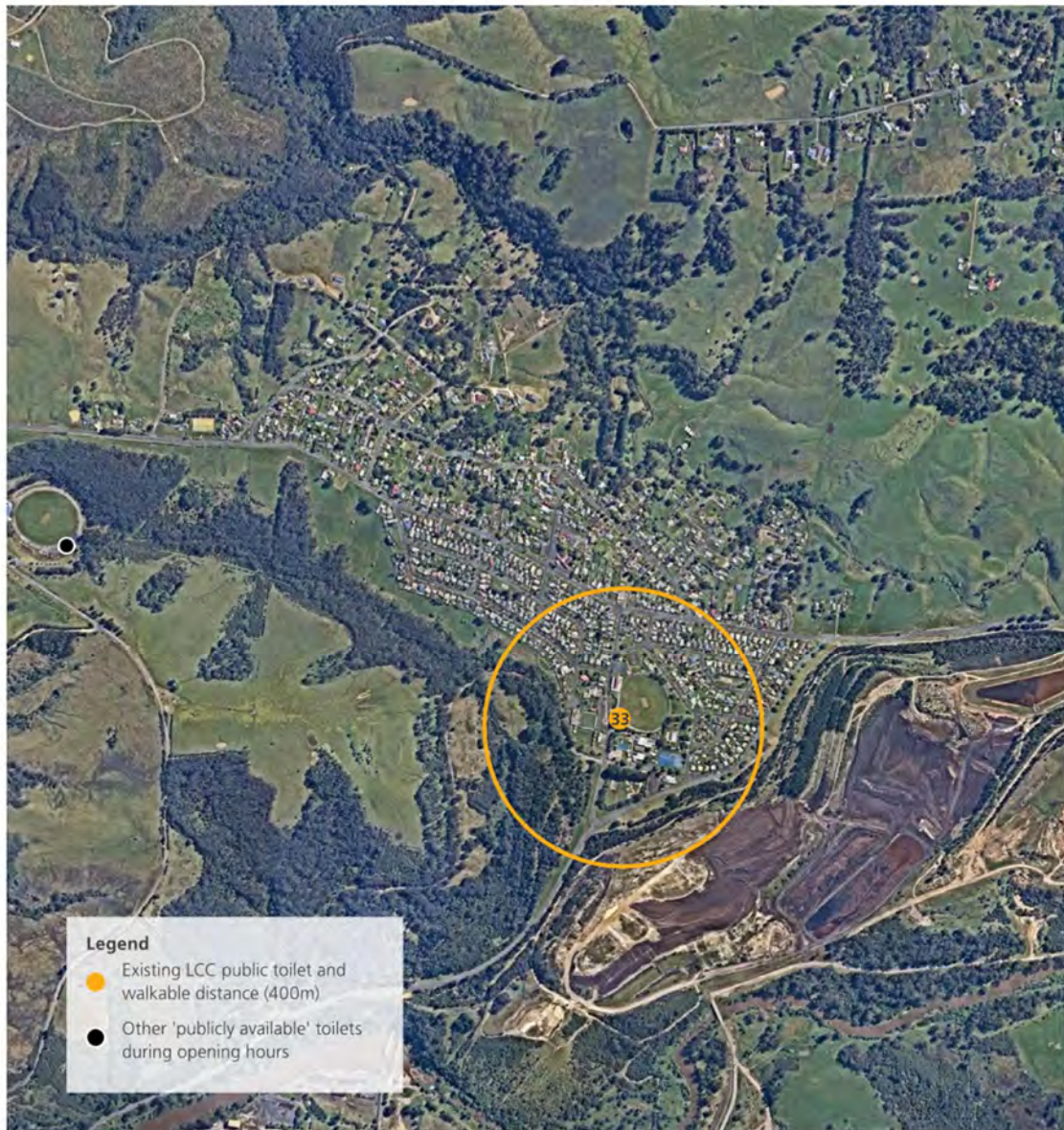
**Legend**

- Existing LCC public toilet and walkable distance (400m)
- Other 'publicly available' toilets during opening hours

**32. Jacees Park / Community Park**  
Location: -38.149139, 146.480489  
Configuration: 1 female, 1 male  
Works required: upgrade  
When: 2024/25



**YALLOURN NORTH**



**33. Reserve Street**

Location: -38.162624, 146.361649  
Configuration: 2 unisex, 1 accessible  
Works required: maintain  
When: ongoing



**ATTACHMENT 3**  
**Town Maps (cont.)**

**YINNAR**



**34. Martin Walker Park**

Location: -38.376457, 146.361422  
 Configuration: 2 female, 1 male  
 Works required: relocate  
 When: TBC

**35. Yinnar Recreation Reserve**

Location: -38.327807, 146.339619  
 Configuration: 2 unisex, 1 accessible  
 Works required: maintain (by reserve committee)  
 When: ongoing

**36. Centenary Park**

Location: -38.321838, 146.327761  
 Configuration: 1 unisex / accessible  
 Works required: upgrade  
 When: 2028/29

**37. Yinnar South Tennis Courts**

Location: -38.360094, 146.360096  
 Configuration: 2 female, 1 male  
 Works required: remove  
 When: 2025/26

## ATTACHMENT 4

## 10 Year Implementation Plan – List of Works

LOCATION	ISSUE	SOLUTION
<b>Boolarra Railway Reserve</b> Tarwin Street, Boolarra	Mesh screens in front of handbasin need refresh No hand soap provided No baby change table	Replace with new screen design Hand soap dispenser to be installed Add stainless steel bench
<b>Churchill CBD</b> Marina Drive, Churchill	Area does not have adequate facilities	Construct new facility in CBD including a Changing Places
<b>Mathison Park</b> Mackeys Road, Churchill	Not big enough for demand / poor location No hand soap provided No baby change table	Upgrade to a larger facility, include a Changing Places and consider location (This project will be included in future playground upgrade) Hand soap dispenser to be installed Add stainless steel bench
<b>Glendonald Park</b> Amaroo Drive, Churchill	Poor location / high vandalism and antisocial behaviour No hand soap provided No baby change table	Decommission
<b>Apex Park</b> Main Street, Glengarry	No hand soap provided Broken fold down baby change	Hand soap dispenser to be installed Replace with stainless steel bench
<b>Moe Town Hall</b> Albert Street, Moe	Poor location / high vandalism and antisocial behaviour No hand soap provided	Decommission Larger facility to be built in alternate location, see Albert Street (Coles carpark) Hand soap dispenser to be installed
<b>Albert Street (Coles carpark)</b> Albert Street, Moe	Not big enough for demand No hand soap provided	Knock down and replace with much larger facility (consider including Changing Places) Hand soap dispenser to be installed
<b>JS Dwyer Memorial Park (Gippsland Heritage Park)</b> Lloyd Street, Moe	No hand soap provided No power No unisex facility Separate male / female compartments	Hand soap dispenser to be installed Connect to power and open 24-hours Replace cubical sign on accessible toilet with ungendered 'accessible toilet' sign Change configuration to ungendered cubicles
<b>Moe Apex Park</b> Waterloo Road, Moe	Poor natural surveillance Mesh screens in front of handbasin need refresh No hand soap provided No baby change table No unisex facility	Large renewal to improve CPTED (change layout to have the entry face carpark) Replace with new screen design Hand soap dispenser to be installed Insufficient space for a baby change (this will be addressed in renewal project) Replace cubical signs with ungendered 'toilet' signs
<b>Moe Botanic Gardens</b> Botanic Drive, Newborough	No hand soap provided No sharps disposal unit provided Broken fold down baby change	Hand soap dispenser to be installed Sharps disposal unit to be installed Replace with stainless steel bench
<b>George Street Taxi Rank</b> George Street, Moe	No hand soap provided	Hand soap dispenser to be installed
<b>Kernot Hall</b> Princess Drive, Morwell	Poor condition / poor location No hand soap provided No sanitary bin provided No baby change table	This facility will be refurbished as part of current works at Kernot Hall (poor location will be addressed through proposed new facility on other side of lake) Hand soap dispenser to be installed Sanitary bin to be provided Stainless steel bench to be added
<b>Immigration Park</b> Princess Drive, Morwell	Identified need for a new facility	Construct new facility near shared path (consider Exeloo)

## ATTACHMENT 4

## 10 Year Implementation Plan – List of Works (cont.)

LOCATION	ISSUE	SOLUTION
<b>Morwell Recreation Reserve North Block</b> Aherin Street, Morwell	Very poor condition No hand soap provided	Decommission and not replace
<b>Rotary Gardens</b> Princess Dr, Morwell	No hand soap provided	Hand soap dispenser to be installed
<b>Commercial Road Bus Station</b> Commercial Road, Morwell	Very poor condition / constant vandalism / poor accessibility / no flat concrete path to door Mesh screens in front of handbasin need refresh No hand soap provided	Significant renewal once new facility on north side open Change hours to 'dawn to dusk' (after new facility built) Replace with new screen design Hand soap dispenser to be installed
<b>Morwell CBD (north side of train station)</b>	No facilities on north side	New facility – Exeloo (consider including Changing Places)
<b>Morwell Rose Garden</b> Anne Street, Morwell	Poor natural light No hand soap available Sign on door reads 'disabled toilet'	Redesign to 1 compliant accessible cubicle Hand soap dispenser to be installed Replace cubical signs with ungendered 'accessible toilet' signs
<b>Morwell Town Common</b>	Poor ventilation / poor natural light Mesh screens in front of handbasin need refresh No hand soap provided No baby change table	Renewal project to install skylights and consider including a Changing Places Replace with new screen design Hand soap dispenser to be installed Stainless steel bench to be added
<b>Crinigan Road Bushland Reserve</b>	Issues with septic tank (fills with stormwater) and solar panels (vandalised) No hand soap provided No sharps disposal unit provided No sanitary bin provided No baby change table	Connect to power Hand soap dispenser to be installed Sharps disposal unit to be installed Provide sanitary bin Stainless steel bench to be added
<b>Lake Narracan Caravan Park - Caravan Park Toilet Block 1</b> South Shore Road, Newborough	Not a public toilet	Decommission
<b>Lake Narracan North Shore - Caravan Park Toilet Block 2</b> South Shore Road, Newborough	Not a public toilet	Decommission
<b>Lake Narracan South Shore</b> South Shore Road, Newborough	Poor condition	Decommission
<b>Lake Narracan Boat Ramp</b> Sullivans Track, Newborough	Poor location / poor accessibility No hand soap provided No separate unisex facility	Services in area dictates this location (septic) Hand soap dispenser to be installed Replace sign on accessible cubical with ungendered 'accessible toilet' sign
<b>Henry White Reserve</b> Balfour Street, Newborough	No hand soap provided No sharps disposal unit No baby change table	Hand soap dispenser to be installed Sharps disposal unit to be installed Stainless steel bench to be added

LOCATION	ISSUE	SOLUTION
<b>Haunted Hills Mountain Bike Park</b> Haunted Hills Road, Hernes Oak	No hand soap provided No sharps disposal unit	Hand soap dispenser to be installed Sharps disposal unit to be installed
<b>Village Green</b> Cowan Street, Toongabbie	No hand soap provided	Hand soap dispenser to be installed
<b>Newman Park</b> Peterkin Street, Traralgon	Poor location / not big enough for demand Mesh screens in front of handbasin need refresh No hand soap provided Sign on accessible cubical is female	At end of usable life, or as funding presents, knock down and rebuild as per master plan currently in development (include a Changing Places) Replace with new screen design Hand soap dispenser to be installed Replace all cubical signs with ungendered 'toilet' signs
<b>Bert Thompson Reserve</b> Argyle Street, Traralgon	Poor natural light / poor location No hand soap provided	At end of usable life, or as funding presents, knock down and rebuild (as per future master plan) Hand soap dispenser to be installed
<b>Agnes Brereton Netball Courts</b> Breed Street, Traralgon	Poor location / poor natural surveillance / poor natural light No hand soap provided No sharps disposal unit provided	Site restrictions don't allow for improvements to location or natural lighting, and construction of a new facility on other side unwarranted Hand soap dispenser to be installed Sharps disposal unit to be installed
<b>Traralgon Recreation Reserve Nth Block</b> Howitt Street, Traralgon	Not a public toilet	Decommission
<b>Harold Preston Reserve</b> Davidson Street, Traralgon	Not a public toilet Poor location / poor natural surveillance / poor natural light	Knock down and rebuild (this is to be identified in future master plan)
<b>Hotham Street Car Park</b> Hotham Street, Traralgon	Poor natural light / internal tiles too dark Should not be the 24-hour facility due to location No hand soap provided	Significant renewal once new 24-hour facility in CBD open Change opening hours to dusk to dawn once new facility open Hand soap dispenser to be installed
<b>Traralgon CBD</b>	Not enough facilities in CBD / current 24-hour facility is undesirable and not fully accessible (doorways too narrow)	Install new 24-hour facility (Exeloo) and consider including Changing Places Identified location is proposed multi-level carpark on Kay Street
<b>Victory Park</b> Princess Highway, Traralgon	No hand soap provided No sharps disposal unit provided	Hand soap dispenser to be installed Sharps disposal unit to be installed
<b>TEDAS Pavilion</b> Whittakers Road, Traralgon	No hand soap available	Hand soap dispenser to be installed
<b>Traralgon Railway Reserve</b> Hickox Street, Traralgon	No hand soap available No sharps disposal unit provided No mains power	Hand soap dispenser to be installed Sharps disposal unit to be installed Connect to mains power
<b>Community Hall</b> Cats Drive, Traralgon South	No hand soap available No sharps disposal unit provided No sanitary bin provided	Hand soap dispenser to be installed Sharps disposal unit to be installed Sanitary bin to be provided



#### ATTACHMENT 4

### 10 Year Implementation Plan – List of Works (cont.)

LOCATION	ISSUE	SOLUTION
<b>Jaycees Park / Community Park</b> Main Road, Tyers	No accessible toilet No hand soap available No sanitary bin provided No unisex facility	Redesign to 2 accessible cubicles (provision for accessible path from carpark to be included in project) Hand soap dispenser to be installed Sanitary bin to be provided Addressed by redesign project (signs to be ungendered 'accessible toilet')
<b>Reserve St, Yallourn North</b>	Mesh screens in front of handbasin need refresh No hand soap available No sanitary bin provided No baby change table	Replace with new screen design Hand soap dispenser to be installed Sanitary bin to be provided Stainless steel bench to be added
<b>Martin Walker Park</b> Upper Middle Creek Road, Yinnar	Non-compliant as septic tank too close to creek No power Poor location / poor accessibility / no accessible toilet / no flat concrete path to door No hand soap available No sanitary bin provided No baby change table No unisex facility	Knock down and rebuild in compliant location (will still need to use a septic tank) Connection to power to be included in project
<b>Centenary Park</b> Main Street, Yinnar	No hand soap available No baby change table Identified as a potential location for a larger facility	Hand soap dispenser to be installed Stainless steel bench to be added Upgrade to larger facility
<b>Yinnar South Tennis Courts</b> Middle Creek Road	Poor location / poor accessibility / no accessible toilet / no flat concrete path to door / underutilised No hand soap available No sanitary bin provided No baby change table No unisex facility	Decommission



## ATTACHMENT 4

## 10 Year Implementation Plan – Yearly Costings

## YEAR 0-1 ACTIONS

July 2023 / June 2024	Responsible team	\$
Replace mesh screens with new design 6 locations - see list below	Building Maintenance	Included in building maintenance budget
Install baby change table (stainless steel bench) 10 locations – see list below	Building Maintenance	20,000
Install sharps disposal unit 8 locations – see below	Building Maintenance	Included in building maintenance budget
Update signs with 'toilet' or 'accessible toilet' sign 5 locations – see list below	Building Maintenance	Included in building maintenance budget
Install hand soap dispenser and add to service contract 30 locations – see list below	Building Maintenance / Property Services	Included in building maintenance budget and current service contract
Locations to be added to service contract to provide nappy bins 22 locations – see list below	Property Services	Included in current service contract
Locations to be added to service contract to provide sanitary bins 5 locations – see list below	Property Services	Included in current service contract
Provide adult incontinence bin, and add to service contract Identified locations (TBC)	Property Services	Annual cost estimated \$327 per location (\$6.28 per weekly service x 52)
Demolish 3 facilities at Lake Narracan (Caravan Park Block 1 & 2, and South Shore)		
Demolish Traralgon Recreation Reserve North Block	Building Projects	20,000
Design new facility in Traralgon CBD	Building Projects	Included in design for new proposed multilevel carpark
Mathison Park upgrade planning, including a Changing Places	Recreation Open Space Planning	Included in upcoming playground upgrade
Newman Park relocation planning, including a Changing Places	Recreation Open Space Planning	Included in future Master Plan

## YEAR 1-2 ACTIONS

July 2024 / June 2025	Responsible team	\$
Design and construct new facility in Churchill CBD including a Changing Places	Building Projects	450,000
Renew Jaycees Park, Tyers	Building Maintenance	150,000
Demolish Glendonald Park, Churchill	Building Projects	50,000
Demolish Morwell Recreation Reserve	Building Projects	20,000
<b>Additional estimated budget required under annual Capital Works Program</b>		<b>450,000</b>

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14 October 2023 (Growth)

Public Toilet Plan 2023-2033

**ATTACHMENT 4****10 Year Implementation Plan – Yearly Costings (cont.)****YEAR 2-3 ACTIONS**

<b>July 2025 / June 2026</b>	<b>Responsible team</b>	<b>\$</b>
Upgrade facility at Mathison Park and include a Changing Places	Recreation Open Space Planning	Included in upcoming playground upgrades
Design and construct new facility at Immigration Park, Morwell	Building Projects	450,000
Design for new facility on north side of Morwell CBD	Building Projects	50,000
Design for Traralgon Railway Reserve to connect to power	Building Projects	10,000
Design for Crinigan Road to connect to power	Building Projects	10,000
Connect JS Dwyer Memorial Park (Gippsland Heritage Park) to power	Building Maintenance	50,000
Demolish Yinnar South Tennis Courts	Building Projects	40,000
<b>Additional estimated budget required under annual Capital Works Program</b>		<b>510,000</b>

**YEAR 3-4 ACTIONS**

<b>July 2026 / June 2027</b>	<b>Responsible team</b>	<b>\$</b>
Design for upgraded facility at Centenary Park, Yinnar	Building Projects	50,000
Connect Traralgon Railway Reserve to power	Building Projects	100,000
Connect Crinigan Road to power	Building Projects	100,000
Construct new facility on north side of Morwell CBD	Building Projects	400,000
Renew facility at Commercial Road, Morwell	Building Maintenance	100,000
Construct new facility in Traralgon CBD	Major Projects	Included in Regional Car Park Funding Program
<b>Additional estimated budget required under annual Capital Works Program</b>		<b>650,000</b>

**YEAR 4-5 ACTIONS**

<b>July 2027 / June 2028</b>	<b>Responsible team</b>	<b>\$</b>
Design for new facility at Albert Street, Moe	Building Projects	400,000
Demolish old and construct new facility		
Renew Hotham Street Car Park	Building Projects	250,000
Demolish Moe Town Hall facility	Building Projects	30,000
<b>Additional estimated budget required under annual Capital Works Program</b>		<b>400,000</b>

Public Toilet Plan 2023-2033

Lismore City Council

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**YEAR 5-6 ACTIONS**

July 2028 / June 2029	Responsible team	\$
Demolish facility at Centenary Park, Yinnar and replace with larger facility	Building Projects	400,000
Renew Morwell Rose Garden	Building Maintenance	150,000
Design for new facility at Harold Preston Reserve in alternate location	Building Projects	50,000
Design for new facility at Martin Walker Park in alternate location	Building Projects	50,000
<b>Additional estimated budget required under annual Capital Works Program</b>		<b>500,000</b>

**YEAR 6-7 ACTIONS**

July 2029 / June 2030	Responsible team	\$
Construct new facility at Harold Preston Reserve	Building Projects	400,000
Design for upgraded facility at Apex Park, Moe	Building Projects	50,000
<b>Additional estimated budget required under annual Capital Works Program</b>		<b>450,000</b>

**YEAR 7-8 ACTIONS**

July 2030 / June 2031	Responsible team	\$
Design upgrade of Morwell Town Common, including a Changing Places	Building Projects	50,000
Redesign JS Dwyer Memorial Park (Gippsland Heritage Park) to individual cubicles	Building Maintenance	50,000
<b>Additional estimated budget required under annual Capital Works Program</b>		<b>50,000</b>

**YEAR 8-9 ACTIONS**

July 2031 / June 2032	Responsible team	\$
Upgrade facility at Apex Park, Moe	Building Projects	400,000
Upgrade Morwell Town Common and include a Changing Places	Building Projects	400,000
<b>Additional estimated budget required under annual Capital Works Program</b>		<b>800,000</b>

<b>TOTAL estimated additional budget required as a result of the plan</b>	<b>3,810,000</b>
<b>TOTAL funded through existing renewal budgets</b>	<b>940,000</b>

**Note:** Estimated figures in blue are unfunded projects which will need to be requested during the annual Capital Works Program development. The rest of the figures are funded through existing renewal budgets or other projects.



**ATTACHMENT 4****10 Year Implementation Plan – Yearly Costings (cont.)****MESH SCREENS TO BE UPDATED**

- Boolarra Railway Reserve
- Moe Apex Park
- Commercial Road Bus Station, Morwell
- Morwell Town Common
- Newman Park, Traralgon
- Reserve St, Yallourn North

**BABY CHANGE TABLE TO BE PROVIDED**

- Boolarra Railway Reserve
- Mathison Park, Churchill
- Apex Park, Glengarry
- Moe Botanic Gardens
- Kernot Hall, Morwell
- Morwell Town Common
- Crinigan Road Bushland Reserve, Morwell
- Henry White Reserve, Newborough
- Reserve St, Yallourn North
- Centenary Park, Yinnar

**SHARPS BIN SERVICE TO BE ADDED**

- Moe Botanic Gardens
- Crinigan Road Bushland Reserve, Morwell
- Henry White Reserve, Newborough
- Haunted Hills Mountain Bike Park
- Agnes Brereton Netball Courts, Traralgon
- Victory Park, Traralgon
- Traralgon Railway Reserve
- Community Hall, Traralgon South

**UPDATE SIGNS WITH 'TOILET' / 'ACCESSIBLE TOILET' SIGN**

- Moe Apex Park (all cubicles including accessible)
- Morwell Rose Garden (both cubicles and outside sign)
- Lake Narracan (accessible cubicle)
- JS Dwyer Memorial Park, Moe (accessible cubicle)
- Newman Park, Traralgon (all cubicles including accessible)

**HAND SOAP TO BE ADDED**

- Boolarra Railway Reserve
- Mathison Park, Churchill
- Apex Park, Glengarry
- Moe Town Hall
- Albert Street, Moe
- JS Dwyer Memorial Park, Moe
- Moe Apex Park
- Moe Botanic Gardens
- George Street, Moe
- Kernot Hall, Morwell
- Rotary Gardens, Morwell
- Commercial Road Bus Station, Morwell
- Morwell Rose Garden
- Morwell Town Common
- Crinigan Road Bushland Reserve, Morwell
- Lake Narracan Boat Ramp
- Henry White Reserve, Newborough
- Haunted Hills Mountain Bike Park
- Village Green, Toongabbie
- Newman Park, Traralgon
- Bert Thompson Reserve, Traralgon
- Agnes Brereton Netball Courts, Traralgon
- Hotham Street Car Park, Traralgon
- Victory Park, Traralgon
- TEDAS Pavilion, Traralgon
- Traralgon Railway Reserve
- Community Hall, Traralgon South
- Jaycees Park, Tyers
- Reserve Street, Yallourn North
- Centenary Park, Yinnar

**NAPPY BIN SERVICE TO BE ADDED**

Current locations that already have a baby change table:

- Apex Park, Glengarry
- Moe Town Hall
- George St Taxi Rank, Moe
- JS Dwyer Memorial Park, Moe
- Rotary Gardens, Morwell
- Village Green, Toongabbie
- Victory Park, Traralgon
- Bert Thompson Reserve, Traralgon
- Agnes Brereton Netball Courts, Traralgon
- Traralgon Railway Reserve
- TEDAS Pavilion, Traralgon Recreation Reserve
- Traralgon South Community Hall
- Jaycees Park, Tyers

Locations where baby change tables will be added:

- Boolarra Railway Reserve
- Mathison Park, Churchill
- Moe Botanic Gardens
- Kernot Hall, Morwell
- Morwell Town Common
- Crinigan Road Bushland Reserve, Morwell
- Henry White Reserve, Newborough
- Reserve St, Yallourn North
- Centenary Park, Yinnar

**SANITARY BIN SERVICE TO BE ADDED**

- Kernot Hall, Morwell
- Crinigan Road Bushland Reserve, Morwell
- Community Hall, Traralgon South
- Jaycees Park, Tyers
- Reserve Street, Yallourn North

**ATTACHMENT 5**  
**Public Toilet Design Examples**

DESIGN	INCLUSIONS/ MEASUREMENTS	ESTIMATE \$\$
	<p><b>Changing Places</b></p> <p>Stand Alone</p> <p>Fully integrated</p>	<p>\$350,000 – \$450,000</p>
	<p>2 Standard Toilet</p> <p>2 Ambulant Toilet</p> <p>1 Universal Access Toilet</p> <p>7200 mm x 2400 mm</p>	<p>\$300,000 - \$400,000</p>
	<p>1 Standard Toilet</p> <p>1 Ambulant Toilet</p> <p>1 Universal Access Toilet</p> <p>4800 mm x 2400 mm</p>	<p>\$200,000 – \$300,000</p>
	<p>1 Ambulant Toilet</p> <p>1 Universal Access Toilet</p> <p>3600 mm x 2400 mm</p>	<p>\$150,000 – \$250,000</p>
	<p>1x Universal Access Toilet</p> <p>2400mm x 2400mm</p>	<p>\$100,000 - \$200,000</p>
	<p><b>Exeloo</b></p> <p>Fully Automated 1</p> <p>Fully Automated 2</p> <p>Fully Automated 3</p>	<p>\$150,000 - \$250,000</p> <p>\$250,000 - \$350,000</p> <p>\$300,000 - \$400,000</p>







# **STATUTORY PLANNING**

## 8. STATUTORY PLANNING

**Agenda Item:** 8.1

**Agenda Item:** Amendment C138 (Rezoning North of Baldwin Road, Traralgon) - Consideration of Submissions

**Sponsor:** Regional City Planning and Assets

### **Proposed Resolution:**

#### **That Council:**

- 1. Having formally considered all written submissions received to Amendment C138, endorses the officer's response to the issues outlined in Attachment 2;**
- 2. Adopts Amendment C138 with post exhibition changes, as outlined in Attachment 3 and 4, in accordance with section 29 of the *Planning and Environment Act 1987*.**
- 3. Submits adopted Amendment C138 together with the prescribed information to the Minister for Planning for approval, in accordance with section 31 of the *Planning and Environment Act 1987*; and.**
- 4. Advises those persons who made written submissions to Amendment C138 of Council's decision.**

### **Executive Summary:**

- Amendment C138 is a proponent led Planning Scheme Amendment to rezone part of land north of Baldwin Road, Traralgon (approximately 51.07ha) from Farming Zone Schedule 1 to General Residential Zone Schedule 3.
- The Amendment also proposes to introduce the Development Plan Overlay Schedule 11 and make minor administrative changes to Clause 11.01-1LTR and Clause 16.01-1L Housing Supply to reflect the proposed changes in the Traralgon Structure Plan and Housing Framework Plan respectively.
- Council resolved to request authorisation of Amendment C138 at 6 June 2022 Council Meeting subject to EPA concerns being resolved. On 6 October 2022 the EPA advised that they are not resourced to provide advice and Council officers would need to determine based on their own review of the documents. Therefore, Council officers proceeded based on the advice from the consultant and review of Planning Practice Note 30 and Ministerial Direction 1 and requested authorisation.
- Authorisation was requested on 24 October 2022 and received on 1 November 2022 from Department of Transport and Planning (DTP).
- Amendment C138 was placed on exhibition 19 January 2023 to 22 February 2023. A total of 11 submissions were received (see Attachment 1), four submissions of support, five submissions of support requesting minor changes and two objections which have been resolved. A summary of submissions is provided at Attachment 2.



- Changes have been made to the proposed amendment documents in response to the submissions received, see Attachment 3. In particular changes have been made to the Development Plan Overlay Schedule 11, Explanatory Report and Preliminary Site Investigation Report. A summary of the post exhibition changes can be found at Attachment 4.
- As no outstanding submissions remain, Council officer's recommendation is to adopt the amendment and submit to the Minister for Planning for approval.

## Background:

Amendment C138 is a proponent led Planning Scheme Amendment submitted by NBA Group on behalf of Gippsland Development Group Pty Ltd and Marshall Road Developments Pty Ltd to rezone 51.07ha of land north of Baldwin Road, Traralgon.

Proposed Amendment C138 (North of Baldwin Road, Traralgon) affects land at (see figure 1 below):

1. Unit 2, 55 Glendale Road, Traralgon (Crown Allotment 26F Parish of Traralgon);
2. 50 Glendale Road, Traralgon (Lot 1, PS329021) and 110 Marshalls Road, Traralgon (Lot 2, PS329021);
3. 60 Marshalls Road, Traralgon (Lot 2, PS323156);
4. 60 Marshalls Road, Traralgon (Lot 1, TP4167);
5. Traralgon Maffra Road, Traralgon (Lot C, PS821062).

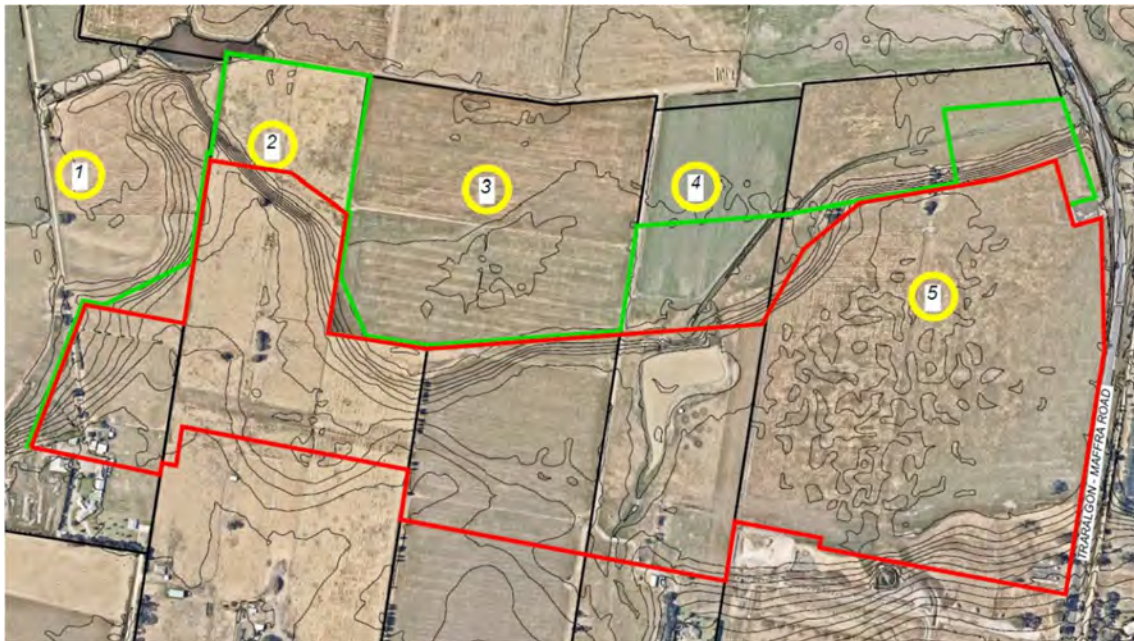


Figure 1: Properties impacted by the proposal. Red line shows land to be rezoned (51.07ha), green line shows extent of proposed reserves.

Please note, the Amendment request has been made on behalf of landowner of 2 and 5. However consent from landowner 1 and 3/4 has been provided to the request.

The Amendment proposes to:

- Rezone land from Farming Zone Schedule 1 to General Residential Zone Schedule 3;
- Apply the Development Plan Overlay Schedule 11 to the land;
- Insert Schedule 11 to the Development Plan Overlay at Clause 43.03, which requires the preparation of the Development Plan and Development Contributions Plan; and

- Amends Clause 02.04 to update the Morwell to Traralgon Framework Plan
- Amends Clause 11.01-1LTR to update the Traralgon Structure Plan to show the land as residential supply;
- Amends Clause 16.01-1L Housing Supply to update the Traralgon Housing Framework Plan to include the area to be zoned in limited change area.

At the 6 June 2022 Council Meeting, Council resolved to request authorisation of Amendment C138 once additional work required by the EPA had been completed.

A request for authorisation was lodged with Department of Transport and Planning (formerly Department of Environment, Land, Water and Planning) on 24 October 2022.

Authorisation to prepare and exhibit Amendment C138 was received on 1 November 2022.

### **Issues:**

Amendment C138 was placed on exhibition from 19 January 2023 until 22 February 2023. Details on the exhibition are provided in the consultation/communication section below.

A total of 11 submissions have been received. A copy of all submissions received is provided at Attachment 1. Four submissions support the amendment, five submissions support the amendment with minor changes requested and two submissions raised objections or points for further clarification which have now been resolved.

Section 22 of the Act requires that Council consider all submissions to Amendment C138 received during the public exhibition process. Council may also consider late submissions.

A summary of all submissions received has been provided at Attachment 2.

#### Submissions of support

Four submissions of support have been received from Gippsland Water (submission 1), West Gippsland Catchment Management Authority (submission 3 and 3b), Country Fire Authority (submission 4) and APA Group (submission 6). The amendment documents are consistent with advice provided during the pre-consultation undertaken. No further changes to the Amendment were requested.

#### Submissions where changes were requested

Five submissions were received from Department of Transport and Planning (Transport) (submission 5 and 5b), Esso (submission 7), Department of Education (submission 8) and Energy Safe Victoria (ESV) (submission 9) and Department Environment, Energy and Climate Action (DEECA) (submission 11) which support the amendment but have requested minor changes to the amendment documents. See Attachment 3 for the update Amendment documents.

Details of the changes requested is provided in the summary of submission table and provided in the Post Exhibition Changes table at Attachment 4.

The changes requested were to the Development Plan Overlay Schedule 11 and Explanatory Report. The changes relate to either clarification or strengthening of wording, inclusion of new requirements in the Development Plan Overlay or ensuring the reference to the right documents, department titles have been included.

All the changes requested strengthen the amendment and ensure requirements for the preparation of the Development Plan and specific to particular issues, such as the major gas pipeline, potential location of a government school and access requirements.

### Resolved Objections

#### *Submission 2*

Submitter 2 wanted to ensure the retention of native vegetation for the land being rezoned. Council officers met with the submitter to provide an opportunity to discuss the amendment and provide information on the amendment process. At this meeting Council officers detailed that the rezoning of land from Farming Zone Schedule 1 to General Residential Zone Schedule 3 does not change the treatment of the native vegetation. It still requires a planning permit for removal.

Also, as the Development Plan Overlay Schedule 11 is proposed to be applied to the land through this amendment, this requires the preparation of a Development Plan to be prepared before any planning permit can be granted. As part of this process, further requirements are required to be met including Flora and Fauna Assessments. At this time the Development Plan will be required to be placed on exhibition and landowners surrounding the area will be provided an opportunity for comment. Council officers have placed the landowner on a stakeholder list to be notified at the time the Development Plan is on exhibition.

Council officers also proposed some changes to the Development Plan Overlay Schedule 11 which strengthened the requirements for the Flora and Fauna Assessment.

The amendment documents also included a desktop Flora and Fauna Assessment which has identified the native trees to the site. This assessment has then formed part of the preparation for a concept plan which shows the native vegetation being retained, mainly in public open space and road reserves. Whilst the concept plan is not being approved as part of the amendment and a Development Plan is still required, it shows how the vegetation can be retained.

The above changes and information satisfied the concerns raised in the submission and this submission has now been resolved.

### *Submission 10 - Environment Protection Authority (EPA)*

The EPA is seeking clarification on potential contamination, separation distances and impacts from major roads to ensure that Council has undertaken the necessary steps to understand the potential risk or harm to the environment, amenity and human health.

Changes have been made to the Preliminary Site Investigation (PSI) background report, to clarify concerns on potential contamination and separation distances to assist in decision making and address the concerns.

EPA raised concerns that there was no certainty that the 'proposed open space' referred to as part of the concept plan will be provided. However, as this open space is required due to the major pipelines, Council officers are certain that this will be provided. However, minor changes to the Development Plan Overlay Schedule 11 have been made to make this requirement clearer. This also was in response to submissions from ESV and Esso.

Changes to the Development Plan Overlay Schedule 11 are also proposed to require an assessment on noise and air quality from the Traralgon Maffra Road which can be included to address concerns. Council officers do not believe that any noise or air quality issues will exist that would prevent the rezoning of the land. Therefore, including this assessment and any mitigating measures in the Development Plan requirements is appropriate.

As no outstanding submissions remain, Council officer's recommendation is for Council to adopt the Amendment and submit to the Minister for Planning for approval.

### *Communication*

Amendment C138 were subject to the prescribed process in accordance with the public notice and consultation requires of section 19 of the Planning and Environment Act 1987.

As part of the exhibition of Amendment C138 the following activities were undertaken:

- Amendment documents were placed on Latrobe City Council's website;
- Have Your Say page created;
- 96 notification letters were sent to affected owners and occupiers;
- 44 emails were sent to agencies, public authorities and Ministers believed to be materially affected by the Amendment and/or Planning Permit Application prescribed under the Act;
- Notice placed in the Latrobe Valley Express on 18 January 2023;
- Notice placed in the Government Gazette on 19 January 2023;



- Information placed at service centre and libraries in Morwell, Moe, Traralgon and Churchill.

As a result of the exhibition process Council officers:

- Received four telephone enquiries;
- Held four meetings with submitters;
- Received 19 and 167 unique views on Have Your Say and Amendment C138 website pages; and
- Responded to two written enquiries or questions received to this amendment.

#### *Financial Implications*

Amendment C138 is a proponent led Amendment. Therefore, fees are required in accordance with Planning and Environment (Fees) Regulation 2016 and Latrobe City Council fees and charges.

Stage 1 fees were paid in March 2021 when the application was lodged.

Stage 2 fees of \$15,611.10 has been paid as seven submissions have been received which request a change to the amendment.

When the amendment is adopted, stage 3 and 4 fees will be required to be paid to Latrobe City Council and DTP.

#### *Risk Assessment*

Risk	Risk rating	Treatment
COMPLIANCE Environmental considerations cannot be resolved with the EPA.	<b>Low</b> Unlikely x Minor	Council officers are working with the EPA and applicant to resolve any confusion with the environmental considerations.
Strategic Council not supporting or does not make a decision on the amendment.	<b>Low</b> Unlikely x Minor	Council officers have provided a summary of all submissions received and a proposed response. Council can either adopt or abandon the amendment.

## Legal and Compliance

The planning scheme amendment process is shown in Figure 1 below, which identifies the current stage Amendment C138 is at in the process.

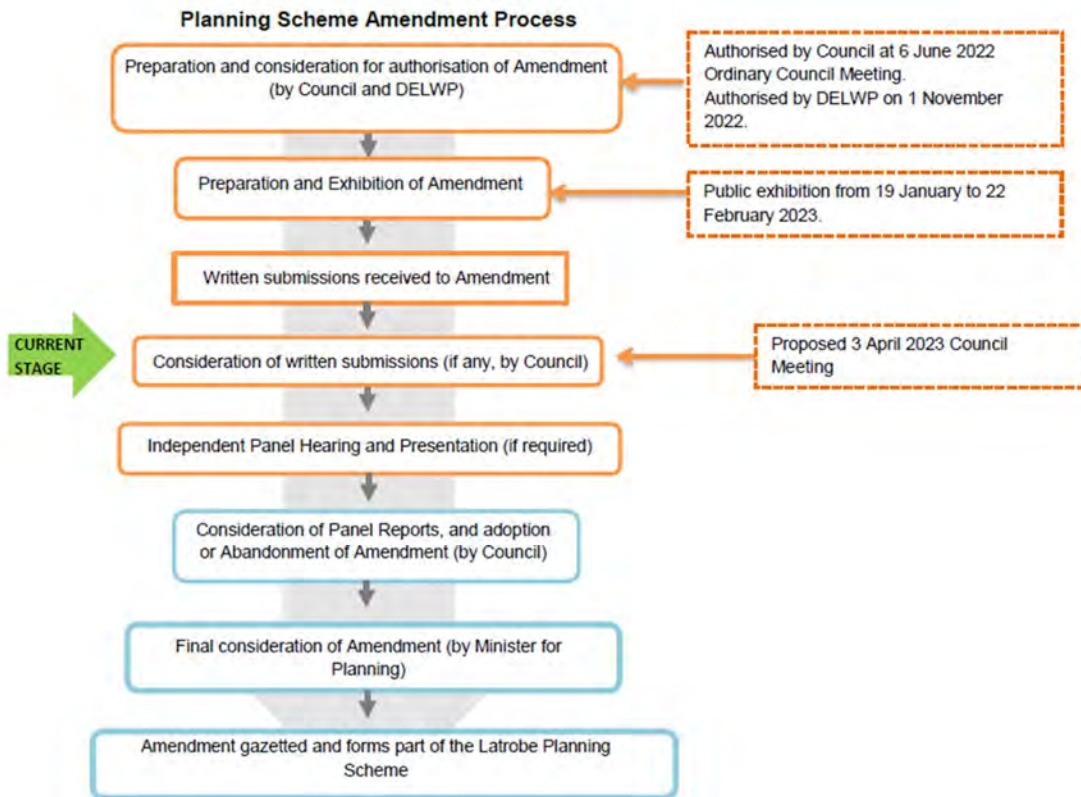


Figure 1 – Amendment C138 Planning Scheme Amendment Process

Council, as a planning authority, has a number of duties and powers, which are listed at Section 12 of the Act. Under Section 12(2) Council must have regard to:

- The Minister’s directions;
- The Victoria Planning Provisions;
- Any strategic plan, policy statement, code or guideline which forms part of the Latrobe Planning Scheme;
- Any significant effects which it considers a planning scheme amendment might have on the environment or which it considers the environment might have on any use or development envisaged in Amendment C138.
- Any social and economic effects.

## Health Implications

No health implications are associated with this report.

### *Environmental Implications*

All environmental implications have been addressed through the flora, fauna and preliminary site assessments undertaken as part of the application. Requirements have been placed in the Development Plan Overlay to ensure any risks are being managed.

Issues in relation to the potential contamination and separation distances from industries with adverse amenity impacts have been considered as part of the PSI assessment and changes have been made in response to the submission.

The Development Plan Overlay Schedule 11 provides requirements for the consideration of environmental issues prior to the development of the land.

### *Other*

No other considerations are associated with this report.

### **Declaration of Interests:**

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

### **Supporting Documents:**

Nil

### **Attachments**

1. Submissions
2. Summary of Submissions
3. Amendment Documents (Published Separately)
4. Post Exhibition Changes Table

# 8.1

## Amendment C138 (Rezoning North of Baldwin Road, Traralgon) - Consideration of Submissions

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4	Post Exhibition Changes Table .....	197

**Submission 1**

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From: [Redacted]  
 To: [Redacted]  
 Subject: 22-13-2022 PLANNING STRATEGY AMENDMENT NO. C138 (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT UNDER THE PLANNING AND ENVIRONMENT ACT 1987 (ECHOFFICIAL)  
 Date: Friday, 22 January 2023 7:20:53 AM  
 Attachments: [Redacted]

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**Attention Strategic Planning:**

Hi Miriam,

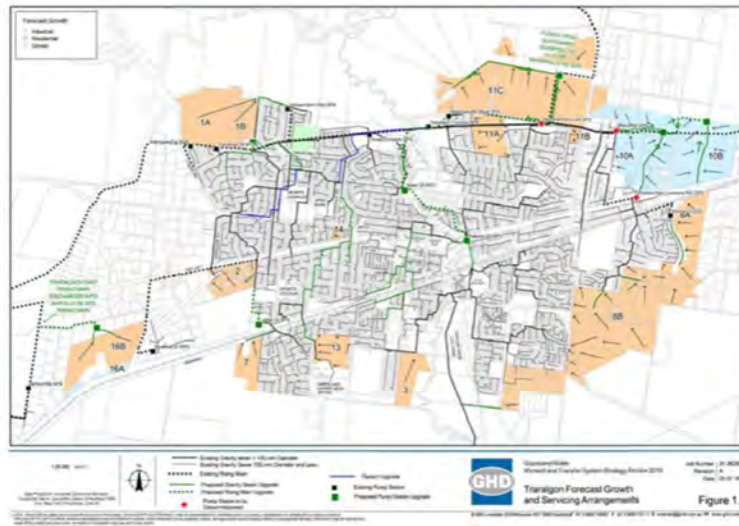
Our submission remains the same as submitted approx. 12 months ago, as per below.

Kind regards,

[Redacted] Thank you for the opportunity to provide comment on the planning scheme amendment, which proposes to rezone land north of Baldwin Rd in Traralgon to general residential, in line with TGAR.. Gippsland Water has reviewed the proposal with the following commentary.

Gippsland Water has no objections to the planned rezoning of the area north of Baldwin Rd in Traralgon. Gippsland Water has incorporated this rezoning into the design of Baldwin Rd Sewage Pump Station (SPS) which is near complete and will be operational before this rezoning occurs. Baldwin Rd SPS will be the outfall for this proposed rezoning.

Reticulation and trunk sewer mains be designed and constructed to relevant WSA/GW standards. All assets will be reimbursed in line with the Essential Services Commission (ESC) guidelines.

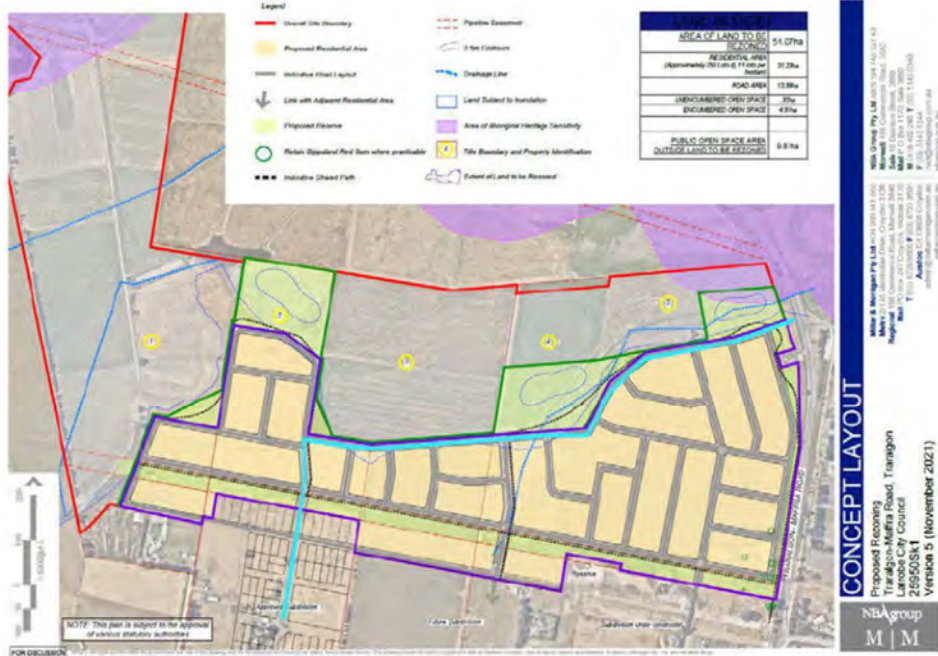


In terms of water, the proposed rezoning area is well serviced.

Reticulation and trunk water mains be designed and constructed to relevant WSA/GW standards. All assets will be reimbursed in line with the Essential Services Commission (ESC) guidelines.

Of note, Gippsland Water will require the developer(s) to extend a 225 mm shared asset water main from Broadway Boulevard, as indicatively shown as light blue line in the below image, through the proposed rezoning, terminating at Traralgon Maffra Road.





If you have any questions please let me know.

Kind Regards,

[Redacted Signature]

Senior Engineer Strategic Planning

55 Hazelwood Road Traralgon VIC 3844



We acknowledge the Traditional Owners of the Gippsland Water area - the Gunaikurnai people and the Bunurong people, and recognise their strong cultural connection to the land and waterways. We pay our respect to their Elders, past and present.

From: [Redacted]  
 Sent: Thursday, 17 February 2023 10:20 AM  
 To: [Redacted]  
 Subject: LATROBE PLANNING SCHEME, AMENDMENT NO C138(LATE (NORTH OF BALDWIN ROAD, TRARALGON)) - NOTICE OF PREPARATION OF AN AMENDMENT UNDER THE PLANNING AND ENVIRONMENT ACT 1987

This Message Is From an External Sender  
 This message came from outside your organization.

Dear [Redacted],

**AMENDMENT C138 (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT**  
 Latrobe City Council has received an application to amend the Latrobe Planning Scheme from NBA Group Pty Ltd on behalf of Central Gippsland Development Group and Marshalls Road Developments Pty Ltd (their clients).

We are writing to you because you have been identified as a key stakeholder for the proposed amendment.

Amendment C138 affects land north of Baldwin Road, Traralgon (see Figure 1 below). Amendment C138 proposes to rezone the land to General Residential Zone Schedule 3 and applies Development Plan Overlay Schedule 11 which requires a plan to be prepared to show how the land will be developed (see attached maps).



**Figure 1:** Properties impacted by the proposal. Red line shows land to be rezoned (51.07ha), green line shows extent of proposed reserves. Enclosed with this letter is the formal notice of the amendment which is being sent in accordance with Section 19 of the Planning & Environment Act 1987 (the Act).

Full details of the amendment can be found on Latrobe City Council's website [www.latrobe.vic.gov.au/C138](http://www.latrobe.vic.gov.au/C138) or you may inspect the amendment documentation at the following locations:

- 141 Commercial Road, Morwell VIC 3840,
- 34 – 38 Kay Street, Traralgon VIC 3844,
- 1 – 29 George Street, Moe VIC 3825,
- 9 – 11 Philip Parade, Churchill VIC 3842
- At the Department of Environment, Land, Water and Planning website [www.delwp.vic.gov.au/public-inspection](http://www.delwp.vic.gov.au/public-inspection)

The amendment will be on public exhibition from 19 January 2023 to 22 February 2023 and this is your opportunity to comment on the proposal before a decision is made by Council.

Any person may make a submission about the amendment, please note that the closing date for a written submission is 22 February 2023. A submission may be in support or not in support of the proposed amendment; additionally, a submission can just provide general feedback/comments for consideration. All submissions must be sent to:

**Attention: Strategic Planning**  
 Latrobe City Council  
 PO Box 284  
 MORWELL VIC 3840

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

**Attention: Strategic Planning**

Please note that all submissions in relation to Amendment C138 are being collected by Latrobe City Council for the purposes of the planning process as set out in the Act. If you do not provide your name and address, Latrobe City Council will not be able to consider your submission.

Your submission will be available for any person to inspect during office hours free of charge until the end of two months after the amendment comes into operation or lapses. Copies of your submission may also be made available on request to any person for the relevant period as set out in the Act.

You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright.

For further information regarding this matter please contact Lorrae Dukes, Coordinator Strategic Planning 0417 512 540, or via e-mail [lorrae.dukes@latrobe.vic.gov.au](mailto:lorrae.dukes@latrobe.vic.gov.au)

Kind regards,

Miriam

**Miriam Turner**  
 Strategy Planning Officer (H)  
 # 67 512 540  
[Miriam.Turner@latrobe.vic.gov.au](mailto:Miriam.Turner@latrobe.vic.gov.au)



Latrobe City Council respects the traditional land of the **Brakakung** people of the **Gunaikurnai** nation.



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**Submission 2**

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**Miriam Turner**

**From:** latrobe-vic.noreply@govcms.gov.au on behalf of Latrobe City Council <latrobe-vic.noreply@govcms.gov.au>  
**Sent:** Monday, 30 January 2023 2:10 PM  
**To:** Latrobe Central Email  
**Cc:** Miriam Turner  
**Subject:** Have Your Say on Amendment C138 Submission  
**Attachments:** \_P8A2240.jpg  
**Categories:** C138 - Baldwin Road

**⚠ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe. ⚠**

Submitted on Mon, 2023-01-30 14:07

Submitted by: Anonymous

Submitted values are:

## Your Details

**Confidentiality**

Please withhold my name from public documents such as Council reports

## Your Submission

**My submission is**

To protect the mature Eucalypt "River Red Gums" and the surrounding low lying wet area in the south east corner of the property proposed to be amended. The biggest of the eucalypts is a tree favoured by no less than six species of birds as a nesting resource. Black Shouldered kites, Sulphur Crested Cockatoos, Short Billed Corellas, Eastern Rosella's, Rainbow Lorikeets & feral species Starlings nest there every year. With this submission is a photo of the Black Shouldered Kite currently nesting in this particular tree.

**Upload**

[\\_P8A2240.jpg](#) (3.67 MB)







Submission 2b

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From: [Redacted]  
To: [Redacted]  
Cc: [Redacted]  
Subject: RE: Have Your Say on Amendment C138 Submission  
Date: Monday, 9 March 2023 10:56:00 PM  
Attachments: [Redacted]

**EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.**

Yes, please go ahead

On Wed, 1 Mar 2023, 13:31 Lorraine Dukes, <Lorraine.Dukes@latrobe.vic.gov.au> wrote:

Hi [Redacted]

Thank you for taking my call today

As discussed, you are happy with the information provided and to be engaged with at the next stage during the Development Plan providing another opportunity to comment regarding the retention of the native vegetation

If this is not the case, please let me know Otherwise I will consider your submission to Amendment C138 satisfied

Thanks

**Lorraine Dukes** P 1300 367 700  
 Coordinator Strategic Planning W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
 P 03 51 28 5402 PO Box 254, Marwell 3840  
 M 0417 512 540  
 E [Lorraine.Dukes@latrobe.vic.gov.au](mailto:Lorraine.Dukes@latrobe.vic.gov.au)



From: Lorraine Dukes  
Sent: Monday, 27 February 2023 6:50 AM  
To: [Redacted]  
Cc: [Administrative.Services@latrobe.vic.gov.au](mailto:Administrative.Services@latrobe.vic.gov.au)  
Subject: RE: Have Your Say on Amendment C138 Submission

Hi [Redacted]

Further to the information below, are you able to advise whether this addresses the concerns raised in your submission?

Thanks

**Lorraine Dukes** P 1300 367 700  
 Coordinator Strategic Planning W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
 P 03 51 28 5402 PO Box 254, Marwell 3840  
 M 0417 512 540  
 E [Lorraine.Dukes@latrobe.vic.gov.au](mailto:Lorraine.Dukes@latrobe.vic.gov.au)



From: Lorraine Dukes  
Sent: Thursday, 9 February 2023 4:35 PM  
To: [Redacted]  
Cc: [Administrative.Services@latrobe.vic.gov.au](mailto:Administrative.Services@latrobe.vic.gov.au)  
Subject: FW: Have Your Say on Amendment C138 Submission

Hi [Redacted]

Thank you for meeting with me on Tuesday 7 February 2023 to discuss your submission. I can confirm that native vegetation being referred to is in the south east corner of the proposed rezoning area as per the attachment you provided.

The amendment proposes to rezone the approximately 5 ha of land north of Baldwin Road, Traralgon from Farming Zone Schedule 1 to General Residential Zone Schedule 3. The amendment also proposed to apply the Development Plan Overlay Schedule 11. The rezoning will not affect how the native vegetation is treated, any removal of native vegetation still requires a planning permit under Clause 52.17 of the Latrobe Planning Scheme and guidelines are available which indicate we should avoid removing vegetation where possible.

As the Development Plan Overlay is proposed to be applied to the land, a Development Plan will need to be prepared and approved before an application for subdivision can be made. This Development Plan will be consulted with the community. I can ensure that you are put on the contact list to make sure the Development Plan is notified to you once on exhibition. I believe at this time, if the plan shows any removal of native vegetation that would be the best opportunity for you to comment. There is specific requirements in the Development Plan for assessment on Flora and Fauna. I have reviewed these to make sure will address all requirements. I have made some changes, please see attached tracked changes version of the Development Plan Overlay with some suggested wording changes. I believe these changes strengthen the requirements and considerations for the preparation for the Development Plan.

As discussed, as native vegetation removal can be applied for under the Planning Scheme I can't prohibit the removal of the vegetation, but I can make sure we have a robust assessment and guidance.



The rezoning was supported by a number of reports. A copy of the background documents are found on our website at: [https://www.latrobe.vic.gov.au/Property/Development/Planning\\_Scheme\\_Amendments/Current\\_Planning\\_Scheme\\_Amendments/Amendment\\_C138\\_North\\_of\\_Baldwin\\_Road\\_Traralgon](https://www.latrobe.vic.gov.au/Property/Development/Planning_Scheme_Amendments/Current_Planning_Scheme_Amendments/Amendment_C138_North_of_Baldwin_Road_Traralgon)

I have provided a couple of points that may interest you:

- Page 11 – 13 provide details on the native vegetation assessment completed. Of particular note it says: *The approximate location of these significant trees has been shown on the indicative master plan and the plan has been designed to show how the trees could be avoided with the proposed road network meandering around the trees allowing for their retention within road reserves (page 12 last paragraph). The concept plan is page 209 of the pdf*
- Page 160 of the pdf is the start of the Flora and Fauna Assessment prepared for the rezoning

As discussed, the reports are required to identify and rare, threatened or endangered species as per Victorian and Federal legislation. They do however, also note any more common species that are seen in the area at times.

I did also speak with the consultants who are working on behalf of the applicants and they have detailed that the vegetation is likely to end up in a public open space reserve or in road reserves due to their proximity to major gas pipelines, Traralgon – Maffra Road and believe this will be an good outcome for the retention of the vegetation. This is something that will be looked into detail during the Development Plan stage.

Please see below a contact from someone in the Department of Energy, Environment and Climate Change Action (DEECA) as requested.

██████████  
 Planning and Approvals Program Officer

Planning and Approvals ██████████  
 ██████████  
 ██████████  
 ██████████

In summary, in response to your submission we are:

- Proposing to make changes to the Development Plan Overlay to strengthen the assessment of Flora and Fauna at the time the plan is prepared;
- Put your details on a contact list to be notified when the Development Plan is exhibited. This will give you an opportunity to make a submission (if needed).

Can you please advise if this response addresses the concerns raised in your submission?

Thanks

**Lorrie Dukes**

Coordinator Strategic Planning

P 03 5126 5462

M 0417 512 540

E [Lorrie.Dukes@latrobe.vic.gov.au](mailto:Lorrie.Dukes@latrobe.vic.gov.au)

P 1300 267 700

W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

PO Box 254, Morwell 3640



From: [latrobe.vic.noreply@govcms.gov.au](mailto:latrobe.vic.noreply@govcms.gov.au) <[latrobe.vic.noreply@govcms.gov.au](mailto:latrobe.vic.noreply@govcms.gov.au)>

Sent: Monday, 30 January 2023 2:10 PM

To: Latrobe Central Email <[LatrobeCity@latrobe.vic.gov.au](mailto:LatrobeCity@latrobe.vic.gov.au)>

Cc: Miriam Turner <[Miriam.Turner@latrobe.vic.gov.au](mailto:Miriam.Turner@latrobe.vic.gov.au)>

Subject: Have Your Say on Amendment C138 Submission

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Submitted on Mon, 2023-01-30 14:07

Submitted by Anonymous

Submitted values are

## Your Details

Personal Details

██████████  
 ██████████  
 ██████████

Confidentiality

Please withhold my name from public documents such as Council reports

## Your Submission

My submission is

To protect the mature Eucalypt "River Red Gums" and the surrounding low lying wet area in the south east corner of the property proposed to be amended. The biggest of the eucalypts is a tree favoured by no less than six species of birds as a nesting resource: Black Shouldered Kites, Sulphur Crested Cockatoos, Short Billed Corellas, Eastern Rosellas, Rainbow Lorikeets & feral species Starlings nest there every year. With this submission is a photo of the Black Shouldered Kite currently nesting in this particular tree.

Upload

[P55240.jpg](#) (3.67 MB)



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Marwell 3840 Victoria Australia

[www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

**Submission 3**

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WGCMA Ref: [REDACTED]  
 Document No: [REDACTED]  
 Date: 30 January 2023

Miriam Turner  
 Strategic Planning Officer  
 Latrobe City Council

Dear Miriam,

**Regarding: Planning Scheme Amendment - C138latr**

I refer to your correspondence received at the East Gippsland Catchment Management Authority ('the Authority') on 17 January 2023 in relation to amendment C138latr which seeks to rezone land from Farming Zone Schedule 1 to General Residential Zone Schedule 3 and apply a Development Plan Overlay Schedule 11.

Figure 1 indicates that part of the area proposed for rezoning is covered by the Land Subject to Inundation Overlay and is subject to flooding from the Latrobe River.

The Authority has reviewed the recent Panel Report for Amendment C126latr and notes the Panel's position that rezoning floodprone land for residential development is not appropriate or consistent with planning policy, which seeks to protect the community and manage environmental risk.

In light of this, the Authority requests that the area subject to Amendment C138latr be amended to ensure that floodprone land is not rezoned for residential purposes. The boundary of the proposed GRZ3 and DPO11 should align with the LSIO.

Subject to this alteration, the Authority is supportive of the proposed amendment.

Should you have any queries, please do not hesitate to contact [REDACTED] on 1300 094 262 or email [REDACTED]. To assist the Authority in handling any enquiries please quote [REDACTED] in your correspondence with us.

Yours sincerely,



**Executive Manager - Statutory Planning**

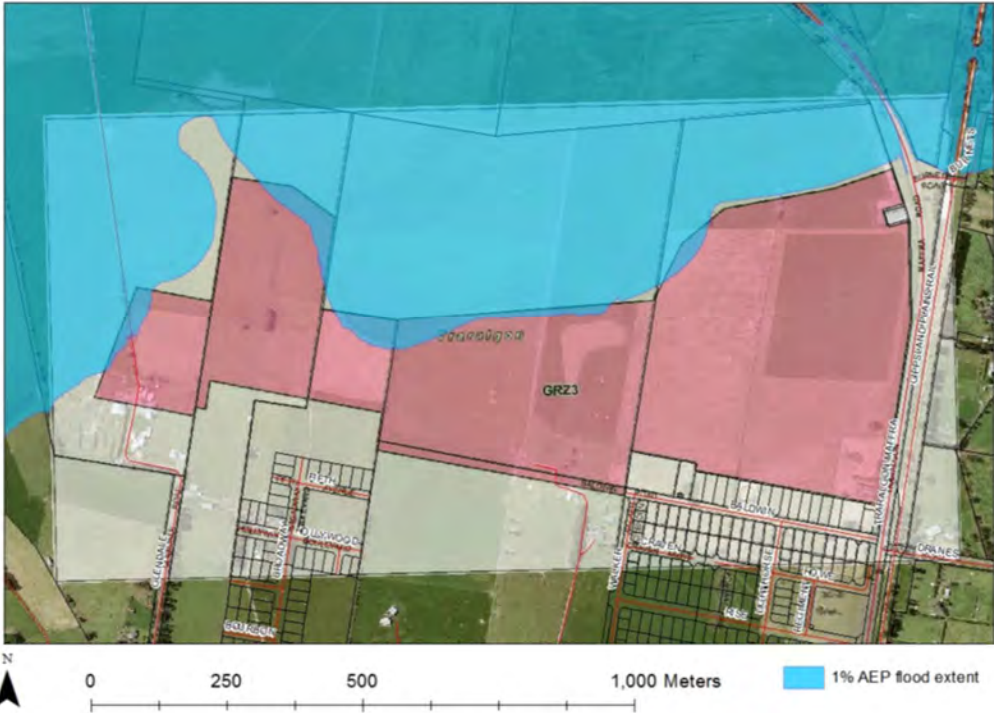
The information contained in this correspondence is subject to the disclaimers and definitions attached.

Traralgon Office 16 Hotham Street, Traralgon VIC 3844 | Leongatha Office Corner Young & Bair Streets, Leongatha VIC 3953  
 Call 1300 094 262 | Email [planning@wgcm.vic.gov.au](mailto:planning@wgcm.vic.gov.au) | Website [www.wgcm.vic.gov.au](http://www.wgcm.vic.gov.au)  
 PO Box 1374, Traralgon VIC 3844 | ABN 88 062 514 481

We acknowledge and pay our respects to the Traditional Owners of the region, the Gunaikurnai, Bunurong, Boonwurrung and Wurundjeri Peoples and pay our respects to Elders past, present and emerging.

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Figure 1 – 1% AEP flood extent





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**Definitions and Disclaimers**

1. The area referred to in this letter as the 'proposed development location' is the land parcel(s) that, according to the Authority's assessment, most closely represent(s) the location identified by the applicant. The identification of the 'proposed development location' on the Authority's GIS has been done in good faith and in accordance with the information given to the Authority by the applicant(s) and/or the local government authority
2. While every endeavour has been made by the Authority to identify the proposed development location on its GIS using VicMap Parcel and Address data, the Authority accepts no responsibility for or makes no warranty with regard to the accuracy or naming of this proposed development location according to its official land title description.
3. **AEP** as Annual Exceedance Probability – is the likelihood of occurrence of a flood of given size or larger occurring in any one year. AEP is expressed as a percentage (%) risk and may be expressed as the reciprocal of ARI (Average Recurrence Interval).  
  
Please note that the 1% probability flood is not the probable maximum flood (PMF). There is always a possibility that a flood larger in height and extent than the 1% probability flood may occur in the future.
4. **AHD** as Australian Height Datum - is the adopted national height datum that generally relates to height above mean sea level. Elevation is in metres.
5. **ARI** as Average Recurrence Interval - is the likelihood of occurrence, expressed in terms of the long-term average number of years, between flood events as large as or larger than the design flood event. For example, floods with a discharge as large as or larger than the 100 year ARI flood will occur on average once every 100 years.
6. Nominal Flood Protection Level – is the minimum height required to protect a building or its contents, which includes a freeboard above the 1% AEP flood level.
7. No warranty is made as to the accuracy or liability of any studies, estimates, calculations, opinions, conclusions, recommendations (which may change without notice) or other information contained in this letter and, to the maximum extent permitted by law, the Authority disclaims all liability and responsibility for any direct or indirect loss or damage which may be suffered by any recipient or other person through relying on anything contained in or omitted from this letter.
8. This letter has been prepared for the sole use by the party to whom it is addressed and no responsibility is accepted by the Authority with regard to any third party use of the whole or of any part of its contents. Neither the whole nor any part of this letter or any reference thereto may be included in any document, circular or statement without the Authority's written approval of the form and context in which it would appear.
9. The flood information provided represents the best estimates based on currently available information. This information is subject to change as new information becomes available and as further studies are carried out.
10. Please note that land levels provided by the Authority are an estimate only and should not be relied on by the applicant. Prior to any detailed planning or building approvals, a licensed surveyor should be engaged to confirm the above levels.



**Submission 3b**

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**WGCMA Ref:** [REDACTED]  
**Document No:** 2  
**Date:** 21 February 2023

Miriam Turner  
 Strategic Planning Officer  
 Latrobe City Council

Dear Miriam,

**Regarding: Planning Scheme Amendment - C138latr**

I refer to our previous correspondence in relation to the above matter dated 30 January 2023, and advised that the Authority would like to make the following amended submission. This response supersedes our 30 January 2023 submission.

The Authority has reviewed the recent Panel Report for Amendment C126latr and notes the Panel's position that rezoning floodprone land for residential development is not appropriate or consistent with planning policy, which seeks to protect the community and manage environmental risk.

However, we note that the Authority has previously agreed to a small amount of encroachment of residential land into the floodplain.

In light of this previous advice, the Authority supports the amendment to rezone the land to General Residential Zone Schedule 3 and apply the Development Plan Overlay Schedule 11 as exhibited.

Should you have any queries, please do not hesitate to contact [REDACTED] on [REDACTED] or email [REDACTED]. To assist the Authority in handling any enquiries please quote [REDACTED] in your correspondence with us.

Yours sincerely,

[REDACTED]

**Executive Manager - Statutory Planning**

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**Definitions and Disclaimers**

1. The area referred to in this letter as the 'proposed development location' is the land parcel(s) that, according to the Authority's assessment, most closely represent(s) the location identified by the applicant. The identification of the 'proposed development location' on the Authority's GIS has been done in good faith and in accordance with the information given to the Authority by the applicant(s) and/or the local government authority
2. While every endeavour has been made by the Authority to identify the proposed development location on its GIS using VicMap Parcel and Address data, the Authority accepts no responsibility for or makes no warranty with regard to the accuracy or naming of this proposed development location according to its official land title description.
3. **AEP** as Annual Exceedance Probability – is the likelihood of occurrence of a flood of given size or larger occurring in any one year. AEP is expressed as a percentage (%) risk and may be expressed as the reciprocal of ARI (Average Recurrence Interval).  
  
Please note that the 1% probability flood is not the probable maximum flood (PMF). There is always a possibility that a flood larger in height and extent than the 1% probability flood may occur in the future.
4. **AHD** as Australian Height Datum - is the adopted national height datum that generally relates to height above mean sea level. Elevation is in metres.
5. **ARI** as Average Recurrence Interval - is the likelihood of occurrence, expressed in terms of the long-term average number of years, between flood events as large as or larger than the design flood event. For example, floods with a discharge as large as or larger than the 100 year ARI flood will occur on average once every 100 years.
6. Nominal Flood Protection Level – is the minimum height required to protect a building or its contents, which includes a freeboard above the 1% AEP flood level.
7. No warranty is made as to the accuracy or liability of any studies, estimates, calculations, opinions, conclusions, recommendations (which may change without notice) or other information contained in this letter and, to the maximum extent permitted by law, the Authority disclaims all liability and responsibility for any direct or indirect loss or damage which may be suffered by any recipient or other person through relying on anything contained in or omitted from this letter.
8. This letter has been prepared for the sole use by the party to whom it is addressed and no responsibility is accepted by the Authority with regard to any third party use of the whole or of any part of its contents. Neither the whole nor any part of this letter or any reference thereto may be included in any document, circular or statement without the Authority's written approval of the form and context in which it would appear.
9. The flood information provided represents the best estimates based on currently available information. This information is subject to change as new information becomes available and as further studies are carried out.
10. Please note that land levels provided by the Authority are an estimate only and should not be relied on by the applicant. Prior to any detailed planning or building approvals, a licensed surveyor should be engaged to confirm the above levels.



Our patron, Her Excellency the Honourable Linda Dessau AC, Governor of Victoria

CFA Fire Prevention and Preparedness  
8 Lakeside Drive Burwood East Vic 3151  
Email: [firesafetyreferrals@cfa.vic.gov.au](mailto:firesafetyreferrals@cfa.vic.gov.au)

CFA Ref: [REDACTED]  
Telephone: [REDACTED]  
Council Ref: [REDACTED]

6 February 2023

Lorrae Dukes  
Latrobe City Council  
141 Commercial Road  
MORWELL VIC 3840

**Submission 4**

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Dear Lorrae

**Letter of Advice**

**Proposal:** C138latr  
**Location:** North of Baldwin Road, Traralgon

Thank you for providing CFA notice of C138latr in accordance with Section 19 of the *Planning and Environment Act 1987*.

CFA has reviewed the proposed planning scheme amendment and can provide the following advice:

CFA understand a Bushfire Assessment prepared by Millar and Merrigan, dated January 2022, is a key background document that has informed the rezoning request to ensure the proposal satisfies the requirements of Clause 13.02-1S.

Planning Scheme Amendment C138latr as exhibited appears to incorporate CFA's comments raised in our letter to Council dated 23 September 2021 and include the necessary bushfire protection measures to ensure future development satisfies the requirement of satisfy Clause 13.02-1S. CFA have no additional comments in relation to the exhibited amendment.

If you wish to discuss this matter in more detail, please do not hesitate to contact either [REDACTED], Manager Community Safety on [REDACTED] or [REDACTED] on [REDACTED].

Yours sincerely



Land Use Planning Coordinator  
CFA Fire Risk, Research and Community Preparedness



Submission 5

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**From:** [Redacted]  
**Sent:** Thu, 9 Feb 2023 09:53:58 +1100  
**To:** "latrobe@latrobe.vic.gov.au" <latrobe@latrobe.vic.gov.au>  
**Subject:** Attention Strategic Planning  
**Attachments:** Baldwin Road Traralgon.pdf

**⚠ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe. ⚠**

Good Morning

Please find attached Department of Transport and Planning (Transport) comments

Regards

[Redacted]

[Redacted]

Manager | Transport Strategy

Regional Transport | Gippsland  
Department of Transport and Planning  
120 Kay Street | Traralgon | Vic 3844

[Redacted]

[dtp.vic.gov.au](http://dtp.vic.gov.au)



Department of Transport and Planning

*I acknowledge the Traditional Aboriginal Owners of Country throughout Victoria and pay my respect to Elders past, present and emerging and to the ongoing living culture of Aboriginal people.*





## Department of Transport and Planning

120 Kay Street  
Traralgon, VIC 3844 Australia  
Telephone: 0411 015 962  
[www.transport.vic.gov.au](http://www.transport.vic.gov.au)

Ref: Doc/23/1234

### Attention: Strategic Planning

Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

Dear Ms Turner

### AMENDMENT C138 (NORTH OF BALDWIN ROAD, TRARALGON)

Thank you for the opportunity to provide general comments on the proposal for north of Baldwin Road, Traralgon.

The Department of Transport and Planning (DTP) offers the following transport related comments for consideration:

#### Section 4.0

##### Land Use and Subdivision

Regarding the dot point relating "Street networks that support building frontages with two-way surveillance" Council may also consider including reference to building frontages facing the arterial road (Traralgon-Maffra Road) should be accessed by an internal road connecting to approved access point/s to the development, accesses to the arterial road being minimised and direct access to lots will not be allowed.

##### Infrastructure Services

Regarding "The pattern and location of the major arterial road network...." reference should be made to the requirement for this to be informed by a developer supplied Traffic Impact Assessment supporting the proposed connection to the arterial road network approved by DTP.

Yours sincerely

Manager Transport Strategy - Gippsland

07 / 02 / 2023



Submission 5b

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**From:** [Redacted]  
**To:** [Redacted]  
**Subject:** FW: Attention Strategic Planning  
**Date:** Monday, 13 February 2023 2:29:07 PM  
**Attachments:** [Redacted]

**Lorrae Dukes**  
Coordinator Strategic Planning  
P 03 5128 5462  
M 0417 512 540  
E [Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)

P 1300 367 700  
W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
PO Box 264, Morwell 3840



**From:** [Redacted]  
**Sent:** Monday, 13 February 2023 2:27 PM  
**To:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>  
**Subject:** RE: Attention Strategic Planning

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Hi Lorrae

Thanks for the quick response – that’s great all fine by us

Cheers

[Redacted]

[Redacted]

Manager Transport Strategy

Regional Transport | Gippsland  
Department of Transport and Planning  
120 Kay Street | Traralgon | Vic 3844

M: [Redacted]  
[ntp.vic.gov.au](mailto:ntp.vic.gov.au)

Department of Transport and Planning



*I acknowledge the Traditional Aboriginal Owners of Country throughout Victoria and pay my respect to Elders past, present and emerging and to the ongoing living culture of Aboriginal people.*

**From:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>  
**Sent:** Monday, 13 February 2023 1:56 PM  
**To:** [Redacted]  
**Cc:** Maddison Scott <[Maddison.Scott@latrobe.vic.gov.au](mailto:Maddison.Scott@latrobe.vic.gov.au)>

**Subject:** RE: Attention Strategic Planning

Hi [REDACTED]

Thank you so much for your submission.

The concept plan prepared for the rezoning shows no new access is created onto Traralgon Maffra Road, this was at the request at the Department of Transport. The lots in the concept plan show their access is from an internal road network, not Traralgon Maffra Road. There is an area of public open space between Traralgon Maffra Road as well.

In saying this, to give certainty around these considerations at the Development Plan stage. I have updated the Development Plan Overlay Schedule 11 with the changes as requested. They are highlighted in yellow in response to your submission.

Can you please review and provide me with a response as to whether this addresses the points raised in your submission?

Also, there are some other tracked changes in the Development Plan Overlay (for other submissions) and some formatting issues that have happened as we have had to convert pdf to a word file so I can show changes. Please ignore these and sorry for any confusion.

Thanks

**Lorrae Dukes**  
Coordinator Strategic Planning  
P 03 5128 5462  
M 0417 512 540  
E [Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)

P 1300 367 700  
W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
PO Box 264, Morwell 3840



**From:** [REDACTED]  
[REDACTED] 9 February 2023 9:54 AM  
**To:** [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)  
**Subject:** Attention Strategic Planning

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Good Morning

Please find attached Department of Transport and Planning (Transport) comments

Regards

[REDACTED]  
[REDACTED]  
Manager Transport Strategy

Regional Transport | Gippsland  
Department of Transport and Planning  
120 Kay Street | Traralgon | Vic 3844  
M: [REDACTED]  
[REDACTED]

dtp.vic.gov.au

Department of Transport and Planning



*I acknowledge the Traditional Aboriginal Owners of Country throughout Victoria and pay my respect to Elders past, present and emerging and to the ongoing living culture of Aboriginal people*



\*\*\*\*\*

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Latrobe City Council  
P.O. Box 264  
Morwell 3840 Victoria Australia

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\*\*\*\*\*



**Submission 6**

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**From:** [REDACTED]  
**Sent:** Fri, 10 Feb 2023 16:52:00 +1100  
**To:** "'latrobe@latrobe.vic.gov.au'" <latrobe@latrobe.vic.gov.au>  
**Subject:** APA VTS response to Planning Scheme Amendment C138 for Land North of Baldwin Road, Traralgon  
**Attachments:** LO LDP - KP 53.00 - 20230117 - 500700 - NORTH OF BALDWIN ROAD.pdf

**⚠ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe. ⚠**

Dear Lorrae,

Please find attached APA VTS response to Planning Scheme Amendment C138 for Land North of Baldwin Road, Traralgon.  
If you have any further queries regarding this matter please feel free to contact me.

Kind regards,

**apa**

[REDACTED]  
Senior Urban Planner  
Infrastructure Planning and Approvals (IPA)

[REDACTED]  
[apa.com.au](http://apa.com.au)

**always powering ahead**

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This message is intended for the addressee named and may contain confidential information. No confidentiality or privilege is waived or lost by mistransmission. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender.

APA VTS Australia (Operations) Pty Limited ACN 083 009 278  
 Level 14 60 City Road Southbank VIC 3006  
 PO Box 423 Flinders Lane Vic 3009  
 P: +61 3 8626 8400 | F: +61 3 8626 8454  
 APA Group | apa.com.au



10 February 2023

APA Reference: 500700  
 Your Reference: Amendment C138

Latrobe City Council  
 Att: Lorrae Dukes  
 Strategic Planning  
 P.O. Box 264  
 MORWELL VIC 3840

**EMAIL OUT:** latrobe@latrobe.vic.gov.au

Dear Lorrae,

**RE: NORTH OF BALDWIN ROAD, TRARALGON – PLANNING SCHEME AMENDMENT C138**

Thank you for the notification of the preparation of Planning Scheme Amendment C138 to the Latrobe Planning scheme received on 17 January 2023 in relation to land North of Baldwin Road, Traralgon.

APA Group (APA) is Australia's largest natural gas infrastructure business and has direct management and operational control over its assets and investments. APA's gas transmission pipelines span across Australia, delivering approximately half of the nation's gas usage. APA owns and operates over 15,000 km's of high pressure gas transmission pipelines across Australia.

APA is the Pipeline Licensee for the Longford – Dandenong, Rosedale - Tyres pipelines, (see table 1 for details):

**Table 1: Transmission gas pipelines in the area of consideration**

Pipeline	Pipeline Licence	Easement Width (m)	Diameter (mm)	Measurement Length (m)
Longford – Dandenong	PI 75 (T60)	24.39 (7 for offtake to city gate)	750	690
Rosedale – Tyres	PI 117 (T60)	24.39	750	699

**Note:** measurement length is applied to either side of the pipeline.

**Comments**

On the basis of the information provided, APA does not object to the proposal given the propose Amendment has incorporated the comments from APA's letter dated the 28 April 2021.

APA VTS notes that an APA subsidiary company, APT O&M Services Pty Ltd (APT) may have interests in the study area. APA VTS recommends that you refer the proposal onto APT for assessment. This response in no way represents the views or interests of APT O&M Services.

For any further enquiries relating to this correspondence, please feel free to contact myself on [REDACTED] or the Infrastructure Planning & Approvals team at [REDACTED]

APA Group comprises two registered investment schemes: Australian Pipeline Trust (ARSN 091 678 778) and APT Investment Trust (ARSN 115 585 441) the securities in which are stapled together. Australian Pipeline Limited (ACN 091 344 704) is the responsible entity of those trusts. The registered office is HSBC building Level 19 580 George Street Sydney NSW 2000.

Yours faithfully,



**INFRASTRUCTURE PLANNING AND APPROVALS  
APA GROUP**

**Esso Australia Pty Ltd**  
 ABN 49 000 018 566  
 664 Collins Street  
 Docklands, Victoria 3008  
 GPO Box 400C  
 Melbourne, Victoria 3001  
 [REDACTED] Telephone  
 [REDACTED] Facsimile



17 February 2023

[REDACTED]  
 Strategic Planning Officer  
 La Trobe City Council  
 PO BOX 264  
 Morwell VIC 3840

**Submission 7**

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**Planning Permit Application: Amendment C138**  
**Location: North of Baldwin Road, Traralgon**

Dear Miriam,

**Response Conditions to Planning Permit Application.**

Esso Australia Pty Ltd (Esso) is writing to respond to the above matter concerning the Council's notification.

Esso has reviewed the proposed application and is generally supportive of the proposed development. However, there are some matters that need to be taken into account given the proximity of the development to existing Esso Pipeline(s).

**1. Application evaluation**

The proposed development is an application to rezone the land to General Residential Zone Schedule 3 and to apply Development Plan Overlay Schedule 11 to a number of properties and is less than 100 metres from Esso pipeline(s). As this is within the measurement length of the pipeline(s), an evaluation of any impact to the pipeline has been undertaken.

When evaluating the impact of any development on the pipeline(s) two main criteria are examined:

- What is the impact of the development on the pipeline(s), and
- What impact could the pipeline(s) have on the proposed development, now and in the future.

Following Esso's evaluation, it is anticipated that this development and its construction may physically impact or significantly change the risks being managed for the safe operation of the pipeline(s). However, these risks can be controlled provided the conditions listed in this response are complied with.

This is based on the permit application information that has been provided.

**2. The Pipeline(s)**

Esso pipelines operate 24 hours per day, 365 days of the year and play a crucial role in the supply of energy from the Bass Strait for oil customers (including petroleum, industrial feedstock, road and aviation fuels) and gas consumers across Victoria, New South Wales and South Australia. The operating pressures can be high and as such, any damage to the Pipeline may result in the potentially hazardous situation in terms of:

- Fire and/or explosion causing high risk to life (and property);
- Disruption of gas and oil production from Bass Strait to the Victorian and New South Wales markets; and

An **ExxonMobil** Subsidiary

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- 2 -

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- Potentially significant environmental impacts.

The pipeline(s) in question have a measurement length of 1,000 m. This is a radial measurement from the pipeline(s) that represents the potential zone of impact for assessing societal risks (people and structures) from the pipeline.

Esso manages the risks associated with the pipeline(s) through:

- Design, operational and regulatory controls that are aimed at minimizing the likelihood of any impact; and
- The express obligations set out in pipeline Licence(s) and Safety Management Plan for the Pipeline.

### 3. Victorian Pipeline Act (2005)

Given the siting of the proposed development within the pipeline(s) measurement length, Applicants must be aware of the relevant sections of the Victorian Pipelines Act (2005) including:

- **Section 117 – Offence to obstruct operation of pipelines**

Under Section 117 of the Act, it is an offence for a person to interfere with any works relating to the operation of a pipeline by the Licensee without the authority of the licensee.

Esso is a licensee under the Pipelines Act pursuant to the Pipeline Licence(s) for the pipeline(s).

Proposed Developments have the potential to directly interfere with Esso's work relating to the operation of the pipeline(s). Proposed developments must allow for sufficient vacant area on either side of the right of way / easement and not interfere with Esso's ability to maintain the pipeline to regulatory requirements.

- **Section 120 – Restriction on building on land near pipeline**

Under Section 120 of the Act, a person must not construct a building so that any part of it is situated less than 3 meters from a point on the surface of the land whose position is vertically above a part of a pipeline below the surface unless Ministerial consent has been given.

The Pipeline is usually located within the middle of the Easement granted to Esso. Under the Pipelines Act, the onus is on the Applicant to demonstrate that it has sought to delineate the path of the Pipeline in the easement to ensure that all of the buildings in the proposed Development have given a 3 meter clearance to the pipeline(s).

Esso would ordinarily require the Applicant of a planning application within the pipeline measurement length to work with Esso to mark out the pipeline(s) prior to undertaking any design work. This is to ensure that the applicant designs its proposed development to comply with this requirement of the Pipelines Act.

In order to comply with this section of the Act, all buildings and structures must be constructed so that no part is situated less than 3m from a point on the surface of land whose position is vertically above a part of the a pipeline. Any buildings or structures situated within this area shall require prior consent by the relevant Minister and written approval by Esso.

### 4. Australian Standard 2885 – Pipelines – Gas and Liquid Petroleum

Australian Standard 2885 relates to design, construction, testing, operations and maintenance of gas and liquid petroleum pipelines that operate at pressures in excess of 1050kpa. This Australian Standard is therefore applicable to the pipeline(s). Australian Standard 2885 has legislative force under the VIC

- 3 -

Pipelines Act (2005) as the relevant Australian safety and design standard for the pipeline(s).

The standard provides restrictions against certain activities over the pipeline(s) based on the location class including:

- Restricting "sensitive use" developments within proximity of the pipeline(s);
- Restricting any ground disturbance works in the vicinity of the pipeline without written consent by the Pipeline Operator;
- Ensuring material such as waste, soil and / or equipment on or near the pipeline without written consent by the Pipeline Operator; and
- Preventing certain vegetation from being placed that may either restrict free passage along the easement or whose root systems may cause damage to the pipeline protective coatings.

#### 5. Permit Conditions

In order to ensure the right balance between managing the impacts to and from the pipeline(s) and delivering a beneficial planning outcome, it is Esso's position that the planning permit be issued for the proposed development that includes the following permit conditions, namely under the following sections of the proposed Development Plan Overlay Schedule 11. Our proposed additions or alterations are marked in **bold and underlined**:

#### Development Permit Decision Guidelines

Before deciding on an application to subdivide land, construct buildings, or carry out works, the responsible authority must consider, as appropriate:

- Whether the development of the land is occurring in an orderly manner having regard to essential services, community facilities, open space and roads.
- The potential for future re-subdivision.
- The interface between proposed and existing nearby developments, to reduce the chance of conflicting developments.
- The need to minimise access points to designated Category 1 Roads.
- **Measures to mitigate the impact of new development on the operation and safety of licenced pipeline infrastructure.**
- The design of any proposed buildings to enhance and reinforce the character of the area.
- The timing and staging of the development of the land.
- The consistency of the proposed development with the approved development plan.
- The consistency of the proposed development with adopted structure plans, where relevant.

#### Land Use and Subdivision

- The proposed boundaries of the development area, and provide the strategic justification for those boundaries.
- The overall subdivision of the area, including where possible, the proposed lot layout, sizes and density of lots which provide opportunities for a diverse range of housing types.
- The overall pattern of development of the area, including any land use activity areas.
- Street networks that support building frontages with two way surveillance
- An accessible and integrated network of walking and cycling routes for safe and convenient travel to adjoining communities (including existing and future areas included in the DPO), local destinations or points of local interest, activity centres, community hubs, open spaces and public transport.
- **Avoid community facilities, including schools, pre-schools, maternal child health centres, senior citizen centres, general community centres, education centre, residential aged care or a hospital use within 200m of the licenced pipeline corridor**
- **Larger residential lot sizes located in proximity to licenced pipeline corridor and associated facilities.**

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### Infrastructure Services

- An integrated stormwater management plan that incorporates water sensitive urban design techniques which provides for the protection of natural systems, integration of stormwater treatment into the landscape, improved water quality, and reduction and mitigation of run-off and peak flows, including consideration of downstream impacts.
- Provision of a road network providing a high degree of connectivity and external and internal permeability.
- The pattern and location of the major arterial road network of the area including the location and details of any required:
  - road widening
  - intersections
  - access points
  - pedestrian crossings or safe refuges
  - cycle lanes
  - bus lanes and stops
- The pattern and location of any internal road system based on a safe and practical hierarchy of roads including safe pedestrian and bicycle connections and crossing points in accordance with the background document Latrobe City Bicycle Plan 2007-2010 (as amended).
- In consultation with relevant agencies and authorities, provision of public transport stops where appropriate within easy walking distance to residential dwellings and key destinations. Stops should also be located near active areas where possible.
- **Adequate access and clear space along the licenced pipeline corridors for the purposes of pipeline operations and maintenance activities.**

### Open Space

- A landscape concept plan for all open space areas, indicating the location of plantings, pathways, shade, shelter and seating at activity areas as well as at intervals along pathways.
- The location and size of the proposed open spaces that cater for a range of user groups and provide a variety of functions that perform both an active and passive role for recreation, as appropriate.
- **Public open spaces designed to:**
  - **Provide public spaces of a minimum of 0.5 hectares within a 500 metre walking distance of all residents in accordance with the background document Latrobe City Public Open Space Plan 2007 (as amended).**
  - **Incorporate all licenced pipeline corridors within linear reserves**
  - **Include pedestrian and cycle paths and play equipment, that encourage active recreational opportunities.**
  - **Provide opportunities for visual surveillance to promote safety of users, through encouraging active frontages.**

### Infrastructure Asset Risk Management

- Identify sensitive land uses that need to be risk assessed due to proximity to major pipeline infrastructure (ie child care centre, place of assembly, education centre, aged care facilities etc) via a Safety Management Study (APA VTS).
- Preparation of a Safety Management Study in accordance with Australian Standard AS2885 (Pipelines – Gas and Liquid Petroleum) in consultation with the relevant pipeline owner/operator and to the satisfaction of the relevant authority. The findings of the Safety Management Study are to be incorporated into any approved development plan and corresponding planning controls.

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- 5 -

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- **Any proposed works including any temporary or permanent road or infrastructure crossings of the pipeline easements will require consultation with and consent from the pipeline owner/operator.**
- **Clear access on and either side of the major pipeline corridor shall be maintained, any vegetation other than light grasses along the corridor subject to pipeline owner/operator consent.**
- **Provisions for the recoating, protective slabbing of the impacted pipelines to the satisfaction of the relevant authority. The degree and nature of the recoating and / or protective slabbing shall be determined as an outcome of the Safety Management System for the affected pipeline(s)**
- **Any structures within 3m of a pipeline shall obtain Ministerial consent under s.120 of the VIC Pipelines Act.**

## 6. Conclusion

Esso submits that the Application may be supported provided the above permit conditions be in place.

We would welcome the opportunity to meet with the Applicant to discuss any of the permit conditions and the most effective way in which Esso, the Council and the Applicant can work together to ensure these planning conditions can lead to a mutually beneficial outcome.

It is requested that Esso be kept informed of the progress of the application and any amendments sought to the application. Esso reserves the right to alter its response to any amendments to this development.

If you have any queries or require further details, please do not hesitate to contact [REDACTED]

Yours sincerely

[REDACTED]  
**Pipelines Supervisor  
Esso Australia Pty Ltd**



**OFFICE USE ONLY**

	Name	Position	Sign	Date
<b>Prepared By</b>		Senior Pipelines Engineer		February 16, 2023
<b>PSO Review</b>		Pipeline Surveillance Supervisor	07EC2683AADF42D TEMPLATE	
<b>P&amp;GA Review</b>		P&GA Manager	TEMPLATE	
<b>Legal Review</b>		Legal Counsel	TEMPLATE	
<b>Endorsed By</b>		Pipeline Supervisor		February 17, 2023

**Comments**

Submission 7b

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From: [Lorrae Dukes](#)  
To: [Maddison Scott](#)  
Subject: FW: Amendment C138 - Proposed changes from meeting today  
Date: [REDACTED]

**Lorrae Dukes**  
Coordinator Strategic Planning  
P 03 5128 5462  
M 0417 512 540  
E [Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)

P 1300 367 700  
W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
PO Box 264, Morwell 3840  




From: [REDACTED]  
Sent: Tuesday, 21 March 2023 1:20 PM  
To: Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>  
Cc: Maddison Scott <[Maddison.Scott@latrobe.vic.gov.au](mailto:Maddison.Scott@latrobe.vic.gov.au)>  
Subject: RE: Amendment C138 - Proposed changes from meeting today

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Hi Lorrae,

Sorry I'm just out of the office at the moment.  
No further concerns.

*Sent from Mobile*

Regards,

[REDACTED]  
NERAPEC IMPE(AUS)

**Esso Australia Pty Ltd**  
Level 8, 664 Collins Street

[REDACTED]

From: Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>  
Sent: 21 Mar 2023 12:10 pm  
To: [REDACTED]  
Cc: Maddison Scott <[Maddison.Scott@latrobe.vic.gov.au](mailto:Maddison.Scott@latrobe.vic.gov.au)>  
Subject: FW: Amendment C138 - Proposed changes from meeting today

External Email - Think Before You Click

Hi [REDACTED]

Are you able to confirm that the changes in document and as I have detailed below?

If I don't here from you by COB today, I will assume you are satisfied with all the proposed changes and the amendment can progress.

Thanks

**Lorrae Dukes**  
 Coordinator Strategic Planning  
 P 03 5128 5462  
 M 0417 512 540  
 E [Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)

P 1300 367 700  
 W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
 PO Box 264, Morwell 3840



**From:** Lorrae Dukes

**Sent:** Tuesday, 21 March 2023 10:07 AM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Amendment C138 - Proposed changes from meeting today

Hi [REDACTED]

I have made all suggested changes, I didn't go with the exact wording for the 'larger residential lots' #2 change.

This is what I have proposed:

Larger residential lot sizes located in proximity to licensed transmission pipeline corridor and any associated gas facility.

They won't be able to accommodate community facilities, because of other points below. Also, it says larger 'residential' lots. I think the intent is clear here. We have larger residential lots of on the south side of the pipeline.

I am assuming everyone else is happy with all the changes proposed.

Thanks

**Lorrae Dukes**  
 Coordinator Strategic Planning  
 P 03 5128 5462  
 M 0417 512 540  
 E [Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)

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 PO Box 264, Morwell 3840



**From:** [REDACTED]

**Sent:** Tuesday, 21 March 2023 9:43 AM

**To:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>

**Cc:** [REDACTED]

[REDACTED]

**Subject:** FW: Amendment C138 - Proposed changes from meeting today

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Hi Lorrae.

If you are or anyone else is having trouble viewing my recommended changes in the word attachment. Please view in tracked changes (*ie: click enable editing, then click Review then then drop down Simple Mark Up and click all Mark Up*).

Regards

[Redacted]

[Redacted]

[Redacted]

Energy Safe Victoria

[Redacted]

[Redacted]

www.esv.vic.gov.au




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**From:** [Redacted]  
**Sent:** Monday, 20 March 2023 4:33 PM  
**To:** 'Lorrae Dukes' <Lorrae.Dukes@latrobe.vic.gov.au>  
**Cc:** [Redacted]  
**Subject:** RE: Amendment C138 - Proposed changes from meeting today

Hi Lorrae.

Sorry, I was waiting for a response from AGN regarding the City gate. Apologies for any inconvenience



this has caused.

I will advise AGN and APA separately of my response to you.

I am happy with your proposed changes. However, I have recommended some minor changes in blue in the attached Table for your consideration. **Please click on "view" then "edit document" to view.**

Please review changes in blue to item numbers 1, 2, 3 and 6 which include **any associated gas facility.**

I wanted to establish that the City gate gas station be identified as part of major pipeline infrastructure. Also to clarify that major or licensed pipeline infrastructure refers to transmission pipelines and their associated facilities (*ie: not distribution pipelines*).

In item 2, please also note, that I have changed the reference to larger residential lot sizes to clarify that I meant single dwelling lots on the larger side of the scale (*ie: not large residential lots that can accommodate community facilities*). I have also changed the additional 15m additional **open space** requirement to a **public reserve**, which would enable either a road reserve or public open space to be provided as the additional 15m setback from the pipeline easements and the gas facility.

In item 3. I have added children's playground. (*ie: no need to include all sports and recreation facilities as they are not used as intensively or by as many vulnerable persons as playgrounds. I have not added it to section 6 as playgrounds are usually a public use where avoidance is the most appropriate response*)

Please note that Energy Safe Victoria's comments do not cover any potential land contamination issues that may be associated with development in the vicinity of a major hazard facility.

In addition to the amended Table, I have also attached information regarding the City gate and its connecting pipeline for your reference. (*ie: not sure if I sent this to you earlier, apologies if I did not*)

Thanks for your consideration and the opportunity to comment on the Amendment.

Regards

[Redacted signature]

[Redacted name]

**Gas and Pipeline Infrastructure Safety**

Energy Safe Victoria

[Redacted contact information]

[Redacted contact information]



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**From:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>

**Sent:** Tuesday, 14 March 2023 10:05 AM

**To:** [REDACTED]

**Cc:** Maddison Scott <[Maddison.Scott@latrobe.vic.gov.au](mailto:Maddison.Scott@latrobe.vic.gov.au)>

**Subject:** RE: Amendment C138 - Proposed changes from meeting today

Hi [REDACTED]

I can confirm #2 and #10 is what is being proposed.

I have update #3 and #6. It is getting complicated, I have tried to stick to the way it is written in the zones. I have attached an example of a zone.

I will leave dependent persons unit in. However, just so you know we will have no control over this. Majority of zones have a dependent person unit as not permit required as long as conditions are met (i.e. building must be movable, must be for someone dependent on the main dwelling, must be removed when the person has left etc).

Please let me know if this is ok. I have highlighted the part in #3 and #6 where I have made the changes.

[REDACTED] – are you happy with the proposed changes?

Thanks

**Lorrae Dukes**  
Coordinator Strategic Planning  
P 03 5128 5462  
M 0417 512 540  
E [Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)

P 1300 367 700  
W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
PO Box 264, Morwell 3840



**From:** [REDACTED]

**Sent:** Friday, 10 March 2023 4:05 PM

**To:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>; [REDACTED]

[Redacted]

Cc: Maddison Scott <[Maddison.Scott@latrobe.vic.gov.au](mailto:Maddison.Scott@latrobe.vic.gov.au)>

Subject: RE: Amendment C138 - Proposed changes from meeting today

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Hi Lorrae,

Thanks for your feedback.

I've marked up the changes table with just minor amendments to the nesting diagram definitions. I also repeated what I think you're proposing for Item #2 for clarity.

So we accept all proposed changes, with only minor tweaks for Items 3 & 6, with confirmation on #2 & #10 to confirm what you've proposed.

Regards,

[Redacted]  
MIEAust CPEng NER APEC IntPE(Aus)



Eso Australia Pty Ltd

[Redacted]

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From: Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>

Sent: Friday, 3 March 2023 3:50 PM

To: [Redacted]

Cc: Maddison Scott <[Maddison.Scott@latrobe.vic.gov.au](mailto:Maddison.Scott@latrobe.vic.gov.au)>

Subject: Amendment C138 - Proposed changes from meeting today

**External Email - Think Before You Click**

Hi All

Thank you for those who were able to attend the meeting today.

I have gone through an updated changes / comments.

If I haven't quiet got something right or you have different words, happy to consider these.

Attached is the:

- Table from today, tracked changes are my new comments / changes;
- Changes to DPO11 (highlighted the new parts in yellow); and
- Clause 73.04 – Nesting diagrams. I used this for terminology for the sensitive uses)

If you can please let me know if this satisfies the changes requested in the submission.

Thanks

**Lorrae Dukes**  
 Coordinator Strategic Planning  
 P 03 5128 5462  
 M 0417 512 540  
 E [Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)

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Department of Education

Schools and Regional Services

**Submission 8**

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Lorrae Dukes  
 Coordinator Strategic Planning  
 Latrobe City Council  
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Dear Ms Dukes

**AMENDMENT C138 (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT**

Thank you for your correspondence of 17 January 2023 regarding the above-mentioned proposed proponent-led amendment to the Latrobe Planning Scheme to rezone land north of Baldwin Road, Traralgon. The Department of Education (DE) has been provided with the opportunity to review earlier versions of the amendment and provided comments as per correspondence dated 17 May 2022, 30 March 2022 and 18 May 2021 (**Appendix 1**).

DE acknowledges that some of these comments have been incorporated into the amendment documentation, including the following text to the Explanatory Report, noting that some wording requires a further update (refer to text in bold below) to align with the current Traralgon Town Structure Plan included in Clause 11.01-1L Structure Plans, p.17:

*'Comments have been sought from the Department of Education ~~and Training~~ (DE).*

*DE ~~notes~~ that the Traralgon Structure Plan identifies a potential school site on the subject land, and has requested that the Traralgon Development Plan Overlay (DPO11) schedule, include a requirement that any subsequent Development Plan identify a proposed government school site within the precinct, with the location and general dimensions of the school site to be to the satisfaction of the Department of Education ~~and Training~~. This request has not been accepted by Council.*

*DE ~~has~~ sought to better understand the constraints that would make the subject land unsuitable for a school site, including proximity of the gas pipeline infrastructure and flooding and inundation issues, and does not currently consider that sufficient detailed justification for the exclusion of a proposed school site in the location shown in ~~area 9.2~~ has been provided.*



*DE~~F~~ has advised that if the land owner is able to demonstrate that existing constraints such as proximate gas pipeline infrastructure and flooding and inundation issues result in there being no suitable locations within the subject land for a government school site that is to DE~~F~~'s satisfaction, that the Council should subsequently update the Traralgon Structure Plan to identify a location for a government school co-located with a proposed community hub in area ~~11~~ 9 of the Traralgon Structure Plan, and that this should occur prior to the approval of a development plan for area ~~11~~ 9.*

*DE~~F~~ has not provided support for this amendment as currently proposed progressing to an authorisation request and ~~possible~~-exhibition.'*

DE also notes the comment on the Explanatory Report (p.9) that the Council 'believes that the issue of the school site does not need to be addressed at the amendment stage. The Development Plan Overlay Schedule 11 has been drafted to include requirements to consider the school site. The Traralgon Structure Plan also shows an indicative school site location however the school and its location does not have to be determined at this time'.

DE is still of the opinion that the amendment documentation should be amended such that the draft Development Plan Overlay Schedule 11 (DPO11) includes a requirement that the Development Plan must identify a government school site, noting that DE is only able to consider acquiring a site if:

- there has been adequate completion of public infrastructure in the adjoining land development to ensure the site is accessible and suitable for DE's proposed use. Public infrastructure includes public roads, reserves or other infrastructure to be used for access or public purposes and which are provided as part of the adjoining land development;
- utility services are available to the site to ensure the site is suitable for DE's proposed use. Required Utility Services are: Drinking Water; Recycled Water (where mandated by the Water authority?); Gas; Power; Sewer; Stormwater Drainage; and Telecommunications Services; and
- it is not impacted by potential hazards, such as extra high transmission lines and high-pressure gas pipelines, exposure to transport pollutants or risk of exposure to toxic chemicals due to industrial fires.

In response to the above, I understand that DE and Council officers have agreed to further refine the draft DPO11 to include the changes shown in bold text below:

- The location and general dimensions of a **government** school site **(if required)** must be **in accordance with the Victorian Government School Site Selection Criteria** and to the satisfaction of the Department of Education.



Thank you for providing the Department of Education with the opportunity to provide informal comments on the proposed amendment prior to any consideration for authorisation by Council. DE notes a further opportunity for comment, if the Council seeks DE's comments on the Development Plan once the amendment is authorised by the Minister for Planning.

DE looks forward to being further consulted on this amendment if the proposal progresses, and to working collaboratively with Council in planning for schools in Traralgon.

It should also be noted that each year DE reviews historic and forecast demographic data and actual school enrolments to identify expected government school shortfalls and surpluses. DE will continue to review relevant data and information and the potential impact of development in Traralgon annually as part of its statewide planning for schools.

If you would like to discuss the issues outlined in this correspondence further, contact Ms [REDACTED], Senior Planner, Infrastructure and Planning Branch, Department of Education on [REDACTED] or by email: [REDACTED]

Yours sincerely

[REDACTED]

[REDACTED]  
Director  
Infrastructure and Planning Branch  
School Provision and Establishment Division  
Department of Education

21 / 02 / 2023



## Appendix 1: DET Previous Correspondence



DET also notes that it is now proposed that the draft Development Plan Overlay (DPO11) include the text, *'The location and general dimensions of a school site (if required) must be to the satisfaction of the Department of Education and Training'*. DET requests that this text be altered to, *'The location and general dimensions of a government school site (if required) must be to the satisfaction of the Department of Education and Training'*.

If Council maintains its position that the Draft Development Plan Overlay (DPO11) as drafted is satisfactory, DET requests that the following text be included within the explanatory report:

*'Comments have been sought from the Department of Education and Training (DET). DET notes that the Traralgon Structure Plan identifies a potential school site on the subject land, and has requested that the Traralgon Development Plan Overlay (DPO11) schedule, include a requirement that any subsequent Development Plan identify a proposed government school site within the precinct, with the location and general dimensions of the school site to be the satisfaction of the Department of Education and Training. This request has not been accepted by Council.*

*DET has sought to better understand the constraints that would make the subject land unsuitable for a school site, including proximity of the gas pipeline infrastructure and flooding and inundation issues, and does not currently consider that sufficient detailed justification for the exclusion of a proposed school site in the location shown in area 9 has been provided.*

*DET has advised that if the land owner is able to demonstrate that existing constraints such as proximate gas pipeline infrastructure and flooding and inundation issues result in there being no suitable locations within the subject land for a government school site that is to DET's satisfaction, that the Council should subsequently update the Traralgon Structure Plan to identify a location for a government school co-located with a proposed community hub in area 11 of the Traralgon Structure Plan, and that this should occur prior to the approval of a development plan for area 11.*

*DET has not provided support for this amendment as currently proposed progressing to an authorisation request and possible exhibition.'*

Thank you for providing the Department of Education and Training (DET) with the opportunity to provide informal comments on the proposed amendment prior to any consideration for authorisation by Council. DET notes a further opportunity for comment will be provided if the Amendment is authorised by the Minister for Planning and during the Amendment exhibition.

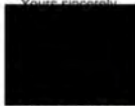
DET looks forward to being further consulted on this amendment if the proposal progresses further, and to working collaboratively with Council in planning for schools in Traralgon, including securing sites for proposed government schools where required.

It should also be noted that each year the Department reviews historic and forecast demographic data and actual school enrolments to identify expected government school shortfalls and surpluses. DET will continue to review relevant data and information and the potential impact of development in Traralgon annually as part of its statewide planning for schools.



If you would like to discuss the issues outlined in this correspondence further, contact [REDACTED] Senior Planner, Infrastructure and Planning Branch, Department of Education and Training on [REDACTED] or by email: [REDACTED]

Yours sincerely,



Director, Infrastructure and Planning Branch  
School Provision and Establishment Division  
Department of Education and Training

17/05/2022



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Ms Lorrae Dukes  
Coordinator Strategic Planning  
Latrobe City Council  
[lorrae.dukes@latrobe.vic.gov.au](mailto:lorrae.dukes@latrobe.vic.gov.au)

Dear Ms Dukes

**RE: NORTH OF BALDWIN ROAD, TRARALGON - PLANNING SCHEME AMENDMENT  
Informal Referral – Proposed Proponent-led Amendment to the Latrobe Planning  
Scheme Baldwin Road, Traralgon North Mandatory**

I refer to your email of 8 March 2022 regarding the above-mentioned proposed proponent-led amendment to the Latrobe Planning Scheme to rezone land north of Baldwin Road, Traralgon, which contains applicant submission items in response to DET's previous correspondence to Council of 18 May 2021 (Appendix 1).

After careful examination of the items submitted, we note that the following comment has been included under heading '3.6 Planning Policy Framework (PPF)' of the 'Rezoning Report - TNDP' (pg. 45, dated March 2022):

*'It is noted that the TTSP [Traralgon Town Structure Plan] also identifies a potential school site on the subject land. The potential for a school on the subject site has been investigated and preliminary conclusions suggest the site may not be suitable for such sensitive land use due to the proximity of the gas pipeline infrastructure. It seems the responsible authority may not accept a school in this location. The proposed GRZ zoning of the land provides opportunity for a school, should further investigations as part of the Development Plan process determine that one is required and suitable for this location.'*

This comment is restated in the draft explanatory report, page 5, under the heading 'How does the amendment support or implement the Planning Policy Framework and any adopted State policy?'

It appears that there are no further alterations or justification beyond this.

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DET does not consider this response to provide sufficient detailed justification for the exclusion of a proposed school site in the area. DET requests that the applicant provide further explanation to highlight why proximity of the gas pipeline infrastructure would limit the potential for a school within this section of the Traralgon Town Structure Plan (TTSP) area. DET also request that the applicant respond accordingly to the concerns outlined in previous correspondence (Appendix 1, dated 18 May 2021).

DET also notes that the amendment's explanatory report states:

*The following agencies have been contacted during the preparation of this amendment: Aboriginal Affairs Victoria, APA Group, SP Ausnet, CFA, DELWP, DJPR, ESV, EPS, Exxon Mobile, Gippsland Water, Southern Rural Water, DoT, Department of Education, WGCMA. These agencies either support, provided comments that have been considered and addressed or have no comment.*

DET has provided comment during the preparation of the amendment and does not consider that these comments have been satisfactorily addressed. Unless DET's comments are addressed, the explanatory report should be amended to reflect this.

Until this occurs, DET cannot support this amendment request progressing to an authorisation request and possible exhibition.

DET looks forward to being further consulted on this amendment if the proposal progresses further, particularly in relation to the most appropriate location for the proposed school site.

DET is happy to take similar requests for informal / formal advice in relation to planning scheme amendments that may affect existing or proposed government school sites or land owned or managed by the Minister for Education and/or Department of Education and Training, or in relation to amendments that could enable increased residential development in an area and impact on school demand and provision. To ensure that these requests reach the appropriate area within DET and are responded to in a timely manner, I encourage you to continue using the following email address: [REDACTED]

If you would like to discuss the issues outlined in this correspondence further, contact [REDACTED] Senior Planner, Infrastructure and Planning Branch, Department of Education and Training on (03 [REDACTED]) or by email: [REDACTED]

Yours sincerely



Director, Infrastructure and Planning Branch  
School Provision and Establishment Division  
Department of Education and Training  
30/03/2022







Ms Lorraine Dukes  
Coordinator Strategic Planning  
Latrobe City Council  
[lorraine.dukes@latrobe.vic.gov.au](mailto:lorraine.dukes@latrobe.vic.gov.au)

Dear Ms Dukes

**Informal Referral - Proposed Proponent-led Amendment to the Latrobe Planning Scheme - Baldwin Road, Traralgon North**

I refer to your email of 7 April 2021 regarding the above-mentioned proposed proponent-led amendment to the Latrobe Planning Scheme to rezone land north of Baldwin Road, Traralgon.

Thank you for providing the Department of Education and Training (DET) with the opportunity to provide informal comments on the proposed amendment prior to any consideration for authorisation by Council. DET notes a further opportunity for comment will be provided if the Amendment is authorised by the Minister for Planning and during the Amendment exhibition.

It is understood that any feedback provided by DET may be provided to the proponent as part of Council's preliminary review and advice.

In considering the proposal, DET has reviewed the following material provided by Council:

- *Traralgon's Growth Area Framework Dec 2013*
- *Traralgon Residential Land Supply and Demand Assessment, March 2021*
- *Baldwin Road Rezoning Proposal Submission, April 2021 Version 2*
- *Draft Schedule 10: Development Plan Overlay, Baldwin Road Residential Growth Area*
- *Indicative concept plan (Proposed Rezoning Traralgon-Maitra Road Traralgon, plan number 25950Sk1, Version 3 (February 2021))*

Following a review of the above material, DET wishes to provide the following comments and advice in relation to the proposed amendment:

- Although the *Traralgon's Growth Area Framework Dec 2013* shows a potential school location within the plan area, the proponent does not appear to have discussed the provision of a school in the proposed amendment nor is there a reference to a school site on the proposed concept plan. Although DET notes that this is an indicative concept plan only, it is unclear whether or not the proponent intends to include a school site as part of their development. DET suggests that the proponent be requested to amend the documentation to reflect the inclusion of a proposed school location within the precinct, or if they do not intend to include a school site, to specifically address why they believe this is not required.

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- The reports note a range of constraints in the proposed development area, including two gas pipelines and flooding and inundation issues affecting a considerable proportion of the land. DET would seek to better understand these constraints before providing further input into the most appropriate location for a proposed school site.
- It is understood that if the amendment progresses, a development plan is to be prepared prior to any development proceeding. The draft Development Plan Overlay in the materials provided by Council includes the need for the Development Plan to identify, 'In consultation with relevant agencies and authorities, the provision of appropriate community facilities, including schools, pre-schools, maternal child health centres, senior citizen centres and general community centres within a walkable range of 400-600 metres across large subdivisions.' DET suggests that the draft Development Plan Overlay should also indicate that the Development Plan must identify a government school site and that, 'The location and general dimensions of the school site must be to the satisfaction of the Department of Education and Training.'

DET looks forward to being further consulted on this amendment if the proposal progresses further, particularly in relation to the most appropriate location for the proposed school site.

DET is happy to take similar requests for informal / formal advice in relation to planning scheme amendments that may affect existing or proposed government school sites or land owned or managed by the Minister for Education and/or Department of Education and Training, or in relation to amendments that could enable increased residential development in an area and impact on school demand and provision. To ensure that these requests reach the appropriate area within DET and are responded to in a timely manner, I encourage you to continue using the following email address: [REDACTED]

If you would like to discuss the issues outlined in this correspondence further, contact Ms [REDACTED] Senior Urban Planner, Infrastructure and Planning Branch, Department of Education and Training on [REDACTED] or by email: [REDACTED]

Yours sincerely



Acting Director  
Infrastructure and Planning Branch  
School Provision and Establishment Division  
Department of Education and Training

18 / 05 / 2021

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Submission 8b

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To: Maddison Scott  
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image012.png  
0.png



From: [Redacted]  
Date: 2 March 2023 at 12:57:22 pm AEDT  
To: Lorrae Dukes <Lorrae.Dukes@latrobe.vic.gov.au>  
Cc: Maddison Scott <Maddison.Scott@latrobe.vic.gov.au>, Provision Planning <provision.planning@education.vic.gov.au>  
Subject: FW: LATROBE PLANNING SCHEME, AMENDMENT NO C138LATR (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT UNDER THE PLANNING AND ENVIRONMENT ACT 1987

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Hi Lorrae

Thank you for addressing all items raised within DE's submission on 21 February 2021 – much appreciated.

I note the slight change on the Explanatory report and the additional requirement in the DPO11 and I see no issue with this response.

Thanks again for the opportunity to provide informal comments on the proposed amendment. I look forward to potentially working again together on the Development Plan once the amendment is authorised by the Minister for Planning.

Kind regards



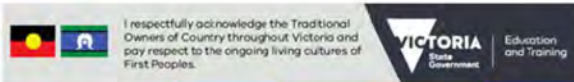
[Redacted] | Senior Planner | Infrastructure and Planning | School Provision and Establishment Division

Pronouns: [Redacted]

Department of Education

Level 7, 35 Collins Street, Melbourne VIC 3000

T: [Redacted]  
E: [Redacted]



**LIVING OUR VALUES EVERYDAY**



From: Lorrae Dukes <Lorrae.Dukes@latrobe.vic.gov.au>  
Sent: Monday, 27 February 2023 12:40 PM  
To: [Redacted]  
Cc: [Redacted] Maddison Scott <Maddison.Scott@latrobe.vic.gov.au>  
Subject: RE: LATROBE PLANNING SCHEME, AMENDMENT NO C138LATR (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT UNDER THE PLANNING AND ENVIRONMENT ACT 1987

Hi [Redacted]

Thank you for your submission. Please find attached updated explanatory report and DPO11 as per your changes in the submission.

I note, I made a slight change in the Explanatory Report, because it is no longer an objection. Please have a look and see what you think.

The Blue highlighted tracked changes in the DPO are as discussed and requested in the submission. Also I have highlighted in blue/grey under Land Use and Subdivision a change which was requested from Esso, it relates to the discussions we have been having and don't think it is against anything you are saying, but wanted to make you aware.

Please let me know if this address the changes you requested.

Thanks

**Lorrae Dukes**  
Coordinator Strategic Planning  
P 03 5128 5462  
M 0417 512 540  
E [Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)

P 1300 367 700  
W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
PO Box 264, Monwell 3640



**From:** [REDACTED]  
**Sent:** Tuesday, 21 February 2023 9:29 AM  
**To:** Latrobe Central Email <[LatrobeCity@latrobe.vic.gov.au](mailto:LatrobeCity@latrobe.vic.gov.au)>  
**Cc:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)> [REDACTED]  
**Subject:** RE: LATROBE PLANNING SCHEME, AMENDMENT NO C138LATR (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT UNDER THE PLANNING AND ENVIRONMENT ACT 1987

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Hi Lorrae

Thank you for making time over the last month to discuss school provision options within the above-mentioned amendment documentation. Please find attached DE's response to your email below.

Please don't hesitate to contact me if you require any further information or wish to discuss the matter further.

Kind regards,

[REDACTED]

[REDACTED] | Senior Planner | Infrastructure and Planning | School Provision and Establishment Division

Pronouns: [REDACTED]

Department of Education

Level 7, 35 Collins Street, Melbourne VIC 3000

T: [REDACTED]  
[REDACTED]

[REDACTED]



**From:** Miriam Turner <[Miriam.Turner@latrobe.vic.gov.au](mailto:Miriam.Turner@latrobe.vic.gov.au)>  
**Sent:** Tuesday, 17 January 2023 10:20 AM  
**To:** [REDACTED]  
**Subject:** LATROBE PLANNING SCHEME, AMENDMENT NO C138LATR (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT UNDER THE PLANNING AND ENVIRONMENT ACT 1987

Dear Sir/Madam

**AMENDMENT C138 (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT**  
Latrobe City Council has received an application to amend the Latrobe Planning Scheme from NBA Group Pty Ltd on behalf of Central Gippsland Development Group and Marshalls Road Developments Pty Ltd (their clients).

We are writing to you because you have been identified as a key stakeholder for the proposed amendment.

Amendment C138 affects land north of Baldwin Road, Traralgon (see Figure 1 below). Amendment C138 proposes to rezone the land to General Residential Zone Schedule 3 and applies Development Plan Overlay Schedule 11 which requires a plan to be prepared to show how the land will be developed (see attached maps).



**Figure 1:** Properties impacted by the proposal. Red line shows land to be rezoned (51.07ha), green line shows extent of proposed reserves. Enclosed with this letter is the formal notice of the amendment which is being sent in accordance with Section 19 of the *Planning & Environment Act 1987* (the Act).

Full details of the amendment can be found on Latrobe City Council's website [www.latrobe.vic.gov.au/C138](http://www.latrobe.vic.gov.au/C138) or you may inspect the amendment documentation at the following locations:

- 141 Commercial Road, Morwell Vic 3840,
- 34 – 38 Kay Street, Traralgon Vic 3844,
- 1 – 29 George Street, Moe VIC 3825,
- 9 – 11 Phillip Parade, Churchill VIC 3842
  
- At the Department of Environment, Land, Water and Planning website [www.delwp.vic.gov.au/public-inspection](http://www.delwp.vic.gov.au/public-inspection).

The amendment will be on public exhibition from 19 January 2023 to 22 February 2023 and this is your opportunity to comment on the proposal before a decision is made by Council.

Any person may make a submission about the amendment, please note that the closing date for a written submission is 22 February 2023. A submission may be in support or not in support of the proposed amendment, additionally, a submission can just provide general feedback/comments for consideration. All submissions must be sent to:

**Attention: Strategic Planning**  
 Latrobe City Council  
 PO Box 264  
 MORWELL VIC 3840

Alternatively, submissions can be sent to [Latrobe@latrobe.vic.gov.au](mailto:Latrobe@latrobe.vic.gov.au)  
**Attention: Strategic Planning**

Please note that all submissions in relation to Amendment C138 are being collected by Latrobe City Council for the purposes of the planning process as set out in the Act. If you do not provide your name and address, Latrobe City Council will not be able to consider your submission.

Your submission will be available for any person to inspect during office hours free of charge until the end of two months after the amendment comes into operation or lapses. Copies of your submission may also be made available on request to any person for the relevant period as set out in the Act.

You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright.

For further information regarding this matter please contact Lorrae Dukes, Coordinator Strategic Planning 0417 512 540, or via e-mail [lorrae.dukes@latrobe.vic.gov.au](mailto:lorrae.dukes@latrobe.vic.gov.au).

Kind regards,

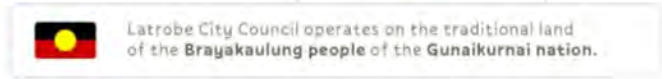
Miriam

**Miriam Turner**  
 Strategic Planning Officer (1)  
 P 03 5128 8158  
 E [Miriam.Turner@latrobe.vic.gov.au](mailto:Miriam.Turner@latrobe.vic.gov.au)

P 1300 367 700  
 W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
 PO Box 264, Morwell 3840

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## Submission 9

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**From:** [REDACTED]  
**Sent:** Fri, 17 Feb 2023 16:32:12 +1100  
**To:** "'Latrobe@latrobe.vic.gov.au'" <Latrobe@latrobe.vic.gov.au>  
**Cc:** [REDACTED]  
**Subject:** FW: LATROBE PLANNING SCHEME, AMENDMENT NO C138LATR (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT UNDER THE PLANNING AND ENVIRONMENT ACT 1987  
**Attachments:** DDO11-revisions3.pdf, DDO11-revisions1.docx

**⚠ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe. ⚠**

Dear Miriam.

Thank you for your notification of the above amendment.

I have provided a pdf version attachment showing my requested changes in red.

I have also provided a word attachment with my requested changes and my comments in tracked changes. *( to view tracked changes click "view" then click "edit document" then click "enable editing" then click "review" drop down the simple mark up box and click on all mark up )*

Should you have any queries or concerns regarding the requested changes, please do not hesitate to contact me.

My assessment of the Amendment is provided below for your information.

### **The Amendment**

The amendment proposes to rezone rural land (ie: Farming Zone 1) to urban residential (General Residential Zone 3) north of Baldwin Road and west of Traralgon – Maffra Road, Traralgon. The rezoning will change the location class of the area from R1 to T1.

### **Esso Pipeline Infrastructure**

The Amendment documents indicate the following: Esso pipelines PL 35( out of service – nitrogen); PL126 water; PL282 oil; PL27 LPG; PL34 LPG; run through the amendment sites within a 24m wide easement.

According to Am C121latr Background Report, the pipeline **Measurement Length (ML)** for Esso oil pipelines is 430m and the Maximum Credible Hole size radiation zone is 100m from an ignition source and 70m potential spill flow length.

For Esso LPG pipelines, the **ML** is 920m and the Maximum Credible Hole size radiation zone is 180m from an ignition source.

**APA VTS Pipeline Infrastructure**

According to the APGA database, APA Group pipelines PL 75 gas; PL 117 gas; run parallel to the north of the amendment sites. However, the amendment sites are within the pipelines notification area. The attached Dial Before You Dig report indicates there is also an APA pipeline within the north east part of the Amendment site, west side of Traralgon Maffra Road. This pipeline is not mentioned in the Amendment documents.

According to Am C121latr Background Report, the ML is 700m/708m, respectively and the Maximum Credible Hole size radiation zone is 85m for the APA Group pipelines.

The proposed rezoning is located on land south of PL 75 and PL117 at a distance ranging from 150m in the north east to 730m in the north west.

**Amendment Assessment Relevant to Esso Pipeline Infrastructure**

Am C138latr Background Report provides the following:

- An indicative conceptual development plan showing:
  - o the Esso pipeline corridors will be located within linear public open space with northern road frontage/s;
  - o several road crossings of the ESSO pipeline corridors are planned; and
- A contamination assessment prepared by the proponent in accordance with EPA guidelines indicated that an environmental audit in relation to potential spillage from the oil pipeline was not required, due to:
  - o *An easement of 100m each side of the oil pipeline is to be maintained. This buffer is significantly larger than is required by other authorities; (comment: the indicative concept plan does not appear to include a 100m buffer either side of the easement? See comment below )*
  - o *This buffer land is managed by Exxon/Esso and strict safety management standards are required if/when the easement needs to be crossed. The safety management standards will be complied with by the site developer.*
- Esso have indicated that a Safety Management Study (SMS) will need to be completed prior to development of the land and it will determine relevant controls to be adopted;
- Esso requests a condition restricting sensitive uses, including, hospital, education centre, residential aged care, prisons or similar;

**Amendment Assessment Relevant to APA Pipeline Infrastructure**

Am C138latr Background Report specifies that:

- APA Group pipelines were not considered to be affected by the Amendment;
- An indicative conceptual development plan indicates:
  - o the AGN city gate (*ie: adjoins north east part of the amendment sites*) will abut open space to the north and south and a road to the west;
  - o the APA pipeline north of the city gate will be located within linear parkland fronting roads to the east and west.
- Development in the vicinity of the AGN gas facility west side of Traralgon-Maffra Road south of Burnetts Rd is to be appropriately designed to take into account the AGN city gate, but this is not mentioned in the DPO;



- The Amendment does not address safety issues associated with the APA pipeline running north from the AGN city gate adjacent to Traralgon-Maffra Road.

### Comments

Esso to confirm the content of pipeline PL126. ESV records indicate the pipeline contains nitrogen and not water as indicated by the Amendment documents.

APA to provide details of the north south pipeline so that it can be included in any consideration of the amendment.

The Amendment Background Report and the indicative conceptual development plan indicates the issues associated with major pipeline infrastructure have generally been well considered.

However, not all of the issues considered have been directly translated into the provisions of Development Plan Overlay (DPO) and the Amendment concept layout plan is indicative only.

### Recommendations

To ensure the indicative concept plan and other recommendations in the Background Report are reflected in the Development Plan Overlay:

- a) Stipulate in the DPO that ESSO pipelines will be located within linear open space fronting a road as shown in the indicative concept plan. Specify setbacks from the pipeline easement or corridors and applicable buffer distances to sensitive urban development;
- b) 100m setback of development from the ESSO pipeline corridors was agreed to by ESSO and justified no environmental audit for the area. Any proposed deviation from this setback should be decided as part of the amendment.
- c) The indicative concept plan shows that the APA pipeline running north from the city gate to APA pipelines PL75 and PL117 is likely to be located in open space fronting a road. Can this be stipulated in the DPO?
- d) A requirement for adequate separation distance in accordance with the indicative concept plan is requested to address environmental and safety issues associated with the interface of the AGN city gate and new development.
- e) A stipulation that mitigation measures may be required will reflect possible outcomes of any Safety Management Study required by ESSO or APA as part of applications for development in the vicinity of their facilities.
- f) The DPO requires a risk assessment of sensitive and crowd gathering land use in the vicinity of the pipelines based on an APA requirement. This can also cover the risk assessment required by ESSO. I have requested some changes to the DPO to include high intensity accommodation uses like hostels, boarding houses, motels,..etc....
- g) Also, it would be preferred if the larger lots within subdivisions are located closest to a pipeline to maintain a T1(suburban density) location class within proximity to a pipeline.

Regards



██████████ | Planning Referral Officer

Gas and Pipeline Infrastructure Safety

P ██████████



██████████ | Planning Referral Officer

Gas and Pipeline Infrastructure Safety

P ██████████





[Redacted] | Planning Referral Officer  
**Gas and Pipeline Infrastructure Safety**  
Energy Safe Victoria

Level 1, Building 4, Brandon Office Park, 540 Springvale Road, Glen Waverley, Victoria 3150  
P [Redacted]



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**From:** [Redacted]  
**Sent:** Tuesday, 17 January 2023 10:30 AM  
**To:** [Redacted] (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT UNDER THE PLANNING AND ENVIRONMENT ACT 1987

FYI

[Redacted] | Acting General Manager, Gas & Pipeline Safety & Tech Reg  
Gas and Pipeline Safety and Technical Regulation

F [REDACTED]



[REDACTED] Miriam Turner <[Miriam.Turner@latrobe.vic.gov.au](mailto:Miriam.Turner@latrobe.vic.gov.au)>

Sent: Tuesday, 17 January 2023 10:24 AM

To: [REDACTED]

Subject: LATROBE PLANNING SCHEME, AMENDMENT NO C138LATR (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT UNDER THE PLANNING AND ENVIRONMENT ACT 1987

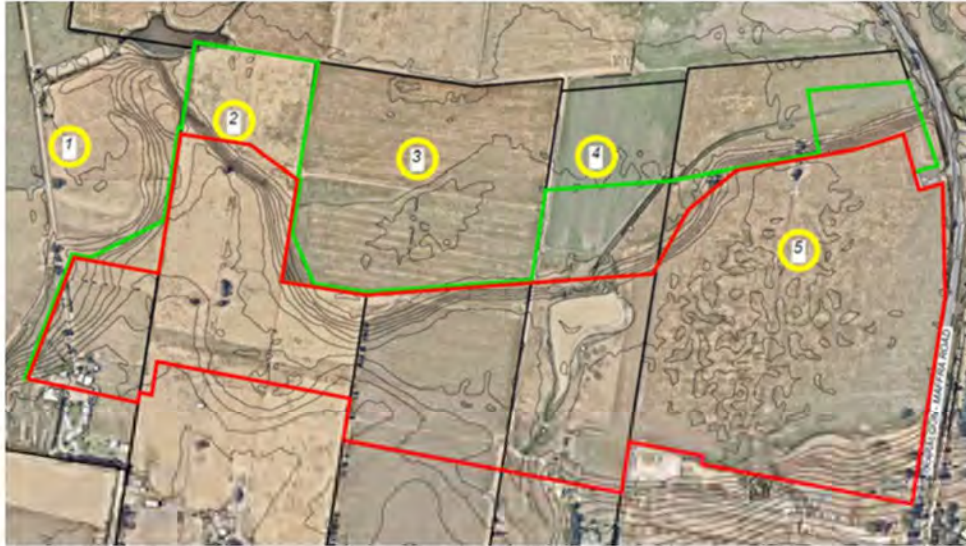
Dear [REDACTED]

**AMENDMENT C138 (NORTH OF BALDWIN ROAD, TRARALGON) - NOTICE OF PREPARATION OF AN AMENDMENT**

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We are writing to you because you have been identified as a key stakeholder for the proposed amendment.

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 MORWELL VIC 3840



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Kind regards,

Miriam

**Miriam Turner**  
Strategic Planning Officer (1)  
P 03 5128 6158  
E [Miriam.Turner@latrobe.vic.gov.au](mailto:Miriam.Turner@latrobe.vic.gov.au)

P 1300 367 700  
W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
PO Box 264, Morwell 3840



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## LATROBE PLANNING SCHEME

~~Proposed C138latr~~  
Proposed C138latr

**SCHEDULE 11 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY**

Shown on the planning scheme map as **DPO11**.

**BALDWIN ROAD, TRARALGON****1.0**

~~Proposed C138latr~~  
Proposed C138latr

**Objectives**

To ensure development of the land is occurring in an orderly manner having regard to the timing and staging of the development of the land and provision of essential services, community facilities, open space and roads.

To ensure the design of any proposed subdivision and buildings enhance and reinforce the character of the area

To minimise crossings over existing pipeline infrastructure.

**2.0**

~~Proposed C138latr~~  
Proposed C138latr

**Requirement before a permit is granted**

A permit may be granted for minor buildings and works before a development plan has been prepared to the satisfaction of the responsible authority. Minor buildings and works means a minor extension, minor addition or minor modification to an existing building(s) and works that do not prejudiced the future, orderly development of the general area affected by the Development Plan Overlay.

**3.0**

~~Proposed C138latr~~  
Proposed C138latr

**Conditions and requirements for permits****Infrastructure contributions condition**

The following conditions and/or requirements apply to permits:

Except for a permit granted for Minor Buildings and Works; for boundary realignments; or for a subdivision along a zone boundary to correct a split zone, a permit must contain the following condition:

- Prior to the commencement of any development, the owner(s) of the land must enter into an agreement under section 173 of the Planning & Environment Act 1987. The agreement must provide for infrastructure contributions to be paid prior to the commencement of any development of the land or prior to the issue of a statement of compliance in respect of the subdivision of land. The agreement must require the payment of infrastructure contributions for:
  - The acquisition of any land required for a road reserve for a road that Council proposes to be funded by the contributions agreement. Where that road is proposed to be wider than what presently exists, the infrastructure payment required must only relate to the additional width of the required road reserve. The contributions must be in the proportions set out in the development contributions tables in the approved development plan.
  - The construction of any road that Council proposes is to be funded by the contributions agreement. If widening is to an existing road, then the infrastructure payment required must only relate to the difference between a road comprising the existing pavement width and a road comprising a widened pavement and associated facilities in the proportions set out in the development contributions tables in the approved development plan.
  - The design and construction of stormwater drainage infrastructure including main drainage, wetlands, and retarding basins as described in the approved development plan.

### LATROBE PLANNING SCHEME

- - The improvement of public open space, including active open spaces as identified in the approved development plan.
- - The acquisition of land for public open space, including active open spaces and community facilities, in the proportions set out in the development contributions tables in the approved development plan.
- - A contribution towards the development of community facilities in the proportions set out in the development contributions tables in the approved development plan.
- - The acquisition of land for stormwater drainage purposes in the proportions set out in the development contributions tables in the approved development plan.
  - Infrastructure associated with the proposed bus route.
  - Traffic calming treatments.
  - The walking and cycling network including safe crossing points on the abutting arterial roads (excluding footpaths along roads).

The agreement must be prepared at the cost of the owner(s) and be to the satisfaction of the responsible authority.

#### **Bushfire Management Plan**

A Bushfire Management Plan that demonstrates how the application will address bushfire risk at the site and implement required bushfire protection measures. The plan must be prepared in accordance with requirements of the DPO, unless otherwise agreed in writing by the Responsible Authority. The plan must include:

- The design and layout of the subdivision, including lot layout, road design and access points, both vehicular and pedestrian;
- The location of any bushfire hazard areas that are to be created within the DPO or areas within a site boundary of any land that is partly covered by the DPO; The location of any reserves within or adjacent to the DPO;
- The details of any required bushfire protection measures;
- The identification of any areas to form the setback between a bushfire hazard and built form.

The details of any vegetation management in any area of defensible space including, information on how vegetation will be managed and when the vegetation management will occur i.e. annually, quarterly, during the fire danger period.

- Notations that indicate what authority is responsible for managing vegetation within open space areas.
- Notations that ensure that the reserves will be managed in a low threat condition.

#### **Development Permit Decision Guidelines**

Before deciding on an application to subdivide land, construct buildings, or carry out works, the responsible authority must consider, as appropriate:

Whether the development of the land is occurring in an orderly manner having regard to essential services, community facilities, open space and roads.

The potential for future re-subdivision.

### LATROBE PLANNING SCHEME

- The interface between proposed and existing nearby developments, to reduce the chance of conflicting developments.

Measures to mitigate the impact of new development on the operation and safety of major pipeline infrastructure.

The need to minimise access points to designated Category 1 Roads.

The design of any proposed buildings to enhance and reinforce the character of the area.

The timing and staging of the development of the land.

The consistency of the proposed development with the approved development plan.

- The consistency of the proposed development with adopted structure plans, where relevant.

#### 4.0 Requirements for development plan

Proposed C138latr A development plan must include the following requirements:

- A single Development Plan must be prepared for the whole of the land to which this schedule applies.

##### Land Use and Subdivision

- The proposed boundaries of the development area, and provide the strategic justification for those boundaries.

100m separation distance provided between the ESSO east west pipeline corridors and a sensitive use and adequate separation distance provided between the APA pipeline corridor, the connecting city gate facility and a sensitive use. Larger residential lot sizes located in proximity to major pipeline infrastructure.

- The overall subdivision of the area, including where possible, the proposed lot layout, sizes and density of lots which provide opportunities for a diverse range of housing types The overall pattern of development of the area, including any land use activity areas.

Street networks that support building frontages with two way surveillance

An accessible and integrated network of walking and cycling routes for safe and convenient travel to adjoining communities (including existing and future areas included in the DPO), local destinations or points of local interest, activity centres, community hubs, open spaces and public transport.

- Avoid an education centre, residential aged care or a hospital use within 180m of a major LPG pipeline corridor and within 85m of a major gas pipeline corridor.

##### Infrastructure Services

- An integrated stormwater management plan that incorporates water sensitive urban design techniques which provides for the protection of natural systems, integration of stormwater treatment into the landscape, improved water quality, and reduction and mitigation of run-off and peak flows, including consideration of downstream impacts.
- Provision of a road network providing a high degree of connectivity and external and internal permeability.
-



**LATROBE PLANNING SCHEME**

The pattern and location of the major arterial road network of the area including the location and details of any required:

- road widening
  - intersections
  - access points
  - pedestrian crossings or safe refuges
  - cycle lanes
  - bus lanes and stops
- The pattern and location of any internal road system based on a safe and practical hierarchy of roads including safe pedestrian and bicycle connections and crossing points in accordance with the background document Latrobe City Bicycle Plan 2007-2010 (as amended).
  - In consultation with relevant agencies and authorities, provision of public transport stops where appropriate within easy walking distance to residential dwellings and key destinations. Stops should also be located near active areas where possible.

**Open Space**

- A landscape concept plan for all open space areas, indicating the location of plantings, pathways, shade, shelter and seating at activity areas as well as at intervals along pathways.

### LATROBE PLANNING SCHEME

- The location and size of the proposed open spaces that cater for a range of user groups and provide a variety of functions that perform both an active and passive role for recreation, as appropriate.
  - Public open spaces designed to provide: Public spaces of a minimum of 0.5 hectares within a 500 metre walking distance of all residents in accordance with the background document Latrobe City Public Open Space Plan 2007 (as amended).
  - **Incorporation of all major pipeline corridors within linear reserves with road frontage.**
  - The inclusion of pedestrian and cycle paths and play equipment, that encourage active recreational opportunities.
  - Opportunities for visual surveillance to promote safety of users, through encouraging active frontages.

#### Community Hubs and Meeting Places

- In consultation with relevant agencies and authorities, the provision of appropriate community facilities, including schools, pre-schools, maternal child health centres, senior citizen centres and general community centres within a walkable range of 400-800 metres across large subdivisions.
- The location and general dimensions of a school site (if required) must be to the satisfaction of the Department of Education and Training.
- Provision for access and social interaction, particularly where this encourages physical activity. For example:
  - Consider the need for public amenities, including toilets and bicycle parking at key destinations in accordance with the background documents Latrobe City Public Toilet Strategy 2006 (as amended) and Latrobe City Bicycle Plan 2007-2010 (as amended).
  - The pattern and location of pedestrian and bicycle paths should provide safe and practical access to and from community hubs and meeting places.
  - Spaces should be designed to accommodate community events and cultural programs including local arts activities and other festivals.

#### Flora and Fauna

- In consultation with relevant agencies and authorities, a flora and fauna survey, prepared by a suitably qualified expert, which includes but is not limited to species surveys for Growling Grass Frog (*Litoria raniformis*) and avifauna, and measures required to protect the identified species.
  - An assessment of any native vegetation to be removed having regard to the background document Victoria's Native Vegetation Management: A Framework for Action (Department of Natural Resources and Environment, 2002), including how it is proposed to protect and manage any appropriate native vegetation.
  - Regard must be had to the background document West Gippsland Native Vegetation Plan 2003.
- Any management plan should take into account that the Strzelecki Bioregion is one of Victoria's most fragmented Bioregions and address this as a consideration.

### LATROBE PLANNING SCHEME

- **Cultural Heritage**

- A cultural heritage assessment including how cultural heritage values will be managed.

- **Infrastructure Asset Risk Management**

- Identify sensitive land uses that need to be risk assessed due to proximity to major pipeline infrastructure (ie child care centre, place of assembly, education centre, aged care facilities, residential building, group accommodation, corrective institution etc) via a Safety Management Study.

Preparation of a Safety Management Study in accordance with Australian Standard AS2885 (Pipelines – Gas and Liquid Petroleum) in consultation with the relevant pipeline owner/operator and to the satisfaction of the relevant authority. The findings of the Safety Management Study are to be incorporated into any approved development plan and corresponding planning controls.

- Any proposed works including any road or infrastructure crossings of the gas pipeline easement will require consultation with and consent from the pipeline owner/operator.

- **Bushfire Protection Measures**

- The subdivision design must appropriately consider publication 'Design Guidelines Settlement Planning at the Bushfire Interface' (Country Fire Authority and Department of Environment, Land and Planning, 2020)
- Provision of perimeter roads along any bushfire hazard interface.
- All lots to achieve a minimum construction standard of BAL-12.5.
- All lots must be setback a minimum of 22m from a bushfire hazard.
- Non combustible fencing must be utilised.
- The landscape concept plans to demonstrate that all reserves will be developed and maintained to low threat conditions and subsequently no increased bushfire hazard.
- Municipal reserves outside the extent of the DPO as shown in the draft concept plan be developed and maintained to low threat conditions and subsequently no increased bushfire hazard.
- Measures to manage grassfire hazard interfaces while residential areas remain undeveloped.

A site management plan is required to be prepared to address interim bushfire hazard management for stages of the subdivision. This plan is to identify the likely bushfire risks at each stage, identify how these will be managed.

- **Development Contributions**

- Development contributions tables including an equalisation table which identifies the proportion of each lot which is to be provided for road purposes, open space and stormwater drainage purposes. Once the Development Plan is approved incorporating the development contributions tables, the Development Plan (and the various tables) must not be amended without specific consideration of the impacts that changes to the Development Plan and the various tables will have on the ability of Council to deliver the road, public open space and stormwater infrastructure.

**LATROBE PLANNING SCHEME**

- A clause which explains how the equalisation of land and contributions for the various items of infrastructure is to operate.

**Process and Outcomes**

- The development plan should be prepared with an appropriate level of community participation as determined by the responsible authority.
- An implementation plan must be submitted as part of the development plan, indicating the proposed staging of the development.
- The approved development plan may be amended to the satisfaction of the responsible authority.



## LATROBE PLANNING SCHEME

~~Proposed C138latr~~  
Proposed C138latr

**SCHEDULE 11 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY**

Shown on the planning scheme map as **DPO11**.

**BALDWIN ROAD, TRARALGON****1.0**

~~Proposed C138latr~~  
Proposed C138latr

**Objectives**

To ensure development of the land is occurring in an orderly manner having regard to the timing and staging of the development of the land and provision of essential services, community facilities, open space and roads.

To ensure the design of any proposed subdivision and buildings enhance and reinforce the character of the area

To minimise crossings over existing pipeline infrastructure.

**2.0**

~~Proposed C138latr~~  
Proposed C138latr

**Requirement before a permit is granted**

A permit may be granted for minor buildings and works before a development plan has been prepared to the satisfaction of the responsible authority. Minor buildings and works means a minor extension, minor addition or minor modification to an existing building(s) and works that do not prejudiced the future, orderly development of the general area affected by the Development Plan Overlay.

**3.0**

~~Proposed C138latr~~  
Proposed C138latr

**Conditions and requirements for permits****Infrastructure contributions condition**

The following conditions and/or requirements apply to permits:

Except for a permit granted for Minor Buildings and Works; for boundary realignments; or for a subdivision along a zone boundary to correct a split zone, a permit must contain the following condition:

- Prior to the commencement of any development, the owner(s) of the land must enter into an agreement under section 173 of the Planning & Environment Act 1987. The agreement must provide for infrastructure contributions to be paid prior to the commencement of any development of the land or prior to the issue of a statement of compliance in respect of the subdivision of land. The agreement must require the payment of infrastructure contributions for:
  - The acquisition of any land required for a road reserve for a road that Council proposes to be funded by the contributions agreement. Where that road is proposed to be wider than what presently exists, the infrastructure payment required must only relate to the additional width of the required road reserve. The contributions must be in the proportions set out in the development contributions tables in the approved development plan.
  - The construction of any road that Council proposes is to be funded by the contributions agreement. If widening is to an existing road, then the infrastructure payment required must only relate to the difference between a road comprising the existing pavement width and a road comprising a widened pavement and associated facilities in the proportions set out in the development contributions tables in the approved development plan.
  - The design and construction of stormwater drainage infrastructure including main drainage, wetlands, and retarding basins as described in the approved development plan.

### LATROBE PLANNING SCHEME

- - The improvement of public open space, including active open spaces as identified in the approved development plan.
- - The acquisition of land for public open space, including active open spaces and community facilities, in the proportions set out in the development contributions tables in the approved development plan.
- - A contribution towards the development of community facilities in the proportions set out in the development contributions tables in the approved development plan.
- - The acquisition of land for stormwater drainage purposes in the proportions set out in the development contributions tables in the approved development plan.
  - Infrastructure associated with the proposed bus route.
  - Traffic calming treatments.
  - The walking and cycling network including safe crossing points on the abutting arterial roads (excluding footpaths along roads).

The agreement must be prepared at the cost of the owner(s) and be to the satisfaction of the responsible authority.

#### **Bushfire Management Plan**

A Bushfire Management Plan that demonstrates how the application will address bushfire risk at the site and implement required bushfire protection measures. The plan must be prepared in accordance with requirements of the DPO, unless otherwise agreed in writing by the Responsible Authority. The plan must include:

- The design and layout of the subdivision, including lot layout, road design and access points, both vehicular and pedestrian;
- The location of any bushfire hazard areas that are to be created within the DPO or areas within a site boundary of any land that is partly covered by the DPO; The location of any reserves within or adjacent to the DPO;
- The details of any required bushfire protection measures;
- The identification of any areas to form the setback between a bushfire hazard and built form.

The details of any vegetation management in any area of defensible space including, information on how vegetation will be managed and when the vegetation management will occur i.e. annually, quarterly, during the fire danger period.

- Notations that indicate what authority is responsible for managing vegetation within open space areas.
- Notations that ensure that the reserves will be managed in a low threat condition.

#### **Development Permit Decision Guidelines**

Before deciding on an application to subdivide land, construct buildings, or carry out works, the responsible authority must consider, as appropriate:

Whether the development of the land is occurring in an orderly manner having regard to essential services, community facilities, open space and roads.

The potential for future re-subdivision.

### LATROBE PLANNING SCHEME

- The interface between proposed and existing nearby developments, to reduce the chance of conflicting developments.

Measures to mitigate the impact of new development on the operation and safety of major pipeline infrastructure.

The need to minimise access points to designated Category 1 Roads.

The design of any proposed buildings to enhance and reinforce the character of the area.

The timing and staging of the development of the land.

The consistency of the proposed development with the approved development plan.

- The consistency of the proposed development with adopted structure plans, where relevant.

#### 4.0 Requirements for development plan

A development plan must include the following requirements:

- A single Development Plan must be prepared for the whole of the land to which this schedule applies.

##### Land Use and Subdivision

- The proposed boundaries of the development area, and provide the strategic justification for those boundaries.

100m separation distance provided between the ESSO east west pipeline corridors and a sensitive use and adequate separation distance provided between the APA pipeline corridor, the connecting city gate facility and a sensitive use. Larger residential lot sizes located in proximity to major pipeline infrastructure.

- The overall subdivision of the area, including where possible, the proposed lot layout, sizes and density of lots which provide opportunities for a diverse range of housing types The overall pattern of development of the area, including any land use activity areas.

Street networks that support building frontages with two way surveillance

An accessible and integrated network of walking and cycling routes for safe and convenient travel to adjoining communities (including existing and future areas included in the DPO), local destinations or points of local interest, activity centres, community hubs, open spaces and public transport.

- Avoid an education centre, residential aged care or a hospital use within 180m of a major LPG pipeline corridor and within 85m of a major gas pipeline corridor.

##### Infrastructure Services

- An integrated stormwater management plan that incorporates water sensitive urban design techniques which provides for the protection of natural systems, integration of stormwater treatment into the landscape, improved water quality, and reduction and mitigation of run-off and peak flows, including consideration of downstream impacts.
- Provision of a road network providing a high degree of connectivity and external and internal permeability.
- The pattern and location of the major arterial road network of the area including the location and details of any required:

**LATROBE PLANNING SCHEME**

- road widening
  - intersections
  - access points
  - pedestrian crossings or safe refuges
  - cycle lanes
  - bus lanes and stops
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  - In consultation with relevant agencies and authorities, provision of public transport stops where appropriate within easy walking distance to residential dwellings and key destinations. Stops should also be located near active areas where possible.

**Open Space**

- A landscape concept plan for all open space areas, indicating the location of plantings, pathways, shade, shelter and seating at activity areas as well as at intervals along pathways.



### LATROBE PLANNING SCHEME

- The location and size of the proposed open spaces that cater for a range of user groups and provide a variety of functions that perform both an active and passive role for recreation, as appropriate.
  - Public open spaces designed to provide: Public spaces of a minimum of 0.5 hectares within a 500 metre walking distance of all residents in accordance with the background document Latrobe City Public Open Space Plan 2007 (as amended).
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  - Opportunities for visual surveillance to promote safety of users, through encouraging active frontages.

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- In consultation with relevant agencies and authorities, the provision of appropriate community facilities, including schools, pre-schools, maternal child health centres, senior citizen centres and general community centres within a walkable range of 400-800 metres across large subdivisions.
- The location and general dimensions of a school site (if required) must be to the satisfaction of the Department of Education and Training.
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  - Consider the need for public amenities, including toilets and bicycle parking at key destinations in accordance with the background documents Latrobe City Public Toilet Strategy 2006 (as amended) and Latrobe City Bicycle Plan 2007-2010 (as amended).
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  - Spaces should be designed to accommodate community events and cultural programs including local arts activities and other festivals.

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- In consultation with relevant agencies and authorities, a flora and fauna survey, prepared by a suitably qualified expert, which includes but is not limited to species surveys for Growling Grass Frog (*Litoria raniformis*) and avifauna, and measures required to protect the identified species.
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  - Regard must be had to the background document West Gippsland Native Vegetation Plan 2003.
- Any management plan should take into account that the Strzelecki Bioregion is one of Victoria's most fragmented Bioregions and address this as a consideration.

**LATROBE PLANNING SCHEME****• Cultural Heritage**

- A cultural heritage assessment including how cultural heritage values will be managed.

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- Identify sensitive land uses that need to be risk assessed due to proximity to major pipeline infrastructure (ie child care centre, place of assembly, education centre, aged care facilities, residential building, group accommodation, corrective institution etc) via a Safety Management Study.

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- Development contributions tables including an equalisation table which identifies the proportion of each lot which is to be provided for road purposes, open space and stormwater drainage purposes. Once the Development Plan is approved incorporating the development contributions tables, the Development Plan (and the various tables) must not be amended without specific consideration of the impacts that changes to the Development Plan and the various tables will have on the ability of Council to deliver the road, public open space and stormwater infrastructure.
- A clause which explains how the equalisation of land and contributions for the various items of infrastructure is to operate.

**LATROBE PLANNING SCHEME**

- **Process and Outcomes**
- The development plan should be prepared with an appropriate level of community participation as determined by the responsible authority.
- An implementation plan must be submitted as part of the development plan, indicating the proposed staging of the development.
- The approved development plan may be amended to the satisfaction of the responsible authority.

Submission 9b

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From: [Lorrae Dukes](#)  
To: [Maddison Scott](#)  
Subject: FW: Amendment C138 - Proposed changes from meeting today  
Date: Tuesday, 21 March 2023 11:59:21 AM  
Attachments: [Redacted]

[Redacted]  
Coordinator Strategic Planning  
P 03 5128 5462  
M 0417 512 540  
E [Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)

P 1300 367 700  
W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
PO Box 264, Morwell 3840



From: [Redacted]  
[Redacted] 21 March 2023 11:59 AM  
To: [Lorrae Dukes <Lorrae.Dukes@latrobe.vic.gov.au>](mailto:Lorrae.Dukes@latrobe.vic.gov.au)  
Subject: RE: Amendment C138 - Proposed changes from meeting today

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Hi Lorrae.

That's fine.

Regards

[Redacted]

[Redacted]

[Redacted]

[Redacted] Victoria

[Redacted]

[Redacted]

[www.esv.vic.gov.au](http://www.esv.vic.gov.au)







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**From:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>  
**Sent:** Tuesday, 21 March 2023 10:07 AM  
**To:** [REDACTED]  
**Subject:** RE: Amendment C138 - Proposed changes from meeting today

Hi [REDACTED]

I have made all suggested changes, I didn't go with the exact wording for the 'larger residential lots' #2 change.

This is what I have proposed:  
 Larger residential lot sizes located in proximity to licensed transmission pipeline corridor and any associated gas facility.

They wont be able to accommodate community facilities, because of other points below. Also, it says larger 'residential' lots. I think the intent is clear here. We have larger residential lots of on the south side of the pipeline.

I am assuming everyone else is happy with all the changes proposed.

Thanks

**Lorrae Dukes**  
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**From:** [REDACTED]  
 [REDACTED] 21 March 2023 9:43 AM  
**To:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>  
 [REDACTED]  
**Subject:** FW: Amendment C138 - Proposed changes from meeting today

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Hi Lorrae.

If you are or anyone else is having trouble viewing my recommended changes in the word attachment. Please view in tracked changes (*ie: click enable editing, then click Review then then drop down Simple Mark Up and click all Mark Up*).

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Energy Safe Victoria

[Redacted]

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**From:** [Redacted]  
**Sent:** Monday, 20 March 2023 4:33 PM  
**To:** 'Lorrae Dukes' <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>  
**Cc:** [Redacted]  
**Subject:** RE: Amendment C138 - Proposed changes from meeting today

Hi Lorrae.

Sorry, I was waiting for a response from AGN regarding the City gate. Apologies for any inconvenience this has caused.

I will advise AGN and APA separately of my response to you.

I am happy with your proposed changes. However, I have recommended some minor changes in blue in the attached Table for your consideration. **Please click on "view" then "edit document" to view.**

Please review changes in blue to item numbers 1, 2, 3 and 6 which include **any associated gas facility.**

I wanted to establish that the City gate gas station be identified as part of major pipeline infrastructure. Also to clarify that major or licensed pipeline infrastructure refers to transmission pipelines and their associated facilities (*ie: not distribution pipelines*).

In item 2, please also note, that I have changed the reference to larger residential lot sizes to clarify that I meant single dwelling lots on the larger side of the scale (*ie: not large residential lots that can accommodate community facilities*). I have also changed the additional 15m additional **open space** requirement to a **public reserve**, which would enable either a road reserve or public open space to be provided as the additional 15m setback from the pipeline easements and the gas facility.

In item 3. I have added children's playground. (*ie: no need to include all sports and recreation facilities as they are not used as intensively or by as many vulnerable persons as playgrounds. I have not added it to section 6 as playgrounds are usually a public use where avoidance is the most appropriate response*)

Please note that Energy Safe Victoria's comments do not cover any potential land contamination issues that may be associated with development in the vicinity of a major hazard facility.

In addition to the amended Table, I have also attached information regarding the City gate and its connecting pipeline for your reference. (*ie: not sure if I sent this to you earlier, apologies if I did not*)

Thanks for your consideration and the opportunity to comment on the Amendment.

Regards

[Redacted signature]

[Redacted name]

[Redacted title]

Energy Safe Victoria

[Redacted contact information]

[Redacted contact information]





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**From:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>

**Sent:** Tuesday, 14 March 2023 10:05 AM

**To:** [Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**Cc:** Maddison Scott <[Maddison.Scott@latrobe.vic.gov.au](mailto:Maddison.Scott@latrobe.vic.gov.au)>

**Subject:** RE: Amendment C138 - Proposed changes from meeting today

[Redacted]

I can confirm #2 and #10 is what is being proposed.

I have update #3 and #6. It is getting complicated, I have tried to stick to the way it is written in the zones. I have attached an example of a zone.

I will leave dependent persons unit in. However, just so you know we will have no control over this. Majority of zones have a dependent person unit as not permit required as long as conditions are met (i.e. building must be movable, must be for someone dependent on the main dwelling, must be removed when the person has left etc).

Please let me know if this is ok. I have highlighted the part in #3 and #6 where I have made the changes.

[Redacted] are you happy with the proposed changes?

Thanks

**Lorrae Dukes**  
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**From:** [Redacted]

**Sent:** Friday, 10 March 2023 4:05 PM

**To:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)> [Redacted]



[Redacted]

Cc: Maddison Scott <[Maddison.Scott@latrobe.vic.gov.au](mailto:Maddison.Scott@latrobe.vic.gov.au)>

Subject: RE: Amendment C138 - Proposed changes from meeting today

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Hi Lorrae,

Thanks for your feedback.

I've marked up the changes table with just minor amendments to the nesting diagram definitions. I also repeated what I think you're proposing for Item #2 for clarity.

So we accept all proposed changes, with only minor tweaks for Items 3 & 6, with confirmation on #2 & #10 to confirm what you've proposed.

Regards,

[Redacted]



Eso Australia Pty Ltd

[Redacted]

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From: Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>

Sent: Friday, 3 March 2023 3:50 PM

To: [Redacted]

Cc: Maddison Scott <[Maddison.Scott@latrobe.vic.gov.au](mailto:Maddison.Scott@latrobe.vic.gov.au)>

Subject: Amendment C138 - Proposed changes from meeting today

**External Email - Think Before You Click**

Hi All

Thank you for those who were able to attend the meeting today.

I have gone through an updated changes / comments.

If I haven't quiet got something right or you have different words, happy to consider these.

Attached is the:


- Table from today, tracked changes are my new comments / changes;
- Changes to DPO11 (highlighted the new parts in yellow); and
- Clause 73.04 – Nesting diagrams. I used this for terminology for the sensitive uses)

If you can please let me know if this satisfies the changes requested in the submission.

Thanks

**Lorrae Dukes**  
 Coordinator Strategic Planning  
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 M 0417 512 540  
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**Submission 10**

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22 February 2023

Lorrae Dukes  
Coordinator Strategic Planning  
Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

Our Ref: [REDACTED]

**RE: EXHIBITED LATROBE PLANNING SCHEME AMENDMENT C138LATR - NORTH OF BALDWIN ROAD, TRARALGON**

Thank you for the opportunity to provide a submission in relation to the aforementioned Planning Scheme Amendment currently on exhibition (the Amendment), referred to as C138LATR.

EPA has reviewed the following documents of relevance:

- Baldwin Road Residential Rezoning Report, prepared by NBA Group, dated September 2022;
- Concept Layout Plan, version 5, prepared by NBA Group, dated November 2021;
- Explanatory Report, prepared by Latrobe City Council;
- Latrobe Planning Scheme, Development Plan Overlay – Schedule 11 Map;
- Latrobe Planning Scheme, General Residential Zone Map; and
- Preliminary Site Investigation, prepared by DRC Enviro, dated 18 August 2022.

**Our Understanding of the Proposal**

EPA understands the proposed Amendment seeks to rezone a number of properties to the north of Baldwin Road, Traralgon from Farming Zone (FZ) to General Residential Zone – Schedule 3 (GRZ3) and apply the Development Plan Overlay – Schedule 11 (DPO11).

**Amendment Area**

The Amendment applies to the following properties (referred to in this response as the Site):

- Unit 2, 55 Glendale Road, Traralgon;
- 50 Glendale Road, Traralgon;
- 110 Marshalls Road, Traralgon;
- 60 Marshalls Road, Traralgon (Lots 1 and 2); and
- Traralgon Maffra Road, Traralgon.

[epa.vic.gov.au](http://epa.vic.gov.au)

Environment Protection Authority Victoria  
GPO Box 4395, Melbourne VIC 3001  
1300 372 842





### Previous Advice

EPA provided advice in accordance with Ministerial Direction 19 (MD19) in a letter dated 1 April 2022 (EPA ref: REQ001878) and subsequent emails dated 18 July 2022 (ref: REQ002293) and 6 October 2022 (ref: REQ002617). This advice highlighted:

- the risk of potentially contaminated land;
- the need to address the requirements of Ministerial Direction 1 (MD1), to ensure that MD1 and MD19 were noted in the Explanatory Report; and,
- separation distances from industrial activities.

### Potentially Contaminated land

EPA provided comments to DRC Enviro and Council on 18 July 2022, in response to a letter dated 23 June 2022, from DRC Enviro. In response to our comments in this email, we note that the PSI has now been updated and confirms that:

- Stockpiles located on the site originated on site and therefore were not imported;
- The Site was not used for agriculture and animal production uses as listed in table *Planning Practice Note 30 – Potentially Contaminated Land* (DELWP, 2021) (PPN30);
- Based on their findings in relation to the high-pressure oil pipeline, an environmental audit is not required; and,
- The PSI concluded that the Site does not meet the definition of potentially contaminated

[REDACTED] concludes that an environmental audit is not required. The PSI then lists a number of reasons why the environmental audit is not required; however, these do not appear [REDACTED] on whether the land is potentially contaminated or not.

If the PSI concludes that the Site does not meet the definition of potentially contained land, then this would be the reason why an environmental audit is not required.

In addition, and related to our comments above, the Amendment does not include a planning permit application and the plan provided as part of the Amendment is a 'concept plan' only, therefore there is no assurance that a sensitive use will not be proposed in this area.

This matter should be clarified, and on the basis that the land is not potentially contaminated land and an environmental audit is not recommended for that reason, then EPA has no further comments to make on this matter.

It should also be noted that in accordance with PPN30, there is no reference to 'low' potential for contamination as referred to in the DRC Enviro report, land is either potentially contaminated or not.

### Separation Distances

A letter dated 23 June 2022 from DRC Enviro, sought to address EPA's previous comments in relation to separation distances. In our email to DRC Enviro and Council on 18 July 2022, we advised that:

- An assessment of adverse amenity impacts against Planning Practice note 92 is not the correct application of this practice note.
- We also noted that some of the business/operator information in this letter was different to what was previously provided in the PSI.

In addition, it is important to note that EPA has also recently released the proposed [Separation Distance Guideline](#) dated December 2022 for consultation (draft Publication 1949). When finalised, the draft *Separation Distance buffer guideline* will replace separation distance for industrial residual air emissions (*Publication 1518*).

The table below was included in EPA's letter (MD19 advice) dated 1 April 2022:

Table 1:

Land use/operator	Address	Activity	Distance from amendment site	Recommended Separation distance EPA Publication 1518
[REDACTED]	[REDACTED] 79-83 Eastern Road	Transporter of industrial waste	491 m to the south east	Refer to dot point 3 on page 6 of this response.
[REDACTED] (rated by Veolia)				
2. Sims Group Australia Holdings Ltd (EPA licence holder)	70-74 Eastern Road	Treatment/disposal of industrial waste	631 m to the south east	500 metres
3. Latrobe Valley Recyclers	70 Eastern Road	Commercial and industrial recovery	631m south east	Case-by-case
4. Sita Australia	79-83 Eastern Road	Transporter of industrial waste	491 m to the south east	Refer to dot point 3 on page 6 of this response.

\*Reference to dot point 3 on page 6 of EPA's letter (MD19 advice) was:

*Further information would be required in relation to those facilities that transport industrial waste, however if they include any of the above activities under the second dot point, then the 500 metres would apply.*

The following table outlines the updates in the DRC Enviro letter dated 23 June 2022, EPA previous comments, and our current comments based on the updated PSI.

Table 2:

<b>DRC Enviro letter (23 June 2022)</b>	<b>EPA previous comments (18 July 2022)</b>	<b>EPA current comments</b>
<p>1. Veolia Gippsland Resource Recovery Centre (Suez)</p> <p><i>The land use/activity that Veolia carries out is a "Transfer Station", and a 250 metre separation distance has been applied.</i></p> <div style="background-color: black; width: 100%; height: 40px; margin-top: 10px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-top: 5px;"></div>	<p>EPA Publication 1518 defines a 'Transfer Station' as <i>"Collecting, consolidating, temporarily storing, sorting or recovering refuse or used materials before transfer for disposal or use elsewhere"</i>, and a 250 metre separation distance is applicable.</p>	<ul style="list-style-type: none"> <li>• The draft amendment documents referred to EPA for MD19 advice stated that the industry operated by Veolia was a 'transporter of industrial waste';</li> <li>• DRC Enviro's letter stated that this facility was a 'transfer station' and not a 'transporter of industrial waste' as originally described.</li> <li>• The PSI has now been updated to specify the activity as a 'transporter of industrial waste' (table 5.4) and 'truck and bin depot' (table 5.5).</li> <li>• Should Council agree that this industry is a 'transporter of industrial waste' and 'truck and bin depot', and that no separation distance applies, EPA have no further comments to make.</li> </ul> <p>*Council should note that that this facility has a registration from the EPA that allows for the <i>"processing and storage of waste on site"</i>. This would allow activities to occur that are not consistent with the activities listed in the dot point above.</p>
<p>2. Sims Group Australia Holdings Ltd (EPA licence holder)</p> <p><i>Sims Group Australia runs a "recycling centre",</i></p>	<p>Refer to our previous letter and comments regarding separation distances for recycling facilities.</p>	<ul style="list-style-type: none"> <li>• The PSI refers to the facility/activity as 'treatment/disposal of industrial waste' (table 5.4) and 'metal recycling' (table 5.5), and a 'prescribed industrial waste</li> </ul>

<p><i>which has a 'case by case' separation distance, and that adverse amenity impacts are unlikely due to the site's significant distance.</i></p>		<p>treaters, disposers and permitted transporters' (page 139).</p> <ul style="list-style-type: none"> <li>• EPA Publication 1949 specifies a 500 metre separation distance for a 'Priority industrial waste treatment facility'.</li> <li>• In addition, EPA Publication 1949 specifies a 500 metre separation distance for a 'Material recovery and recycling facility' that accepts scrap metal.</li> <li>• Should Council agree that this industry is the types listed above, and the separation distance is met, EPA have no further comments to make.</li> </ul>
<p>3. Latrobe Valley Recyclers</p> <p>Latrobe Valley recyclers were not referenced in [REDACTED]</p>	<p>This should be clarified in the Amendment documents.</p>	<ul style="list-style-type: none"> <li>• The PSI now refers to this industry as 'Commercial and Industrial Recovery' (table 5.4), and also a 'Metal recycling centre' (table 5.5).</li> <li>• Council should confirm if Latrobe Valley Recyclers and Sita Australia are the same business.</li> <li>• Should Council agree that this industry is the types listed above, and the separation distance is met, EPA have no further comments to make.</li> </ul>
<p>4. Sita Australia</p> <p>Sita Australia is no longer referenced.</p>	<p>This should be clarified in the Amendment documents.</p>	<p>Refer to dot point above in relation to Latrobe Valley Recyclers.</p>

Having regard to additional updates in the PSI, EPA note that:

- The PSI now states that Veolia/Sita is now run by Veolia/Suez, and is only licensed to transport waste, and not for the storage, treatment, containment, or disposal of prescribed industrial waste. In addition, DRC Enviro confirmed with Veolia/Suez, that they operate a depot, and that 'no waste is transported, stored, or treated at the property'.





EPA remind Council of *Clause 13.06-1S – Air Quality Management* in the *Latrobe Planning Scheme* as well as the General Environmental Duty (GED), which requires all Victorians to understand and minimise their risks of harm to human health and the environment from pollution and waste (including air quality).

It is unclear whether Council has considered this potential impact, or whether Council is satisfied that there will not be potential adverse air quality impacts on future sensitive uses.

### **Summary and Closing**

Primarily due to inconsistent or incomplete information, it is not clear whether Council have taken necessary steps to understand the potential risks of harm to the environment, amenity and human health as a result of pollution or waste.

EPA considers there to be several matters as outlined in this submission that should be clarified before proceeding further. Should this Amendment be considered by Planning Panels Victoria (PPV), this submission should be made available to PPV and matters outstanding resolved, as part of any panel process.

Any questions should be directed to [REDACTED] Senior Planning Advisor on 1300 EPA VIC (1300 372 842), or at [REDACTED]

Yours sincerely,

[REDACTED]

[REDACTED]

Team Leader – Strategic Planning Advisory  
Development Advisory Unit  
Environment Protection Authority Victoria

**Submission 10b**

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**From:** [Lorrae Dukes](#)  
**To:** [Maddison Scott](#)  
**Subject:** FW: Update PSI report and DPO11 - RE: LATROBE PLANNING SCHEME,C138LATR H OF BALDWIN ROAD, TRARALGON) - ref: REQ002982  
**Date:** Monday, 20 March 2023 3:36:08 PM  
**Attachments:** [image016.png](#)  
[image006.png](#)  
[image005.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)

[RE: Amendment C138 - Meeting Wednesday 8 March 2023 with EPA.msg](#)

**Lorrae Dukes**  
 Coordinator Strategic Planning  
 P 03 5128 5462  
 M 0417 512 540  
 E [Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)

P 1300 367 700  
 W [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
 PO Box 264, Morwell 3840



**From:** [REDACTED]  
**Sent:** Thursday, 16 March 2023 3:54 PM  
**To:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>  
**Cc:** [REDACTED]  
**Subject:** FW: Update PSI report and DPO11 - RE: LATROBE PLANNING SCHEME,C138LATR H OF BALDWIN ROAD, TRARALGON) - ref: REQ002982

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Hello Lorrae,

Thank you for your email dated 14 March 2023.

Council provided a table with Councils' written response to the key concerns of EPA (see attached). In the meeting held between the parties, EPA clearly outlined exactly what information was required and this was acknowledged by all parties.

Subsequently, Council have provided an updated PSI and DPO Schedule, I provide the below comment:

DPO Schedule

- As directed, I have only reviewed the 'green highlights'. The wording provided under 'sensitive land use' has been updated in accordance with EPA feedback dated 8 March 2023 (attached).

PSI dated – 14 March 2023

- Response* - All references to 'low potential for contamination' have been removed in accordance with PPN30.

Separation distance

- EPA provided very clear feedback that the PSI was to contain only one table that incorporated the following: *name of the business, address, land use (as defined under 1518), the*



*recommended separation distance under 1518, whether or not the separation distance is met (and if not, an assessment is made in regards to this).*

- *Response* - One table has not been provided, there are still multiple mentions of each business in both tables and the text of the PSI.

*Potential contamination*

- As highlighted in EPA's submission and the recent meeting, the PSI lists a number of reasons why the environmental audit is not required (page 22); however, these do not appear to be based on whether the land is potentially contaminated or not. If the PSI concludes that the Site does not meet the definition of potentially contained land, then this would be the reason why an environmental audit is not required.
- *Response* - Our understanding was that this would be removed, however, the conclusions have not been updated in accordance with the points raised above.

Given the advice provided to date including the recent meeting and having regard to the outstanding matters above - EPA consider this matter is now for Council to work through with Patrick (DRC enviro). This would include, once the separation distance table is updated, ensuring that all recommended separation distance (as per Publication 1518), are met.

Regards,

[Redacted Signature]

Development Advisory



E [Redacted]

P -

A 200 Victoria St, Carlton  
[epa.vic.gov.au](http://epa.vic.gov.au)



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**From:** Lorrae Dukes <[Lorrae.Dukes@latrobe.vic.gov.au](mailto:Lorrae.Dukes@latrobe.vic.gov.au)>

**Sent:** Tuesday, 14 March 2023 1:00 PM

**To:** [Redacted]

**Cc:** Maddison Scott <[Maddison.Scott@latrobe.vic.gov.au](mailto:Maddison.Scott@latrobe.vic.gov.au)>; [Redacted]

**Subject:** Update PSI report and DPO11

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Hi [Redacted]



Thank you for meeting with us last Wednesday 8 March 2023.

As discussed at the meeting, an update copy of the PSI report has been prepared. I have attached the comparison and clean version to assist in your review.

I have also attached the update DPO11. Please note, there is some formatting issues in the word document, but please ignore, there is an issue with the document as we had to convert from pdf to word to show the changes. It will be fine when put into ATS.

I have used the wording you have sent through Mychelle last week. See green highlights.

Can you please let me know if the changes have clarified the points raised in the submission. I would appreciate a response by COB Monday 20 March 2023 if possible.

Thanks

**Lorrae Dukes**  
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Department of Energy, Environment  
and Climate Action

Submission 11

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28 February 2023

Lorrae Dukes  
Coordinator Strategic Planning  
Latrobe City Council  
141 Commercial Road  
MORWELL VIC 3840

By email: [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)

Our ref: [REDACTED]  
Your ref: Am C138latr

Dear Lorrae

**PROPOSAL:** AMENDMENT C138LATR TO THE LATROBE PLANNING SCHEME  
**PROPOSER:** NBA GROUP PTY LTD  
**ADDRESS:** LAND NORTH OF BALDWIN ROAD, TRARALGON BEING PART 110 MARSHALLS ROAD, TRARALGON, PART 60 MARSHALLS ROAD, TRARALGON AND TRARALGON MAFFRA ROAD, TRARALGON  
**LEGAL DESCRIPTION:** PART LOT A ON PS5826057, PART LOT 2 ON PS323156, PART LOT 1 ON TP4167 AND PART LOT C ON PS821062 ALL IN THE PARISH OF TRARALGON

Thank you for your correspondence received on 31 January 2023 pursuant to Section 19 of the *Planning and Environment Act 1987*.

The Amendment proposes to rezone the land to General Residential Zone Schedule 3 and applies Development Plan Overlay Schedule 11 (DPO) which requires a plan to be prepared to show how the land will be developed.

DEECA Environment (Gippsland) would welcome the opportunity to provide advice, as a relevant agency and authority, in the formulation of the development plan as stated in the proposed DPO under the heading Flora and Fauna, and notes the following:

1. Existing biodiversity values

The land is currently grazed agricultural land and lot 4 contains a wetland area associated with unnamed creek tributaries/drainage channels. The wetland is a modelled DELWP wetland ID 86304. The site area contains wetlands and waterways that potentially provide habitat for rare and threatened fauna species. These include Eastern Grey Egret, Blue-billed Duck, Great Egret, Growling Grass Frog, Dwarf Galaxias, Australian Grayling and White-bellied Sea Eagle. These species have not been included in a targeted fauna survey, therefore, their presence is unknown.

The site might also provide habitat for Southern Brown Bandicoot and Glossy Grass Skink. Targeted surveys for these species have not been undertaken and the value of the habitat for these species is currently unknown. Flora and Fauna assessments were undertaken prior to update of the Flora and Fauna Guarantee Act (FFG Act) in 2019 and species currently listed such as Glossy Grass Skink have not been considered. An updated assessment is needed to record

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values for the entire property and include a targeted survey for Southern Brown Bandicoot, Growling Grass Frog, Dwarf Galaxias, Glossy Grass Skink, Strzelecki Gum, Grey Billy Buttons and Matted Flax-lily as well as measures required to protect the identified species.

The threatened Strzelecki Gum has been identified within 2 kilometres of the site (Victoria Biodiversity Atlas records). Strzelecki gums and other threatened flora species such as Matted Flax-lily and Grey Billy Buttons, which have the potential to occur, need to be surveyed for at the preparation of the Development Plan stage.

The assessment concluded that the Gippsland Red Gums present on site were not part of the Gippsland Red Gum Grassy Woodland EPBC listed community because it is not dominated by native grasses and grass-like plants. However, the Flora assessment does not identify or discuss the potential for the Forest Red Gum Grassy Woodland Community listed under the FFG Act to occur on the subject land. The flora report records Gippsland Red Gum across the subject land which is indicative of the community occurring on the site. There are no condition thresholds under the FFG Act listed communities and the site is likely a degraded remnant patch of this listed community.

The flora assessment recommends retention of the group of Gippsland Red Gum in the south-east corner of the site, however, the Concept Layout Plan depicts residential blocks and roads in the same location as several of the trees.

2. It is noted that the DPO makes reference to a superceded document, Victoria's Native Vegetation Management: A Framework for Action (Department of Natural Resources and Environment, 2002) at dot point 2 under the heading *Flora and Fauna*. This needs to be reframed to reflect current State native vegetation policy and regulations such as referencing *Protecting Victoria's Environment – Biodiversity 2037* (DELWP, 2017).

DEECA Environment (Gippsland) has considered the above exhibited planning scheme amendment and does not oppose the amendment, however, it is submitted that a requirement for further survey to identify habitat and species would result in better environmental outcomes when informing the preparation of the Development Plan. The Development Plan Overlay could be reframed to allow for better environmental outcomes and inviting contribution through a referral mechanism from DEECA Gippsland Environment.

If you have any queries, or require clarification please contact [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
Planning and Approvals Program Officer  
Gippsland Region | Central East Hub



Submission 11b

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From: Lorrae Dukes  
To: Maddison Scott  
Subject: FW: OFFICIAL: Latrobe Planning Scheme Proposed Am C138latr  
Date: Monday, 20 March 2023 10:03:54 AM  
Attachments: image017.png  
image018.png  
image019.png  
image020.png  
image021.png  
image022.png  
image023.png  
image024.png  
image025.png

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From: [Redacted]  
Sent: Monday, 20 March 2023 8:24 AM  
To: Lorrae Dukes <Lorrae.Dukes@latrobe.vic.gov.au>  
Cc: [Redacted]  
[Redacted] Latrobe Planning Scheme Proposed Am C138latr

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Hi Lorrae

Thank you for taking on board our comments in relation to the draft Development Plan Overlay schedule for this proposed amendment.

I only have one minor editorial suggestion in relation to the matters of interest to DEECA. That is to delete the word 'any' then there is no discretion and it is clear all identified species require planning for protection. (hopefully the snip below shows where the text is)

→Forest of Red Gum, Grass, Woodland Communities  
→Growing  
Grass-Frog (*Litoria caerulea*) and measures required to protect identified species.  
An assessment of any native vegetation to be removed having regard to the background document: Victorian Native Vegetation Management - A Framework for Action (Department of Natural Resources and Environment - 2003) Protecting Victoria's Environment - Biodiversity 2017 including how it is proposed to protect and manage any appropriate native vegetation.

Otherwise, DEECA is satisfied with the form of the proposed schedule.

Kind regards

[Redacted]  
[Redacted]  
Forest Fire and Regions Group | Department of Energy, Environment and Climate Action  
Sending to you from Gunaikurnai Country

[Redacted]

deeca.vic.gov.au

VICTORIA  
Energy  
Environment  
and Climate Action



**Pupangarli Marnmarnepu**  
**'Owning Our Future'**  
Aboriginal Self-Determination Reform Strategy 2020–2025



  We acknowledge Victorian Traditional Owners and their Elders past and present as the original custodians of Victoria's land and waters and commit to genuinely partnering with them and Victoria's Aboriginal community to progress their aspirations.



**We work flexibly at DEECA. I'm sending this message now because this time suits me, and I encourage you to read, respond or action this email at a time that best works for you.**

**We know that people are managing current circumstances in different ways and we are too. We remain committed to being available, to speak and listen and to take action.**

**Under current arrangements, we may be unable to respond to queries and requests as quickly as we would like. Thank you for your patience.**

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**SUMMARY OF SUBMISSIONS & PLANNING COMMENT TO  
C138 – REZONING NORTH OF BADLWIN ROAD, TRARALGON**

Sub No.	Name / Organisation	Support / Objection	Summary of Submission	Planning Comment	Changes to Amendment Proposed? Yes / No	Date submission received
1	Gippsland Water	Support	<p>No objection to the proposed rezoning. Gippsland Water has incorporated the rezoning in the design of the Sewer Pump Station.</p> <p>Reticulation and trunk sewer and trunk water mains will be designed and constructed to relevant standards. All assets will be reimbursed in line with the Essential Service Commission (ESC guidelines).</p> <p>In terms of water, the proposed rezoning area is well serviced.</p> <p>Gippsland Water will require the developer(s) to extend a 225mm shared asset water main from Broadway Boulevard through the proposed rezoning, terminating at Traralgon Maffra Road.</p>	Comments of support noted. Details about requirements at time of subdivision have been provided to the applicant for their information.	No	20 January 2023
2	Submitter 2	Objection	Wants the protection of the mature Eucalypt "River Red Gums" and the surrounding low-lying wet area in the south east corner of the property. The biggest of the eucalypts is favoured by different bird species being black Shouldered Kites, Sulphur Crested Cockatoos, Short Billed Corellas, Eastern Rosella's, Rainbow Lorikeets and feral species Starlings nest there every year.	<p>Clarification was sought from the submitter in relation the native vegetation area being referred to. Appendix 1 shows the location of the native vegetation.</p> <p>The rezoning of land from Farming Zone Schedule 1 (FZ1) to General Residential Zone Schedule 3 (GRZ3) The</p>	Yes Proposed changes to the Development Plan Overlay (DPO) have been made strengthen the Flora and Fauna Assessment	30 January 2023

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				<p>rezoning will not affect how the native vegetation is treated, any removal of native vegetation still requires a planning permit under Clause 52.17 of the Latrobe Planning Scheme and guidelines are available which indicate we should avoid removing vegetation where possible.</p> <p>The Amendment also applies a Development Plan Overlay Schedule 11 (DPO11) to the land, a DP will need to be prepared and approved before an application for subdivision can be made. This DP will be consulted with the community. The submitter can be placed on the future contact list as part of the engagement of the DP.</p> <p>At this time, a submission can be made (if required) about the retention of the native vegetation.</p> <p>There is specific requirements in the DPO for an assessment on Flora and Fauna. These have been reviewed as part of the submission and changes are proposed to strengthen the assessment at the DP Stage in relation to Flora and Fauna.</p>	requirements for the Development Plan (DP).	



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				<p>As the removal of native vegetation under the scheme can be applied for, no changes to the amendment can be made to prohibit its removal.</p> <p>As part of the Amendment application, the applicants did prepare a concept plan to assist with the preparation of the background reports. On this plan it does show the retention of the vegetation where practical and this is in response to the background assessment for native vegetation that was prepared.</p> <p>Page 12 of the rezoning report also states that: <i>The approximate location of these significant trees has been shown on the indicative master plan and the plan has been designed to show how the trees could be avoided with the proposed road network meandering around the trees allowing for their retention within road reserves.</i></p> <p>A response to the submission including proposed changes to the DPO have been provided to the submitter for consideration on 9.02.2023.</p>		

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2b	Submitter 2	Support	Submitter is happy with the response to submission and changes to the DPO11.	Resolution of submission noted.	Yes – as identified above	6 March 2023
3	West Gippsland Catchment Management Authority	Request Changes	<p>Figure 1 (in the submission) indicates that part of the area proposed for rezoning is covered by the Land Subject to Inundation Overlay (LSIO) and is subject to flooding from the Latrobe River.</p> <p>The Authority has reviewed the recent Panel Report for Amendment C126latr and notes the Panel's position that rezoning floodprone land for residential development is not appropriate or consistent with planning policy, which seeks to protect the community and manage environmental risk.</p> <p>The Authority requests that the area subject to Amendment C138latr be amended to ensure that floodprone land is not rezoned for residential purposes. The boundary of the proposed GRZ3 and DPO11 should align with the LSIO.</p> <p>Subject to this alteration, the Authority is supportive of the proposed amendment.</p>	<p>The West Gippsland Catchment Management Authority were consulted prior to a report being prepared to Council to consider authorisation on 6 June 2022. As part of that consultation the applicant's consultant, Latrobe City Council and the WGCMA discussed this application on a number of occasions.</p> <p>Initially there had been concerns about the area to be rezoned and part was within the LSIO. However, following further information on the Stormwater Report, consideration of the updated LSIO proposed through Amendment C131 (Flood Overlay Updates) and revised concept of the area to be rezoned; the WGCMA provided a response on 19 October 2021 which said:</p> <p><i>The WGCMA is happy to support the proposed planning scheme amendment based on the layout shown in Plan titled Proposed Rezoning Traralgon-Maffra Rd 25950Sk2 Version 1 (October 2021).</i></p>	No	30 January 2023

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				<p>Once this consent was received, updated planning scheme amendment documents were prepared on the basis of this map and consent.</p> <p>Clause 13.03-1S and L – Floodplain management do have objectives and strategies which ensure that life, property and the community are protected from flood hazard.</p> <p>The Stormwater Management Strategy prepared for the rezoning which undertook modelling around proposed flooding levels. It is noted in the rezoning report that some of the land was still within an LSIO, but these areas were deemed acceptable by the WGCMA and that we could ensure at the development stage that no lot created was entirely within a floodplain to ensure appropriate development consistent with Clause 13.03-1S and L.</p> <p>The Amendment C126latr planning panel report relates to the Toongabbie Structure Plan and discusses issues around rezoning land to a Low Density</p>		

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				Residential Zone where septic tanks are likely to be required. It is a different issue to what is being applied here, specific work has been undertaken and further work will be undertaken to ensure land is not within the LSIO.		
3b	West Gippsland Catchment Management Authority	Support	<p>The authority has reviewed the recent Panel Report for Amendment C126latr and notes the Panel's position that rezoning floodprone land for residential development is not appropriate or consistent with planning policy, which seeks to protect the community and manage environmental risk.</p> <p>However, we note that the Authority has previously agreed to a small amount of encroachment of residential land into the floodplain.</p> <p>In light of this previous advice, the Authority supports the amendment to rezone the land to General Residential Zone Schedule 3 and apply the DPO11 as exhibited.</p>	Support for the Amendment noted.	No	21 February 2023
4	Country Fire Authority	Support	<p>Planning Scheme Amendment C138latr as exhibited appears to incorporate CFA's comments raised in our letter to Council dated 23 September 2021 and include the necessary bushfire protection measure to ensure future development satisfies the requirement to satisfy Clause 13.02-1S. CFA have no additional comments in relation to the exhibited amendment.</p>	Comments of support noted.	No	6 February 2023



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5	Department of Transport and Planning (Transport)	Support with changes	<p>The Department of Transport and Planning offers the following transport related comments for consideration to the DPO11:</p> <p>Section 4.0 Land Use and Subdivision There is a dot point relating to "Street networks that support building frontages with two-way surveillance". Council may also consider including reference to building frontages facing the arterial road (Traralgon – Maffra Road) should be accessed by an internal road connecting to approved access point/s to the development, accesses to the arterial road being minimised and direct access to lots will not be allowed.</p> <p>Infrastructure Services Regarding "The pattern and location of the major arterial road network ...." Reference should be made to the requirement for this to be informed by a developer supplied Traffic Impact Assessment supporting the proposed connection to the arterial road network approved by DTP.</p>	<p>The concept plan shows no access to the Traralgon – Maffra Road and all access for lots adjoining are accessed internally.</p> <p>It is proposed that minor wording changes to the DPO11 can be made to address the comments made in the submission.</p>	<p>Yes</p> <p>Proposed changes have been made to the DPO11 and provided to the Department of Transport for comment.</p>	9 February 2023
5b	Department of Transport and Planning (Transport)	Support	Changes proposed to the Amendment are supported	Resolution of submission noted.	Yes (as 5 above)	13 February 2023
6	APA VTS	Support	On the basis of the information provided, APA does not object to the proposal given the propose Amendment has incorporated the comments from APA's letter dated 28 April 2021.	Comments of support are noted.	No	10 February 2023

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7	Esso	Support with changes	<p>It is anticipated that this development and the construction may physically impact or significantly change the risks being managed for the safe operation of the pipeline(s). However, these risks can be controlled provided the conditions listed in this response are complied with.</p> <p>Esso pipelines operate 24 hours per day, 365 days per year supplying oil and gas customers across Victoria, New South Wales and South Australia. The operating pressures can be high and as such, any damage to the Pipeline may result in the potentially hazard situation in terms of:</p> <ul style="list-style-type: none"> <li>• Fire and / or explosion causing high risk to life and property;</li> <li>• Disruption of gas and oil production from Bass Strait to the Victorian and New South Wales markets; and</li> <li>• Potentially significant environmental impacts</li> </ul> <p>The pipeline(s) in question have a measurement length of 1000m.</p> <p>Esso manages the risk associated with the pipeline(s) through:</p> <ul style="list-style-type: none"> <li>• Design, operational and regulatory controls that are aimed at minimising the likelihood of any impact; and</li> <li>• The express obligations set out</li> </ul>	<p>Support for the Amendment is noted.</p> <p>The rezoning acknowledges the requirements under the Victorian Pipeline Act (2005) and Australian Standard 2885, the DPO11 has requirements to ensure that any risk associated with the pipeline(s) is managed appropriately at the time of development.</p> <p>The concept plan prepared for the amendment does show that the area of 50m either side of the pipeline will be placed in a linear reserve.</p> <p>Officers note that the comments on the DPO refer to 'permit conditions'. The DPO is not permit conditions, but requirements for the preparation of the DP prior to the granting of a planning permit for development.</p> <p>The changes proposed to the DPO11 are similar to changes requested from ESV in submission 9.</p> <p>Changes to DPO11 have been agreed to between submitter 7 and 9. The changes are detailed in post exhibition</p>	<p>Yes. Changes to the DPO11 have been made. Details of the agreed changes between submission 7 and 9 are shown in the amendment documents and post exhibition changes table.</p>	17 February 2023

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			<p>in pipeline Licence(s) and Safety Management Plan for the pipeline.</p> <p><i>Victorian Pipeline Act (2005)</i></p> <p>Given the siting of the proposed development within the pipeline(s) measurement length, applicants must be aware of the relevant sections of the Victoria Pipelines Act 2005, including:</p> <ul style="list-style-type: none"> <li>Section 117 – Offence to obstruct operation of pipelines Under section 117 the Act, it is an offence for a person to interfere with any works relating to the operation of a pipeline by the Licensee without the authority of the Licensee, for this pipeline(s) is Esso.</li> </ul> <p>Proposed Developments have the potential to directly interfere with Esso's work relating to the operation of the pipeline(s). Proposed developments must allow for sufficient vacant area on either side of the right of way / easement and not interfere with Esso's ability to maintain the pipeline to regulatory requirements.</p> <ul style="list-style-type: none"> <li>Section 120 – Restriction of building on land near pipeline Under Section 120 of the Act, a person must not construct a building so that any part of it is situated less than 3 metres from a point on the surface of</li> </ul>	changes table.		

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			<p>the land whose position is vertically above a part of a pipeline below the surface unless Ministerial consent has been given.</p> <p>The pipeline is usually located within the middle of the easement granted to Esso.</p> <p>Esso would require the applicant of a planning application within the pipeline measurement length to work with Esso to mark out the pipelines prior to undertaking any design work.</p> <p><i>Australian Standard 2885 – Gas and Liquid Petroleum</i></p> <p>The standard provides restriction against certain activities over the pipeline(s) based on the location class including:</p> <ul style="list-style-type: none"> <li>• Restricting 'sensitive use' developments within proximity of the pipelines;</li> <li>• Restricting any ground disturbance works in the vicinity of the pipeline without the prior written consent by the Pipeline Operator;</li> <li>• Ensuring material such as waste, soil and / or equipment on or near the pipeline without written consent by the pipeline operator; and</li> <li>• Preventing certain vegetation</li> </ul>			



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			<p>from being placed that may either restrict free passage along the easement or whose root systems may cause damage to the pipeline protective coatings.</p> <p><i>Permit conditions</i></p> <p>In order to ensure the right balance between managing impacts to and from the pipeline(s) and delivering beneficial planning outcome, it is Esso's position that the planning permit issue for the proposed development includes the following permit conditions, namely under the following sections of the proposed DPO11. Our proposed additions and alternations are below:</p> <p>Under Section 3.0, heading – 'Development Permit Decision Guidelines' insert a new dot point:</p> <ul style="list-style-type: none"> <li>• Measures to mitigate the impact of new development on the operation and safety of licensed pipeline infrastructure.</li> </ul> <p>Under Section 4.0, heading – 'Land use and Subdivision' insert two new dot points:</p> <ul style="list-style-type: none"> <li>• Avoid community facilities, including schools, pre-schools, maternal child health centres, senior citizen centres, general community centres, education centre, residential aged care or</li> </ul>			

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			<p>a hospital use within 200m of the licenced pipeline corridor</p> <ul style="list-style-type: none"> <li>• Larger residential lot sizes located in proximity to licenced pipeline corridor and associated facilities.</li> </ul> <p>Under Section 4.0, heading – 'Infrastructure Services' insert a new dot point:</p> <ul style="list-style-type: none"> <li>• Adequate access and clear space along the licensed pipeline corridors for the purposes of pipeline operations and maintenance activities.</li> </ul> <p>Under Section 4.0, heading – 'Open Space' amend dot point 3 to:</p> <ul style="list-style-type: none"> <li>• Public open spaces designed to: <ul style="list-style-type: none"> <li>- Provide public spaces of a minimum of 0.5 hectares within a 500 metre walking distance of all residents in accordance with the background document Latrobe City Public Open Space Plan 2007 (as amended).</li> <li>- Incorporate all licenced pipeline corridors within linear reserves</li> <li>- Include pedestrian and cycle paths and play equipment, that</li> </ul> </li> </ul>			

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			<ul style="list-style-type: none"> <li>- encourage active recreational opportunities.</li> <li>- Provide opportunities for visual surveillance to promote safety of users, through encouraging active frontages.</li> </ul> <p>Under Section 4.0, heading – ‘infrastructure Asset Risk Management’ to include one amended dot point:</p> <ul style="list-style-type: none"> <li>• Any proposed works including any temporary or permanent road or infrastructure crossings of the pipeline easements will require consultation with and consent from the pipeline owner/operator.</li> </ul> <p>and insert three new dot points:</p> <ul style="list-style-type: none"> <li>• Clear access on and either side of the major pipeline corridors shall be maintained, with any vegetation other than light grasses along the corridor subject to pipeline owner/operator consent.</li> <li>• Provisions for the recoating, protective slabbing of the impacted pipelines to the satisfaction of the relevant authority. The degree and nature of the recoating and / or</li> </ul>			

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			<p>protective slabbing shall be determined as an outcome of the Safety Management Study for the affected pipeline(s)</p> <ul style="list-style-type: none"> <li>Any structures within 3m of a pipeline shall obtain Ministerial consent under s.120 of the VIC Pipelines Act.</li> </ul>			
7b	Esso	Support	No further comments to provide on proposed changes.	Submission supporting proposed changes is noted.	Yes – Changes to DPO11	21 March 2023
8	Department of Education	Support with changes	<p>Department of Education (DE) acknowledges that they have been consulted on 18 May 2021, 30 March 2022 and 17 May 2022 prior to the exhibition of the amendment.</p> <p>DE notes some of these comments have been incorporated into the explainer report, noting that some changes are required:</p> <p><i>'Comments have been sought from the Department of Education and Training (DET).</i></p> <p><i>DET notes that the Traralgon Structure Plan identifies a potential school site on the subject land, and has requested that the Traralgon Development Plan Overlay (DPO11) schedule, include a requirement that any subsequent Development Plan identify a proposed government school site within the precinct, with the location and general dimensions of the school site to be</i></p>	<p>Changes to the Explanatory Report are appropriate to clarify changes since the first review of the first draft of the amendment. Minor tweaks have been made to the suggested wording changes.</p> <p>Changes to the DPO11 are appropriate to ensure consideration of the government school site to the Department of Education.</p> <p>Draft changes to the Explanatory Report and DPO11 have been made and provided by to DE for final comment.</p>	<p>Yes</p> <p>Explanatory Report changes and DPO11 changes have been made as suggested.</p>	21 February 2023



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			<p><i>to the satisfaction of the Department of Education <del>and Training</del>. This request has not been accepted by Council.</i></p> <p><i>DEF has sought to better understand the constraints that would make the subject land unsuitable for a school site, including proximity of the gas pipeline infrastructure and flooding and inundation issues, and does not currently consider that sufficient detailed justification for the exclusion of a proposed school site in the location shown in area 9 2 has been provided.</i></p> <p><i>DEF has advised that if the land owner is able to demonstrate that existing constraints such as proximate gas pipeline infrastructure and flooding and inundation issues result in there being no suitable locations within the subject land for a government school site that is to DEF's satisfaction, that the Council should subsequently update the Traralgon Structure Plan to identify a location for a government school co-located with a proposed community hub in area 11 9 of the Traralgon Structure Plan, and that this should occur prior to the approval of a development plan for area 11 9.</i></p> <p><i>DEF has not provided support for this amendment as currently proposed progressing to an authorisation request and possible exhibition.'</i></p>			

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			<p>DE also notes the comment on the Explanatory Report (p.9) that the Council 'believes that the issue of the school site does not need to be addressed at the amendment stage. The DPO11 has been drafted to include requirements to consider the school site. The Traralgon Structure Plan also shows an indicative school site location however the school and its location does not have to be determined at this time'.</p> <p>DE is still of the opinion that the amendment documentation should be amended such that the draft DPO11 includes a requirement that the DP must identify a government school site, noting that DE is only able to consider acquiring a site if:</p> <ul style="list-style-type: none"> <li>• there has been adequate completion of public infrastructure in the adjoining land development to ensure the site is accessible and suitable for DE's proposed use. Public infrastructure includes public roads, reserves or other infrastructure to be used for access or public purposes and which are provided as part of the adjoining land development;</li> <li>• utility services are available to the site to ensure the site is suitable for DE's proposed use. Required Utility Services are:</li> </ul>			

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			<p>Drinking Water: Recycled Water (where mandated by the Water authority?); Gas; Power; Sewer; Stormwater Drainage; and Telecommunications Services; and</p> <ul style="list-style-type: none"> <li>it is not impacted by potential hazards, such as extra high transmission lines and high-pressure gas pipelines, exposure to transport pollutants or risk of exposure to toxic chemicals due to industrial fires.</li> </ul> <p>DE has worked with officers and the applicant to refine changes to the DPO11</p> <ul style="list-style-type: none"> <li>The location and general dimensions of a <b>government</b> school site (if required) must be <b>in accordance with the Victorian Government School Site Selection Criteria</b> and to the satisfaction of the Department of Education.</li> </ul> <p>DE looks forward to being further consulted on this amendment if the proposal progresses, and to working collaboratively with Council in planning for schools in Traralgon.</p> <p>It should also be noted that each year DE reviews historic and forecast demographic data and actual school enrolments to identify expected</p>			

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			government school shortfalls and surpluses. DE will continue to review relevant data and information and the potential impact of development in Traralgon annually as part of its state-wide planning for schools.			
8b	Department of Education	Support	Supports the changes made to the amendment documents in response to the submission.	Resolution of submission noted.	Yes (as outlined above)	2 March 2023
9	Energy Safe Victoria (ESV)	Support with Changes	<p>ESV have provided a tracked change version of the DPO11 with suggested changes.</p> <p>The submission provides details of both the APA VTS pipeline and Esso pipelines.</p> <p>The amendment background report and the indicative conceptual plan indicates the issues associated with major pipeline infrastructure have been generally well considered.</p> <p>Not all the issues have been directly translated into the DPO. The recommendations are therefore to ensure that the DPOs updated to reflect commentary in the Background Report and Concept Plan, including:</p> <p>a) Stipulate in the DPO that ESSO pipelines will be located within linear open space fronting a road as shown in the indicative concept plan. Specify setbacks from the pipeline easement or</p>	<p>The comments provided are similar to Esso comments in submission 7. Changes to the DPO are appropriate to ensure the management of the pipeline in close proximity to residential development.</p> <p>100m setback from the Esso pipeline corridor is not required. 50m either side is required a total length of 100m as per development to the south. This was an error in the contamination report.</p>	Yes. Changes to the DPO11 have been made. Details of the agreed changes between submission 7 and 9 are shown in the amendment documents and post exhibition changes table.	17 February 2023



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			<p>corridors and applicable buffer distances to sensitive urban development;</p> <p>b) 100m setback of development from the ESSO pipeline corridors was agreed to by ESSO and justified no environmental audit for the area. Any proposed deviation from this setback should be decided as part of the amendment.</p> <p>c) The indicative concept plan shows that the APA pipeline running north from the city gate to APA pipelines PL75 and PL117 is likely to be located in open space fronting a road. Can this be stipulated in the DPO?</p> <p>d) A requirement for adequate separation distance in accordance with the indicative concept plan is requested to address environmental and safety issues associated with the interface of the AGN city gate and new development.</p> <p>e) A stipulation that mitigation measures may be required will reflect possible outcomes of any Safety Management Study required by ESSO or APA as part of applications for development in the vicinity of their facilities.</p> <p>f) The DPO requires a risk assessment of sensitive and crowd gathering land use in the</p>			

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			vicinity of the pipelines based on an APA requirement. This can also cover the risk assessment required by ESSO. I have requested some changes to the DPO to include high intensity accommodation uses like hostels, boarding houses, motels etc g) Also, it would be preferred if the larger lots within subdivisions are located closest to a pipeline to maintain a T1(suburban density) location class within proximity to a pipeline.			
9b	Energy Safe Victoria (ESV)	Support	Additional proposed changes to DPO11 are fine.	Submission acknowledging agreed changes is supported.	Yes – changes have been made to DPO11	21 March 2023
10	Environment Protection Authority	Objection	EPA provided previous advice on 1 April 2022 and subsequent emails 18 July 2022 and 6 October 2022.  <i>Potentially Contaminated Land</i> EPA provided comments to DRC and Council. In response to our comments, we note that the PSI has now been updated and confirms that: <ul style="list-style-type: none"> <li>• Stockpiles located on the site originated on site and therefore were not imported;</li> <li>• The site was not used for agriculture and animal production uses as listed in table Planning Practice Note 30</li> </ul>	<i>Potentially Contaminated Land</i>  Page 18 of the report concludes:  <i>“In accordance with the DELWP PPN30, the site does not meet the definition of ‘potentially contaminated land’ as no land uses listed in Table 2 of PPN30 as having a high or medium potential for contamination</i>	Yes – changes have been made to DPO11 and PSI report in response to the submission.	22 February 2023

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			<p>– Potentially Contaminated Land;</p> <ul style="list-style-type: none"> <li>• Based on their findings in relation to the high – pressure oil pipeline, an environmental audit is not required; and</li> <li>• The PSI concluded that the site does not meet the definition of potentially contaminated land.</li> </ul> <p>The PSI then lists a number of reasons why the environmental audit is not required; however, these do not appear to be based on whether the land is potentially contaminated or not.</p> <p>If the PSI concludes that the site does not meet the definition of potentially contaminated land, then this would be the reason why an environmental audit is not required.</p> <p>In addition, the amendment does not include a planning permit application and the plan provided as part of the Amendment is a 'concept plan' only, therefore this is no assurance that a sensitive use will not be proposed in this area.</p> <p>EPA are requesting these matters be clarified.</p> <p><i>Separation Distances</i> There are inconsistencies that need to be clarified in terms of separation distances in particular for properties:</p>	<p><i>have been found to have occurred at the site and the potential for contamination was therefore considered low. On this basis, in the opinion of DRC, the site is not subject to provisions made by Ministerial Direction No.1 under Section 12(1A) of the Planning and Environment Act 1987."</i></p> <p>The PSI report will be updated, in particular the conclusion section that removes irrelevant considerations and ensures only consideration in the Planning Practice Note 30 about contamination / not contaminated are considered. These changes will not change the conclusion that the land does not have the potential for contamination.</p> <p>The PSI is also being updated on page 8 and 18 to ensure the words 'low contamination' are not used. Instead using references that are in Planning Practice Note 30.</p> <p>Agree with the comment that the concept plan does not provide assurance of the open space corridor as it is not approved as part of the</p>		

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			<ul style="list-style-type: none"> <li>• 79-83 Eastern Road, Traralgon</li> <li>• 70-74 Eastern Road, Traralgon</li> <li>• 70 Eastern Road, Traralgon</li> </ul> <p>Clarification should be sought on:</p> <ul style="list-style-type: none"> <li>• What the industry is (defined in terms of EPA Publication 1518/1949;</li> <li>• What the recommended separation distance is (in terms of publication 1949); and</li> <li>• Whether the recommended separation distance has been met.</li> </ul> <p>EPA consider these matters unresolved and should be addresses prior to proceeding further.</p> <p><i>Impact from Major Roads</i></p> <p><i>Noise</i> EPA previously advised that an acoustic assessment which addresses the Environment Reference standards for ambient sound would be beneficial.</p> <p>The amendment documents do not address any potential noise impacts on future sensitive uses.</p> <p><i>Air Quality</i> The amendment is not informed by a technical assessment of air quality impacts on future sensitive uses that are in proximity to Traralgon Maffra</p>	<p>Amendment documents. Changes have been made to the DPO11 to respond to this. This also relates to comments from submitter 7 and 9.</p> <p><i>Separation Distances</i> Agree that the PSI report could be confusing to the reader. However, there is no significant impact on separation distances from existing industrial uses to the proposed new development.</p> <p>The PSI report has been updated to reduce confusion and focus on the three key points:</p> <ul style="list-style-type: none"> <li>• What the industry is (defined in terms of EPA Publication 1518/1949;</li> <li>• What the recommended separation distance is (in terms of publication 1949); and</li> <li>• Whether the recommended separation distance has been met.</li> </ul> <p><i>Noise and Air Quality</i> Council officers does not believe that there would be</p>		



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			<p>Road.</p> <p>EPA considers there to be several matters as outlined in this submission that should be clarified before proceeding further.</p>	<p>significant impacts that would prevent the rezoning of the land. There is significant amount of land zone residential already on Traralgon Maffra Road and we do not receive any complaints about noise or air pollution. The Department of Transport have not raised any concerns with Traralgon Maffra Road having any potential for noise or air pollution.</p> <p>Therefore, an assessment of noise and air quality impacts is not required at the rezoning stage.</p> <p>However, to ensure that at the time of development appropriate measures are in place if required, two new strategies have been included in DPO 11 to require an assessment and incorporate any mitigating measures.</p>		
10b	EPA	Support with minor changes	<p>In the meeting held between the parties, EPA clearly outlined exactly what information was required and this was acknowledged by all parties.</p> <p>Subsequently, Council have provided an updated PSI and DPO Schedule, I provide the below comment:</p>	<p><u>DPO Schedule</u> Acknowledgement of changes is noted.</p> <p><u>PSI dated – 14 March 2023</u> Acknowledgement of changes is noted.</p>	Yes. Updates to the PSI Report have been made in accordance with EPA requirements. Please see details in post	16/03/2023

Sub No.	Name / Organisation	Support / Objection	Summary of Submission	Planning Comment	Changes to Amendment Proposed? Yes / No	Date submission received
			<p><u>DPO Schedule</u></p> <ul style="list-style-type: none"> <li>As directed, I have only reviewed the 'green highlights'. The wording provided under 'sensitive land use' has been updated in accordance with EPA feedback dated 8 March 2023 (attached).</li> </ul> <p><u>PSI dated – 14 March 2023</u></p> <ul style="list-style-type: none"> <li><i>Response</i> - All references to 'low potential for contamination' have been removed in accordance with PPN30.</li> </ul> <p><i>Separation distance</i></p> <ul style="list-style-type: none"> <li>EPA provided very clear feedback that the PSI was to contain only one table that incorporated the following: <i>name of the business, address, land use (as defined under 1518), the recommended separation distance under 1518, whether or not the separation distance is met (and if not, an assessment is made in regards to this)</i>.</li> <li><i>Response</i> - One table has not been provided, there are still multiple mentions of each business in both tables and the text of the PSI.</li> </ul> <p><i>Potential contamination</i></p> <ul style="list-style-type: none"> <li>As highlighted in EPAs submission and the recent</li> </ul>	<p><i>Separation distance</i> The report has been updated on pages 15- 18 to make sure there is only one table, not two. That headings are as provided by EPA and separation distances and how they are met are clear.</p> <p><i>Potential contamination</i> Page 18 has been updated to remove reference to open space around pipeline. Any details about the pipeline and potential contamination have detailed what is required in accordance with Planning Practice Note 30.</p> <p>Council officers have worked with the applicant to ensure that the changes requested by EPA to the PSI report have been made.</p> <p>The final version of the documents has been provided to the EPA.</p>	exhibition changes table.	

Sub No.	Name / Organisation	Support / Objection	Summary of Submission	Planning Comment	Changes to Amendment Proposed? Yes / No	Date submission received
			<p>meeting, the PSI lists a number of reasons why the environmental audit is not required (page 22); however, these do not appear to be based on whether the land is potentially contaminated or not. If the PSI concludes that the Site does not meet the definition of potentially contained land, then this would be the reason why an environmental audit is not required.</p> <ul style="list-style-type: none"> <li>• <i>Response</i> - Our understanding was that this would be removed, however, the conclusions have not been updated in accordance with the points raised above.</li> </ul> <p>Given the advice provided to date including the recent meeting and having regard to the outstanding matters above - EPA consider this matter is now for Council to work through. This would include, once the separation distance table is updated, ensuring that all recommended separation distance (as per Publication 1518), are met.</p>			
<b>Late Submissions</b>						
11	Department Environment, Energy and Climate Change (DEECA)	Support with changes	DEECA would welcome opportunity to provide advice on the formulation of the DP as stated in the proposed DPO under the Flora and Fauna values and notes the following:	The updates to the DPO requested by DEECA to ensure targeted surveys on flora and fauna species, updated references to Native Vegetation Framework and	Yes – changes have been made to proposed DPO11.	28 February 2023

Sub No.	Name / Organisation	Support / Objection	Summary of Submission	Planning Comment	Changes to Amendment Proposed? Yes / No	Date submission received
			<p>1. The wetland area on lot 4 and associated unnamed creek tributaries / drainage channels is a modelled wetland ID 86304.</p> <p>There is potential habitat for rare and threatened fauna species such as Eastern Grey Egret, Blue – Billed Duck, Great Egret, Growling Grass Frog, Dwarf Galaxies, Australian Grayling and White-bellied Sea Eagle, the site might also provide habitat for Southern Brown Bandicoot and Glossy Grass Skink.</p> <p>Targeted surveys for these species have not been undertaken and the value of the habitat for these species is currently unknown. The survey were undertaken prior to the update of the Flora and Fauna Guarantee Act.</p> <p>Therefore, an update assessment is needed to record values for the entire properties.</p> <p>The threatened Strzelecki Gum has been identified within 2 kilometres of the site (Victoria Biodiversity Atlas records). Strzelecki gums and other threatened flora species such as Matted Flax-lily and Grey Billy Buttons, which have the potential to occur, need to be surveyed for at the preparation of the DP stage.</p> <p>The assessment concluded that the</p>	<p>ensuring approval from DEECA is sort can be made to the DPO11</p> <p>Some of these changes were already identified through submission 2.</p> <p>Proposed changes to the DPO11 have been made and sent to DEECA for consideration.</p>		



Sub No.	Name / Organisation	Support / Objection	Summary of Submission	Planning Comment	Changes to Amendment Proposed? Yes / No	Date submission received
			<p>Gippsland Red Gums present on site were not part of the Gippsland Red Gum Grassy Woodland EPBC listed community because it is not dominated by native grasses and grass-like plants. However, the Flora assessment does not identify or discuss the potential for the Forest Red Gum Grassy Woodland Community listed under the FFG Act to occur on the subject land. The flora report records Gippsland Red Gum across the subject land which is indicative of the community occurring on the site. There are no condition thresholds under the FFG Act listed communities and the site is likely a degraded remnant patch of this listed community.</p> <p>The flora assessment recommends retention of the group of Gippsland Red Gum in the south-east corner of the site, however, the Concept Layout Plan depicts residential blocks and roads in the same location as several of the trees.</p> <p>2. It is noted that the DPO makes reference to a superseded document, Victoria's Native Vegetation Management: A Framework for Action (Department of Natural Resources and Environment, 2002) at dot point 2 under the heading Flora and Fauna. This needs to be reframed to reflect current State native vegetation policy and regulations such as referencing</p>			

Sub No.	Name / Organisation	Support / Objection	Summary of Submission	Planning Comment	Changes to Amendment Proposed? Yes / No	Date submission received
			<p>Protecting Victoria's Environment – Biodiversity 2037 (DELWP, 2017).</p> <p>DEECA Environment (Gippsland) has considered the above exhibited planning scheme amendment and does not oppose the amendment, however, it is submitted that a requirement for further survey to identify habitat and species would result in better environmental outcomes when informing the preparation of the DP. The DPO could be reframed to allow for better environmental outcomes and inviting contribution through a referral mechanism from DEECA Gippsland Environment.</p>			
11b	Department Environment, Energy and Climate Change (DEECA)	Support with changes	<p>Thank you for taking on board comments in relation to the draft DPO schedule for this proposed amendment.</p> <p>One minor editorial suggestion in relation to the matters of interest to DEECA. That is to delete the word 'any' then there is no discretion and it is clear all identified species require planning for protection, see snip below</p> <p></p> <p>Otherwise, DEECA is satisfied with the form of the proposed schedule.</p>	Minor edit to the DPO11 as requested by DEECA has been made.	Yes – changes have been made to proposed DPO11.	20 March 2023

Sub No.	Name / Organisation	Support / Objection	Summary of Submission	Planning Comment	Changes to Amendment Proposed? Yes / No	Date submission received

Appendix 1 – Clarification from Submitter 2 for Native Vegetation





## Latrobe Planning Scheme Amendment C138 - Rezoning north of Baldwin Road, Traralgon

### Post Exhibition Changes Table

March 2023

ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?	RELATED SUBMISSION
<b>Clause 11.01 – Traralgon Structure Plan</b>			
1	<p>Moving the 'number 11' on the Traralgon Structure Plan to the correct location.</p> <p>Minor changes to change land from 'residential supply' to 'existing residential land'</p>	<p>Administrative error. In updating the Traralgon Structure Plan, there appears to be a drafting error and the 'number 11' has moved from its right location.</p> <p>Administrative change to reflect development within the Traralgon township.</p>	N/A
<b>Development Plan Overlay Schedule 11</b>			
2	<p>Under Section 3.0 – Development Permit Decision Guidelines insert a new dot point which states:</p> <p><i>The measures to mitigate the impact of new development on the operation and safety of licensed pipeline infrastructure.</i></p>	In response to the submission from Esso and ESV. Additional measures and requirements which ensure to appropriate management of the pipeline whilst delivering a beneficial planning outcome.	Submission 7 and 9
3	<p>Under Section 4.0 – Requirements for development plan</p> <p>Amend first dot point from:</p> <p><i>A single Development Plan must be prepared for the whole of the eland to which this schedule applies.</i></p> <p>To:</p> <p><i>A single Development Plan must be prepared for the whole of the land to which this schedule applies.</i></p>	Administrative error.	N/A
4	<p>Under Section 4.0 – Requirements for development plan</p> <p>Under heading <b>Land Use and Subdivision</b> alter 5<sup>th</sup> dot point from</p> <p><i>Street networks that support building frontages with two way surveillance</i></p> <p>to:</p> <p><i>Street networks that:</i></p> <ul style="list-style-type: none"> <li>- <i>support building frontages with two way surveillance; and</i></li> <li>- <i>have no direct access to lots from Traralgon – Maffra Road (arterial road). Direct access to these lots will need to be provided by internal road network of the subdivision area.</i></li> </ul>	In response to the submission from the Department of Transport and Planning (Transport) comments to provide clarity as to what will be supported at the Development Plan stage. This is in accordance with the concept plan which was prepared for the rezoning.	Submission 5
5	<p>Under Section 4.0 – Requirements for development plan</p> <p>Under heading <b>Land Use and Subdivision</b> insert three new dot points:</p>	In response to the submission from Esso and ESV. Additional measures and requirements which ensure to appropriate management of	Submission 7 and 9

ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?	RELATED SUBMISSION
	<p><i>An additional 15m either side of the gas and oil transmission pipeline easements and any associated gas facility must be included in a public reserve to provide adequate separation distance from sensitive land uses.</i></p> <p><i>Larger residential lot sizes located in proximity to licensed transmission pipeline corridor and any associated gas facility</i></p> <p><i>Avoid community facilities, including but not limited to accommodation (other than dwelling, camping and caravan park, group accommodation, host farm, residential hotel, rooming house, rural worker accommodation and residential village) Children's playground, education centres, places of assembly, fuel depots and hospitals within 180m of a major LPG licensed pipeline corridor and with 85m of a major gas licensed pipeline corridor</i></p>	<p>the pipeline whilst delivering a beneficial planning outcome.</p> <p>Changes to terminology to make consistent with Land Use Terms and nesting at Clause 7.03 and 73.04.</p>	
6	<p>Under Section 4.0 – Requirements for development plan</p> <p>Under heading <b>Infrastructure Services</b> alter the 3<sup>rd</sup> dot point from:</p> <p><i>The pattern and location of the major arterial road network of the area including the location</i></p> <p><i>and details of any required:</i></p> <ul style="list-style-type: none"> <li>- road widening</li> <li>- intersections</li> <li>- access points</li> <li>- pedestrian crossings or safe refuges</li> <li>- cycle lanes</li> <li>- bus lanes and stops</li> </ul> <p>To:</p> <p><i>A traffic Impact Assessment approved by the Department of Transport which shows location of the major arterial road network and which supports the location</i></p> <p><i>and details of any required:</i></p> <ul style="list-style-type: none"> <li>- road widening</li> <li>- intersections</li> <li>- access points (which are to be minimised)</li> <li>- pedestrian crossings or safe refuges</li> <li>- cycle lanes</li> <li>- bus lanes and stops</li> </ul>	<p>In response to the submission from the Department of Transport and Planning (Transport) comments to provide clarity as to what will be supported at the Development Plan stage. This is in accordance with the concept plan which was prepared for the rezoning.</p>	Submission 5
7	<p>Under Section 4.0 – Requirements for development plan</p> <p>Under heading <b>Infrastructure Services</b> insert a new dot point:</p>	<p>In response to the submission from Esso and ESV. Additional measures and requirements which ensure to appropriate management of</p>	Submission 7 and 9

ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?	RELATED SUBMISSION
	<i>Provision of adequate access and clear space along the licensed pipeline corridors for the purposes of pipeline operations and maintenance activities</i>	the pipeline whilst delivering a beneficial planning outcome.	
8	<p>Under Section 4.0 – Requirements for development plan</p> <p>Under heading <b>Open Space</b> amend dot point three from:</p> <ul style="list-style-type: none"> <li>• <i>Public open spaces designed to provide:</i> <ul style="list-style-type: none"> <li>- <i>Public spaces of a minimum of 0.5 hectares within a 500 metre walking distance of all residents in accordance with the background document Latrobe City Public Open Space Plan 2007 (as amended).</i></li> <li>- <i>The inclusion of pedestrian and cycle paths and play equipment, that encourage active recreational opportunities.</i></li> <li>- <i>Opportunities for visual surveillance to promote safety of users, through encouraging active frontages.</i></li> </ul> </li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• <i>Public open spaces designed to:</i> <ul style="list-style-type: none"> <li>- <i>Provide public spaces of a minimum of 0.5 hectares within a 500 metre walking distance of all residents in accordance with the background document Latrobe City Public Open Space Plan 2007 (as amended).</i></li> <li>- <i>Incorporate all licensed pipeline corridors within linear reserves with road frontages</i></li> <li>- <i>Include pedestrian and cycle paths and play equipment, that encourage active recreational opportunities.</i></li> <li>- <i>Provide opportunities for visual surveillance to promote safety of users, through encouraging active frontages.</i></li> </ul> </li> </ul>	In response to the submission from Esso and ESV. Additional measures and requirements which ensure to appropriate management of the pipeline whilst delivering a beneficial planning outcome.	Submission 7 and 9
9	<p>Under Section 4.0 – Requirements for development plan</p> <p>Under heading <b>Community Hubs and Meeting Places</b> alter the second dot point to from:</p> <p><i>The location and general dimensions of a school site (if required) must be to the satisfaction of the Department of Education and Training.</i></p> <p>To:</p> <p><i>The location and general dimensions of a government school site must be in accordance with the Victorian Government School Site Selection Criteria and to the satisfaction of the Department of Education.</i></p>	In response to submission received from the Department of Education and clarifying requirements around the potential for a school site selection as part of the Development Plan.	Submission 8
10	<p>Under Section 4.0 – Requirements for development plan</p> <p>Under heading <b>Flora and Fauna</b> alter the first dot point from:</p> <p><i>In consultation with relevant agencies and authorities, a flora and fauna survey, prepared by a suitably qualified expert, which includes but is not</i></p>	Administrative error as outdated reference is being referred to. Strengthens the Flora and Fauna Section in response to submission 2 and 11 to ensure appropriate consideration of flora and fauna.	Submission 2 and 11



ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?	RELATED SUBMISSION
	<p><i>limited to species surveys for Growling Grass Frog (Litoria raniformis) and avifauna, and measures required to protect the identified species.</i></p> <p>To:</p> <p><i>A flora and fauna survey, prepared by a suitably qualified expert and with the approval of the Department Environment, Energy and Climate Action and other relevant agencies and authorities, which includes but is not limited to species surveys for:</i></p> <ul style="list-style-type: none"> <li>- <i>Growling Grass Frog (Litoria raniformis) and avifauna;</i></li> <li>- <i>Eastern Grey Egret;</i></li> <li>- <i>Blue – billed Duck;</i></li> <li>- <i>Great Egret;</i></li> <li>- <i>Dwarf Galaxias;</i></li> <li>- <i>Australian Grayling;</i></li> <li>- <i>White-bellied sea Eagle;</i></li> <li>- <i>Southern Brown Bandicoot;</i></li> <li>- <i>Glossy Grass Slink;</i></li> <li>- <i>Strzelecki Gums;</i></li> <li>- <i>Matted Flax Lily;</i></li> <li>- <i>Grey Billy Buttons; and</i></li> <li>- <i>Forest Red Gum Grassy Woodland Community;</i></li> </ul> <p><i>and measures required to protect the identified species.</i></p> <p>Under heading <b>Flora and Fauna</b> alter the second dot point from:</p> <p><i>An assessment of any native vegetation to be removed having regard to the background document Victoria’s Native Vegetation Management: A Framework for Action (Department of Natural Resources and Environment, 2002), including how it is proposed to protect and manage a any appropriate native vegetation.</i></p> <p>To:</p> <p><i>An assessment of any native vegetation to be removed having regard to the background document Protecting Victoria’s Environment – Biodiversity 2037, including how it is proposed to protect and manage a any appropriate native vegetation.</i></p> <p>Also, insert new dot point 3:</p> <p><i>Identification of any existing native vegetation and how it responds to the Guidelines for the Removal, Destruction or Lopping of Native Vegetation, 2017.</i></p>		
11	Under Section 4.0 – Requirements for development plan	In response to the submission from Esso and ESV. Additional measures and requirements	Submission 7 and 9



ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?	RELATED SUBMISSION
	<p>Under heading <b>Infrastructure Asset Risk Management</b> amend dot point 1 from:</p> <p><i>Identify sensitive land uses that need to be risk assessed due to proximity to major pipeline infrastructure (ie child care centre, place of assembly, education centre, aged care facilities etc) via a Safety Management Study (APA VTS).</i></p> <p>To:</p> <p><i>Identify sensitive land uses that need to be risk assessed due to proximity to major pipeline infrastructure and any associated gas facility (Accommodation (other than dwelling, camping and caravan park, group accommodation, host farm, residential hotel, rooming house, rural worker accommodation and residential village) education centres, places of assembly, fuel depots and hospitals)) via a Safety Management Study</i></p> <p>Under heading <b>Infrastructure Asset Risk Management</b> amend dot point 3 from:</p> <p><i>Any proposed works including any road or infrastructure crossings of the gas pipeline easement will require consultation with and consent from the pipeline owner/operator.</i></p> <p>To:</p> <p><i>Any proposed works including any temporary or permanent road or infrastructure crossings of the gas pipeline easements will require consultation with and consent from the pipeline owner/operator.</i></p> <p>Under heading <b>Infrastructure Asset Risk Management</b> insert three new dots points:</p> <p><i>Clear access on and either side of the major pipeline corridors shall be maintained, with any vegetation other than light grasses along the corridor subject to pipeline owner/operator consent.</i></p> <p><i>Provisions for the recoating, protective slabbing of the impacted pipelines to the satisfaction of the relevant authority. The degree and nature of the recoating and / or protective slabbing shall be determined as an outcome of the Safety Management Study for the affected pipeline(s)</i></p> <p><i>Any structures within 3m of a licensed transmission pipeline shall obtain consent from the Minister administering the Pipelines Act.</i></p>	<p>which ensure to appropriate management of the pipeline whilst delivering a beneficial planning outcome</p> <p>Changes to terminology to make consistent with Land Use Terms and nesting at Clause 7.03 and 73.04.</p>	
12	<p>Under Section 4.0 – Requirements for development plan</p> <p>Under new heading <b>Sensitive Land Use</b> insert two new dots points:</p> <p><i>Preparation of an assessment on the potential for noise and air pollution impacts from the Traralgon Maffra Road considering the Environment</i></p>	<p>In response to the submission from the EPA. Additional measures and requirements to ensure no air and noise pollution impacts from the Traralgon Maffra Road.</p>	Submission 10

ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?	RELATED SUBMISSION
	<p><i>Reference Standards for Ambient Sound and guidelines for minimising air pollution in Victoria (EPA publication 1961).</i></p> <p><i>Any proposed mitigating measure that are required to be included as part of the noise and air pollution assessment.</i></p>		
<b>Explanatory Report</b>			
13	<p><b>Under How does the amendment address the views of any relevant agency?</b></p> <p>The Department of Education comments have been edited from:</p> <p><i>The following comments have been provided by the DET:</i></p> <p><i>DET notes that the Traralgon Structure Plan identifies a potential school site on the subject land, and has requested that the Traralgon Development Plan Overlay (DPO11) schedule, include a requirement that any subsequent Development Plan identify a proposed government school site within the precinct, with the location and general dimensions of the school site to be the satisfaction of the Department of Education and Training. This request has not been accepted by Council.</i></p> <p><i>DET has sought to better understand the constraints that would make the subject land unsuitable for a school site, including proximity of the gas pipeline infrastructure and flooding and inundation issues, and does not currently consider that sufficient detailed justification for the exclusion of a proposed school site in the location shown in area 9 has been provided.</i></p> <p><i>DET has advised that if the land owner is able to demonstrate that existing constraints such as proximate gas pipeline infrastructure and flooding and inundation issues result in there being no suitable locations within the subject land for a government school site that is to DET's satisfaction, that the Council should subsequently update the Traralgon Structure Plan to identify a location for a government school co-located with a proposed community hub in area 11 of the Traralgon Structure Plan, and that this should occur prior to the approval of a development plan for area 11.</i></p> <p><i>DET has not provided support for this amendment as currently proposed progressing to an authorisation request and possible exhibition.</i></p> <p><i>Latrobe City Council believes that the issue of the school site does not need to be addressed at the amendment stage. The Development Plan Overlay Schedule 11 has been drafted to include requirements to consider the school site. The Traralgon Structure Plan also shows an indicative school site location however the school and its location does not have to be determined at this time.</i></p>	<p>In response to submission received from the Department of Education and clarifying requirements around the potential for a school site selection as part of the Development Plan.</p>	Submission 8



ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?	RELATED SUBMISSION
	<p>To:</p> <p><i>The following comments have been provided by the DE (updated from 21 February 2023):</i></p> <p><i>DE notes that the Traralgon Structure Plan identifies a potential school site on the subject land, and has requested that the Traralgon Development Plan Overlay (DPO11) schedule, include a requirement that any subsequent Development Plan identify a proposed government school site within the precinct, with the location and general dimensions of the school site to be the satisfaction of the Department of Education. This request has not been accepted by Council.</i></p> <p><i>DE has sought to better understand the constraints that would make the subject land unsuitable for a school site, including proximity of the gas pipeline infrastructure and flooding and inundation issues, and does not currently consider that sufficient detailed justification for the exclusion of a proposed school site in the location shown in area 2 has been provided.</i></p> <p><i>DE has advised that if the land owner is able to demonstrate that existing constraints such as proximate gas pipeline infrastructure and flooding and inundation issues result in there being no suitable locations within the subject land for a government school site that is to DE's satisfaction, that the Council should subsequently update the Traralgon Structure Plan to identify a location for a government school co-located with a proposed community hub in area 9 of the Traralgon Structure Plan, and that this should occur prior to the approval of a development plan for area 9.</i></p> <p><i>DE requested changes to the Development Plan Overlay Schedule 11 to ensure appropriate consideration of the proposed government school at the time of the Development Plan.</i></p> <p><i>Latrobe City Council believes that the issue of the school site does not need to be addressed at the amendment stage. The Development Plan Overlay Schedule 11 has been drafted to include requirements to consider the school site. The Traralgon Structure Plan also shows an indicative school site location however the school and its location does not have to be determined at this time</i></p>		
14	Administrative changes to reflect submissions received and lodgement for approval adjustments.	Changes required to submit the Amendment for approval.	Submission 4 and 10
<b>Preliminary Site Investigation (PSI) Report</b>			
15	<p>Multiple minor clarification changes have been made to the report including:</p> <ul style="list-style-type: none"> <li>- Table of contents and version control;</li> <li>- Page 8, dot point 1, page 15 dot point 1, page 16 dot point 2, to remove reference to 'low contamination' and refer to wording in</li> </ul>	Changes have been made to the PSI in response to the submission received from the EPA and in accordance with the meeting held 8 March 2023.	Submission 9 and 10

ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?	RELATED SUBMISSION
	<p>Planning Practice Note 30 (i.e. no commercial use of pesticide / herbicides);</p> <ul style="list-style-type: none"><li>- Page 12, section 5.7 to remove table and combine with table Section 5.12. Minor updates made to text to reflect these changes.</li><li>- Page 13 – 15 changes made to table to reflect headings as requested by EPA. Remove duplication of addresses and show impacts from any separation distances. Update details from Section 5.7.</li><li>- Page 18 conclusions updated to reflect changes in the report and align with Planning Practice Note 30 wording.</li></ul>	<p>Changes have also been made in response to ESV submission clarifying distance for pipeline.</p>	



# **CORPORATE ITEMS FOR DECISION**

## 9. CORPORATE ITEMS FOR DECISION

Item Number 9.1 03 April 2023

Organisational Performance

# DRAFT 2023/24 BUDGET - PRELIMINARY APPROVAL & PUBLIC EXHIBITION

## PURPOSE

The purpose of this report is to seek Council's approval to release for community comment the draft 2023/2024 Budget including Fees and Charges (the draft budget). This enables Council to meet its obligations under the *Local Government Act 2020* (the Act) and the objectives of Council's Community Engagement Plan.

## EXECUTIVE SUMMARY

The draft budget:

- Is presented as a balanced budget that aims to support the Themes and Strategies of the *Council Plan 2021-2025*.
- Has been prepared on the basis of a 3.50% increase in overall rates and charges (excluding waste charges and State Government EPA Landfill Levy) which is in line with the increase in rates permissible under State Government legislation and ensures Council remains financially sustainable into the future.
- Waste charges are set to rise by \$12.50 or 3.0% per standard set of three bins. The increase incorporates the increase in the State Government Landfill Levy imposed on council and increasing costs of waste processing.
- Includes a capital works program of \$23.3 million that invests in asset renewal and upgrade works which increases to \$43.8 million after including carry forward works from prior year budgets.
- No new borrowings are proposed in 2023/24 however \$5.0 million approved in the 2020/21 budget from the State Government's Community Infrastructure Loan program are proposed to be drawn down in the 2023/24 financial year.
- Maintains the types or classes of land for differential rates purposes, in line with the adopted *Revenue and Rating Plan 2021-2025*. A separate differential rate for farm properties has been maintained (25% discount) and the introduction of a separate differential rate for retirement villages is not proposed in 2023/24, with a review of the *Revenue and Rating Plan 2021-2025* to be undertaken in the next financial year.
- Has been developed in accordance with the Act, and it is recommended that the document be released for public submission, in line with the requirements of Council's *Community Engagement Policy 2021*.

## OFFICER'S RECOMMENDATION

### That Council

1. **endorses the draft 2023/24 Budget (including proposed fees and charges) annexed to this report as being the budget prepared by Council for the purposes of section 94 of the *Local Government Act 2020*, and gives public notice:**

- a. the draft 2023/24 Budget will be made available for inspection at Council Headquarters, Service Centres and on Council's website in accordance with Council's Community Engagement Policy;
  - b. inviting public comment via written submissions from 4 April 2023 until 5pm Friday 5 May 2023, with any person who wishes to be heard in support of a written submission being entitled to appear before a meeting of Council on Monday 15 May 2023;
  - c. of Council's intention to adopt the 2023/24 Budget at a meeting of Council to be held on Monday 5 June 2023.
2. requests a review of the *Revenue and Rating Plan 2021-2025* including the current differential rating position for retirement villages, with the review to be presented to Council prior to 31 December 2023.

## BACKGROUND

In accordance with Section 94 of the Act, Council must prepare a budget for each financial year and the subsequent three financial years by 30 June each year.

This report forms part of the statutory process for the adoption of the 2023/2024 Budget and complies with Section 96 of the Act which states a Council must develop the budget and any revised budget in accordance with the financial management principles and its community engagement policy.

Copies of the proposed budget will be made available for inspection for a minimum of 28 days from the day following the adoption of the endorsed draft budget.

The community will be given the opportunity to make a submission on any proposal contained in the draft budget or aspirations relating to future budgets. A public notice will be made to specify the date that submissions will be received until, and state that any person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission.

The Act requires the budget to be adopted by the 30 June each year.

## ANALYSIS

The draft budget has been prepared on the basis of a 3.50% increase in overall rates and charges (excluding the waste charges and State Government Landfill Levy) which is in accordance with the maximum increase in rates permissible under the Victorian Government's Fair Go Rates System (FGRS) for the 2023/24 financial year.

Waste charges are set to rise by \$12.50 or 3.0% per standard set of 3 bins. The increase incorporates the increase in the State Government Landfill Levy imposed on council and increasing costs of waste processing.

The draft budget includes a capital works program of \$43.8 million. The program includes investment in renewing existing infrastructure of \$21.6 million with \$12.8 million of this being committed to the road network. In addition, \$4.9 million will be spent on upgrading the Marshalls Road / Traralgon-Maffra Road intersection to a signalised intersection and \$2.4 million to complete Stage 1a of the Gippsland Logistics Precinct. Other significant projects include flood recovery projects, an Indoor Multi Sports Hall at Glenview Park, Traralgon, \$2.9 million and Multi Use Pavilion at the Traralgon Recreation Reserve, \$2.0 million. New Energy projects, Solar Power generation installations, \$1.2 million, and Street Lighting LED upgrades, \$1.1 million, together with the continuation of the Regional Car Parks Fund - Main Works package, \$1.0 million.

No new borrowings are proposed in 2023/24 however \$5.0 million approved in the 2020/21 budget from the State Government's Community Infrastructure Loan program are proposed to be drawn down in the 2023/24 financial year to fund the completion of the Moe Rail Precinct Revitalisation Stage 2 (\$3.5 million) and Kernot Hall Upgrade (\$1.5 million) projects.

A four-year budget has been developed in accordance with the requirements under the *Local Government Act 2020*. The key aim of the budget is to support the medium term goals of the Council Plan while ensuring the long term financial sustainability of the organisation.

The 2023/24 budget presented in this report has been developed through a process of consultation and review and contributes to the achievement of the Council Plan objectives and strategic directions included in the *Council Plan 2021-2025*.



The 2023/24 Operating Budget predicts an operating surplus of \$7.5 million, after raising rates and charges of \$92.1 million out of total revenue of \$150.9 million. When excluding non-recurrent capital funding and developer contributions, an underlying operating deficit of \$5.1 million is projected for 2023/24. The underlying deficit primarily reflects the injection of over \$120M of new capital infrastructure in recent years which has increased depreciation expense by \$3M annually.

It should be noted that on a cash basis Council budgets for a break even or neutral result, therefore any cash remaining at the end of the budget period is the result of a number of factors such as government grant funds received in advance, funds required to be carried forward to complete unfinished projects and funds required to settle certain balance sheet liabilities e.g. Trade and other payables, Interest Bearing liabilities, Provisions and Trust funds and deposits.

Council's ability to set (and rebate) rates is highly regulated by legislation. It is important to bear in mind that the rate cap increase is an average increase and applies to Council's total rate base meaning that individual properties may see increases varying from the advertised percentage. This is because of movements in property valuations relative to the value of other properties in the municipality. It should be noted that the valuation base used in the draft budget is yet to be certified by the Valuer-General Victoria (VGV) and remains subject to change as supplementary valuations and objections relating to the 2022/23 financial year are still to be finalised. Therefore, the Rate in the Dollar factor is also subject to change, the confirmed values will be calculated prior to final adoption of the budget and will take into consideration the certified values provide by the VGV and Council's obligation to remain within the designated rate cap.

The adopted *Revenue and Rating Plan 2021-2025* was also applied to determine the rates and charges detailed in the budget. The *Ministerial Guidelines for Differential Rating April 2013* was also considered, specifically the differential rates for farm and retirement villages. In accordance with the adopted *Revenue and Rating Plan 2021-2025*, no change is proposed to the existing differential rate for farm properties (25% discount) and it is not proposed to introduce a differential rate for retirement villages in 2023/24. Officers propose that a review of the *Revenue and Rating Plan 2021-2025* differential rate structure is undertaken, to, among other things, further investigate whether a retirement village differential best meets the needs of the community.

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

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p><b>COMPLIANCE</b></p> <p>Non-compliance with financial framework or legislative requirements is identified as a risk. This report begins the process to ensure Council meets the requirements of the Act.</p>	<p><b>Low</b></p> <p>Unlikely x Moderate</p>	<p>Adhere to budget timetable.</p>

## CONSULTATION

Upon adoption of the report's recommendation, a public notice will be published in the Latrobe Valley Express notifying the community the draft budget will be available for inspection at all Council Service Centres and via Council's website.

Council encourages the community to engage in the budget process formally or informally by participating through either a written submission through Council's Have Your Say page on our website, writing or emailing your submission or through Council's social media platforms. We will again be inviting the community to partake in a Facebook Live forum facilitated by the Mayor, Deputy Mayor and Chief Executive Officer to be held during the public notice period. We are seeking to capture the community aspirations relating to the current and future budgets as we transition the way that we engage with our community to develop the budget.

The community will have the opportunity to lodge submissions on the budget up until Friday, 5 May 2023. Anyone who makes a submission will be provided the opportunity to speak to their submission at a Council Meeting to be held on Monday, 15 May 2023.

## COMMUNICATION

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

## 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. Draft 2023/24 Budget

# 9.1

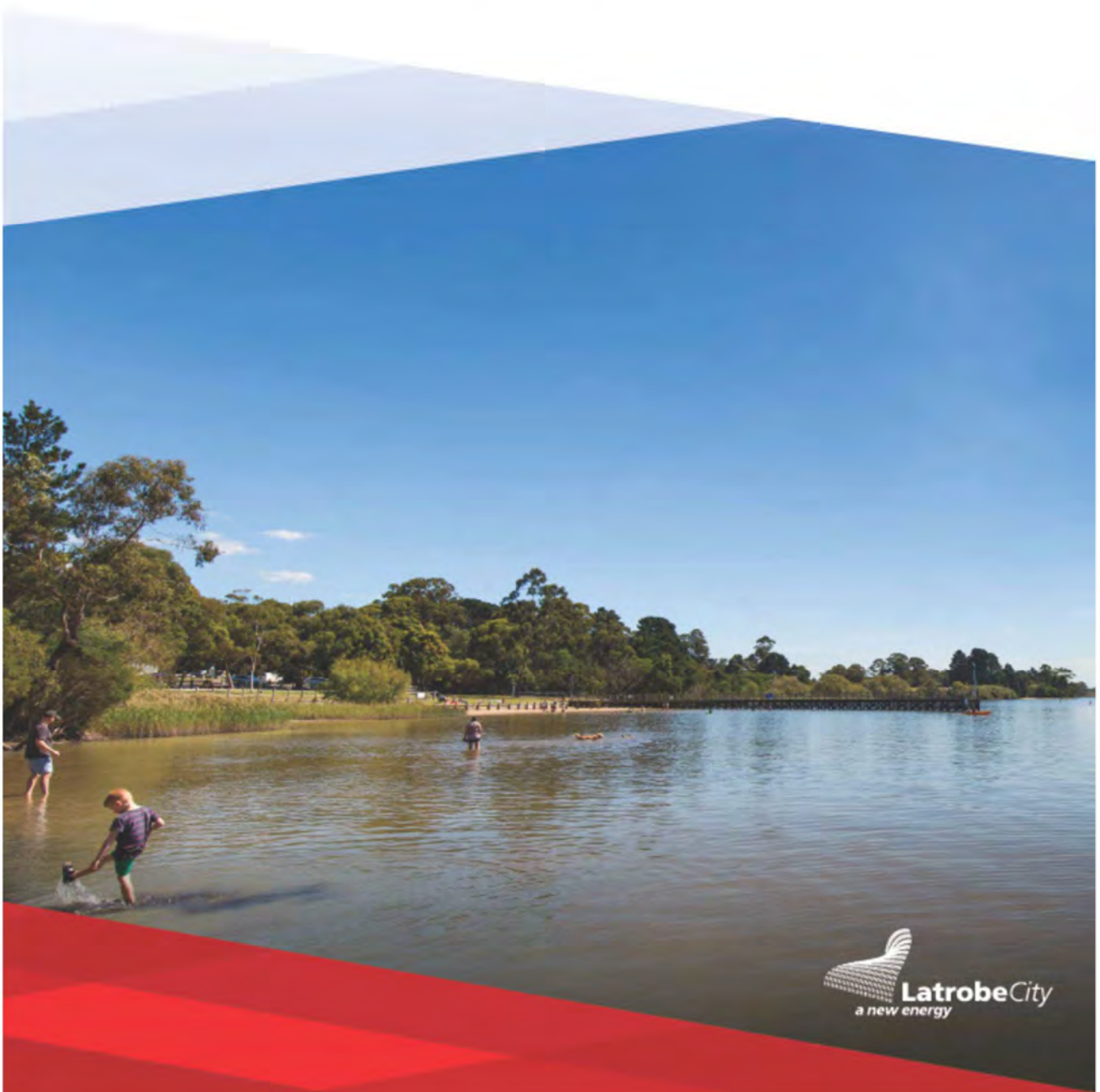
## Draft 2023/24 Budget - Preliminary Approval & Public Exhibition

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**LatrobeCity**

# Draft Budget

## 2023/2024





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## 2023/24 Budget Executive Summary

### Budget Summary

This document outlines the broad range of services provided by council and builds upon our community's strategic vision for Latrobe 2031, and the Council Plan 2021-2025 which focus on the following six key strategic objectives:

- Smart.
- Creative.
- Healthy
- Sustainable
- Connected
- Council Capabilities

It also details the funding that is required to deliver Council's services and maintain and improve community infrastructure.

The draft budget has been prepared on the basis of a 3.50% increase in overall rates and charges (excluding the waste charges and State Government Landfill Levy) which is in accordance with the maximum increase in rates permissible under the Victorian Government's Fair Go Rates System (FGRS) for the 2023/24 financial year.

Waste charges are set to rise by \$12.50 or 3.0% per standard set of 3 bins. The increase incorporates the increase in the State Government Landfill Levy imposed on council, increasing costs of waste processing.

The draft budget includes a capital works program of \$43.8 million. The program includes investment in renewing existing infrastructure of \$21.6M with \$12.8M of this being committed to the roading network. In addition \$4.9M will be spent on upgrading the Marshalls Road / Traralgon-Maffra Road intersection to a signalised intersection and \$2.4M to complete Stage 1a of the Gippsland Logistics Precinct. Other significant projects include flood recovery projects an Indoor Multi Sports Hall at Glenview Park \$2.9m and Multi Use Pavilion at the Traralgon Recreation Reserve \$2.0M. New Energy projects, Solar Power generation installations \$1.2M and Street Lighting LED upgrades \$1.1M together with the continuation of the Regional Car Parks Fund - Main Works package \$1.0M.

No new borrowings are proposed in 2023/24 however \$5.0 million approved in the 2020/21 budget from the State Government's Community Infrastructure Loan program are proposed to be drawn down in the 2023/24 financial year to fund the completion of the Moe Rail Precinct Revitalisation Stage 2 (\$3.5M) and Kernot Hall Upgrade (\$1.5M) projects.

A four year budget has been developed in accordance with the requirements under the Local Government Act 2020. The key aim of the budget is to support the medium term goals of the Council Plan while ensuring the long term financial sustainability of the organisation.

## **2023/24 Budget Executive Summary**

The 2023/24 budget presented in this report has been developed through a rigorous process of consultation and review with Council and Council officers. It is Council's opinion that the budget is financially responsible and contributes to the achievement of the Council Plan objectives and strategic directions included in the 2021-2025 Council Plan.

The 2023/24 Operating Budget predicts an operating surplus of \$7.5 million, after raising rates and charges of \$92.1 million out of total revenue of \$150.9 million. When excluding non recurrent capital funding and developer contributions, an underlying operating deficit of \$5.1 million is projected for 2023/24. The underlying deficit primarily reflects the injection of over \$120M of new capital infrastructure in recent years which has increased depreciation expense by \$3M annually. The Financial Plan identifies the need for Council to review infrastructure, services and service levels in order to implement actions to alleviate the deficit position in the long term and to remain financially sustainable in a revenue capped environment.

It should be noted that on a cash basis Council budgets for a break even result, therefore any cash remaining at the end of the budget period is the result of a number of factors such as government grant funds received in advance, funds required to be carried forward to complete unfinished projects and funds required to settle certain balance sheet liabilities e.g. Trade and other payables, Interest Bearing liabilities, Provisions and Trust funds and deposits.

This years Financial Statements include an Income Allocation Statement which identifies income and expenditure on a cash basis.

The 2023/24 budget has been prepared on the basis of constraint, Council will continue to review all services and capital infrastructure to ensure it is positioned to best meet the needs of the community into the future.

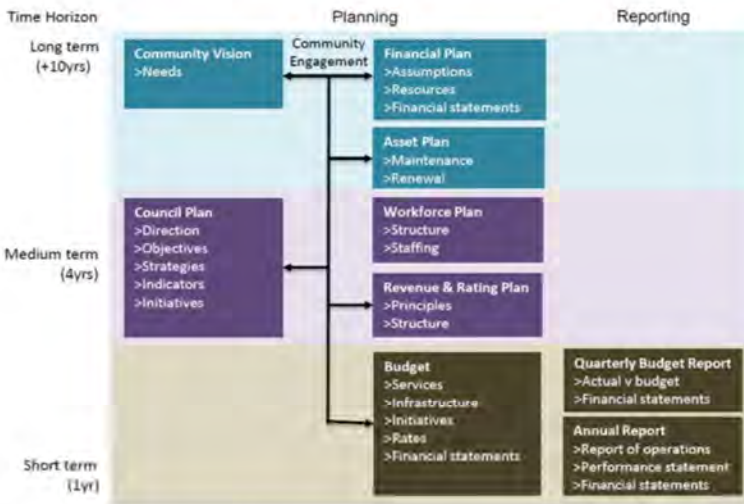
**2023/24 Budget**  
**Link to the Integrated Planning and Reporting Framework**

**1. Link to the Integrated Planning and Reporting Framework**

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan and Revenue and Rating Plan) and short term (Budget) then holding itself accountable (Annual Report).

**1.1 Legislative planning and accountability framework**

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Mark Davies (Financial Professional Solutions)

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

**1.1.2 Key planning considerations**

**Service level planning**

Although councils have a legal obligation to provide some services— such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works. Community consultation needs to be in line with a councils adopted Community Engagement Policy and Public Transparency Policy.



## 2023/24 Budget

### Link to the Integrated Planning and Reporting Framework

#### 1.2 Our vision

##### The Community vision

*In 2031 Latrobe City will be known for being smart, creative, healthy, sustainable and connected. It will be the most liveable regional city and at the forefront of innovation.*

*Working together we are a diverse, connected and resilient community, supporting the equitable diversification of our economic base and transition towards a low emissions future.*

*We are known as a community that is equitable, liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.*

#### 1.3 Strategic Objectives

Council delivers activities and initiatives under 47 major service categories. Each contributes to the achievement of one of the five objectives and Council capabilities as set out in the Council Plan for the 2021-25 years. The following table lists the five strategic directions and Council capabilities as described in the Council Plan.

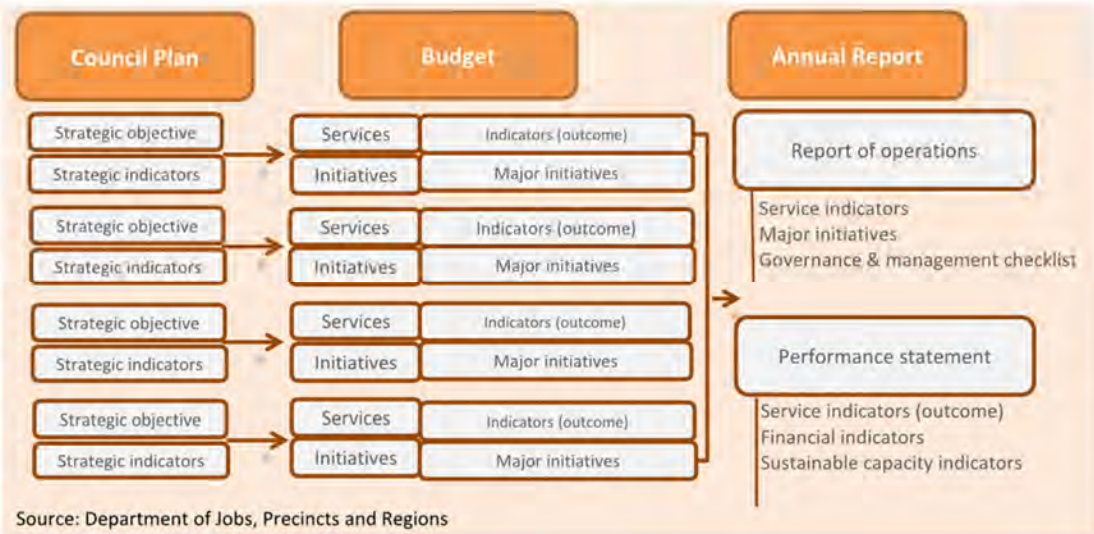
Strategic Objectives	Description
1. Smart	<p>Latrobe City has a highly skilled workforce, access to education and training and we are invested in growing the capacity of our community, supporting innovation and invention.</p> <p>We are focused on creating opportunities and exploring health innovation, digital industries, alternative energy and value-added advanced technology and manufacturing. We support diversification of our industrial base and the development of opportunities for highly skilled employment into the future.</p>
2. Creative	<p>We have a vibrant and diverse community where there are various opportunities for arts, culture and tourism. Our City has a range of arts and creative opportunities for community to engage in creative expression and develop social connectedness.</p> <p>We are invested in the exceptional presentation of our City through public works across our interconnected townships and enhancement of our distinctive landscape features.</p>
3. Healthy	<p>Our vision is that Latrobe has a culture and environment that promotes and supports health and wellbeing for all. We will work together to significantly improve health and wellbeing outcomes and reduce inequalities.</p> <p>We will celebrate the places, people and cultures that make this a distinctive, vibrant and creative community. While we continue to build on our community's recognised and proven capacity for connection, social participation, volunteerism and care for one another.</p> <p>Our community's health, wellbeing and safety will be assured with abundant green spaces that are accessible, inclusive and safe. We maintain our focus on preventative measures to promote positive health outcomes for all generations by ensuring Latrobe is a healthy place to live, learn and work. We continue to prioritise opportunities to overcome shared barriers we face as we focus on achieving improved health outcomes for our community.</p>
4. Sustainable	<p>Our City has natural features and liveable areas that are easy to access and our beautiful environment is our heart and pride.</p> <p>We have provided a healthy environment for our community and for future generations while supporting meaningful employment and lifelong opportunities.</p>
5. Connected	<p>A regional City which recognises the connectedness between our goals and towns and efficiently utilises the assets that we have for the benefit of our whole community while protecting the environment.</p>
Council Capabilities	<p>Council has determined key capabilities important to delivery of the Council Plan and these can be summarised under the headings of people, systems, governance and communications.</p>

# 2023/24 Budget

## Services & Service Performance Indicators

### 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2023/24 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



## 2023/24 Budget

### Services & Service Performance Indicators

#### 2.1 Objective 1: Smart

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Building Services	Provide building advice, statutory services and enforcement action in accordance with the Building Act.	715 <u>(407)</u> <b>308</b>
Business Development	Provide business development advice, services and programs.	1,560 <u>0</u> <b>1,560</b>
Early Childhood Health & Development	Deliver enhanced maternal and child health services in accordance with Council adopted policies.	8,347 <u>(7,171)</u> <b>1,175</b>
Early Learning & Care	Deliver early Learning, and Preschool services in accordance with Council adopted policies, and work with other providers to improve and integrate support services for all children in the municipality.	6,298 <u>(5,607)</u> <b>691</b>
Employment Development	Promote, coordinate and providing training and employment opportunities for aboriginal people.	365 <u>(365)</u> <b>(0)</b>
International Relations	Deliver International Relations services in accordance with the Latrobe City International Relations Plan.	129 <u>0</u> <b>129</b>
Latrobe Regional Airport	Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.	411 <u>(415)</u> <b>(4)</b>
Library services	Deliver Library services and programs.	3,618 <u>(579)</u> <b>3,039</b>
Regional Partnerships	Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future.	50 <u>0</u> <b>50</b>
Statutory Planning	Provide statutory planning services, advice and enforcement action in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,431 <u>(483)</u> <b>948</b>
Strategic Planning	Provide strategic planning services and advice in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	739 <u>0</u> <b>739</b>
<b>Total</b>		<b>8,634</b>



## 2023/24 Budget

### Services & Service Performance Indicators

#### Major Initiative

MI1) Gippsland Logistics Precinct completion of Stage 1a

MI2) Place Brand campaign

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100
Maternal and child health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
Maternal and child health	Participation	Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

#### 2.2 Objective 2: Creative.

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Arts	Deliver the Annual Latrobe Regional Gallery Exhibitions program and deliver Education and Public Participation programs across all arts facilities. Deliver the Annual Performing Arts Performances program. Manage and maintain Halls and Venues across the City.	4,260 <u>(1,372)</u> 2,889
<b>Total</b>		<b>2,889</b>



## 2023/24 Budget

### Services & Service Performance Indicators

#### 2.3 Objective 3: Healthy

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Aged and Disability Services	Regional Assessment Service and aged & disability service advocacy	820 (813) <u>7</u>
Emergency Management	Provide Emergency Management services including preparedness, planning, response and recovery.	605 (80) <u>525</u>
Health Services	Minimise the incidence of food borne illness pursuant to the Food Act. Deliver an Immunisation program in accordance with the Public Health and Wellbeing Act.	993 (524) <u>469</u>
Leisure Facilities	Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums together with managing and maintaining caravan park and day visitor facilities.	7,274 (3,173) <u>4,101</u>
Parks, Gardens and Playgrounds	Manage and maintain parks and gardens across Latrobe City and maintain and develop playgrounds in accordance with the Latrobe City Council Playground Strategy.	10,864 (80) <u>10,784</u>
Recreation and Open Space Planning	Provide Recreation and Open Space Planning advice for Latrobe City.	702 0 <u>702</u>
Recreation Liaison	Manage and maintain sporting reserves and work with community groups across Latrobe City.	845 (73) <u>771</u>
Social support	Senior Citizen's centres	120 (5) <u>115</u>
<b>Total</b>		<b>17,475</b>

Service	Indicator	Performance Measure	Computation
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / population
Food safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100

## 2023/24 Budget Services & Service Performance Indicators

### 2.4 Objective 4: Sustainable

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Environment Sustainability	Provide Environmental planning, advice and services to internal and external stakeholders.	1,948 (141) <b>1,807</b>
Landfill Services	Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.	3,772 (2,209) <b>1,563</b>
Waste Services	Deliver and manage contracts for waste services across the municipality, including kerbside collection, transfer stations, organic resource processing, hard waste services and co-mingled recycling processing in accordance with contract requirements, standards and best value principles.	9,190 0 <b>9,190</b>
<b>Total</b>		<b>12,560</b>

Service	Indicator	Performance Measure	Computation
Waste management	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

#### Major Initiative

MI3) Work in partnership with indigenous custodians in sustainable land management and preservation and regeneration of our natural environment.

## 2023/24 Budget

### Services & Service Performance Indicators

#### 2.5 Objective 5: Connected

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Building Maintenance	This unit is to deliver the cyclic maintenance program on Latrobe City Council buildings.	3,275 0 <b>3,275</b>
Civil Works Projects	Deliver Civil works projects across Latrobe City in accordance with relevant legislation and guidelines.	630 0 <b>630</b>
Community Engagement	Provide community engagement support services to Latrobe City Council.	1,884 0 <b>1,884</b>
Community Grants	Assist local community groups through the coordination and delivery of the annual Latrobe City community grants program.	252 0 <b>252</b>
Community Information	Deliver professional customer service at all Latrobe City Council service centres and libraries.	667 (67) <b>601</b>
Community Strengthening	Build community leadership, connectedness, inclusiveness and wellbeing by advocating on behalf of the community, and partnering with them to deliver and facilitate a range of projects, programs, strategies and action plans.	3,049 (433) <b>2,616</b>
Events	Facilitate the attraction of new events and support existing events across Latrobe City and deliver Latrobe City Council's annual Australia Day program.	1,900 (70) <b>1,830</b>
Infrastructure Design	Design civil works projects in consultation with the Latrobe City community.	1,561 0 <b>1,561</b>
Infrastructure Maintenance	This unit is to provide maintenance services for Latrobe City's road, drainage, signage, footpath and tree networks and to Deliver cleansing services across the municipality, including footpath and street sweeping, public toilets, bus shelters, barbeques, rotundas and picnic shelters in accordance with specified standards and schedules.	5,216 0 <b>5,216</b>
Infrastructure Planning	Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.	1,312 (550) <b>762</b>
Local Laws	Deliver customer focussed Local Law services across the municipality in accordance with Local Law No. 2 and other relevant legislation.	2,795 (1,696) <b>1,099</b>
Major Projects	Deliver major infrastructure projects from the Annual Capital Works Program.	799 0 <b>799</b>



## 2023/24 Budget

### Services & Service Performance Indicators

Property and Statutory	Administer property management, advice and services of Latrobe City Council.	774 (236)
		<b>538</b>
Tourism	Proactively and strategically provide a quality visitor service, support the delivery of events, maintain the tourism website and promote a positive image of Latrobe City.	414 0
		<b>414</b>
Urban Growth	Develop, assess and coordinate the implementation of Development Plans and Development Contribution Plans for growth areas of Latrobe City.	404 0
		<b>404</b>
<b>Total</b>		<b>21,881</b>

#### Major Initiatives

MI4) Traralgon-Maffra Road Signalised Intersection.

MI5) Moe Revitalisation Project - Stage 2 commencement of construction works.

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Roads	Satisfaction	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Animal management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions

#### 2.6 Objective 6 : Council Capabilities

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Communications	Provide communications, marketing and public relations services on behalf of Latrobe City Council.	798 0
		<b>798</b>
Mayoral & Council Support	Council Operations, provision of support services to Councillors, deliver civic functions and events across for Latrobe City Council.	706 0
		<b>706</b>
Financial Services	Administer financial management, advice and services of Latrobe City Council, administer procurement processes for goods and services within Latrobe City Council and administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection.	3,540 (246)
		<b>3,295</b>



## 2023/24 Budget

### Services & Service Performance Indicators

Governance	Council meeting management, Freedom of Information, internal audit, committee management, statutory registers and legal support functions.	774 (58) <b>716</b>
Information Services	Maintain the Latrobe City Council IT network infrastructure, assets, purchasing and licences and provide an effective secure environment for storage and disaster recovery. Develop and maintain a Geographical Information System (GIS) for broad use by the organisation. Maintain corporate information and Council documentation and information applications in accordance with regulatory guidelines.	5,114 0 <b>5,114</b>
Office of the CEO	Actively participate in the Gippsland Local Government Network.	841 (151) <b>690</b>
People & Development	To provide advice, education and support to ensure the success of the organisation through effective leadership, resourcing and people management initiatives. To deliver a variety of learning initiatives and develop the knowledge, skills and confidence of our people.	2,819 (91) <b>2,728</b>
Performance & Innovation	Administer corporate planning and reporting of Latrobe City Council and implement Council's innovation and continuous improvement programs.	1,273 0 <b>1,273</b>
Risk and Compliance	Provide Latrobe City Council with risk management support and advice, coordinate Occupational Health and Safety responsibilities and develop and implement a compliance framework. Administer Freedom of Information requests, Information Privacy requirements, maintain public registers, policies, audit activities and electoral functions for Latrobe City Council.	2,356 (1) <b>2,356</b>
<b>Total</b>		<b>17,676</b>

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Statutory Planning	Service Standard	Planning applications decided within required timeframes (percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100

## 2023/24 Budget

### Services & Service Performance Indicators

#### 2.10 Performance statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the year as required by section 132 of the Act and included in the 2023/24 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in section 5) and sustainable capacity, which are not included in this budget report. The full set of prescribed performance indicators are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the report of operations.

#### 2.11 Reconciliation with budgeted operating result

	Net Cost/ (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Smart	8,634	23,662	(15,028)
Creative	2,889	4,260	(1,372)
Healthy	17,475	22,223	(4,748)
Sustainable	12,560	14,911	(2,351)
Connected	21,881	24,934	(3,053)
Council Capabilities	17,676	18,221	(546)
<b>Total</b>	<b>81,115</b>	<b>108,211</b>	<b>(\$27,096)</b>
<b>Expenses added in:</b>			
Depreciation and amortisation	34,615		
Finance costs	541		
<b>Deficit before funding sources</b>	<b>116,271</b>		
<b>Funding sources added in:</b>			
Rates & charges revenue	(\$76,379)		
Waste charge revenue	(\$15,761)		
Capital Grants & Contributions	(\$10,040)		
Victoria Grants Commission General Purpose funding	(\$14,595)		
Developer contributions	(\$4,151)		
Interest income	(\$2,800)		
<b>Total funding sources</b>	<b>(\$123,726)</b>		
<b>Operating (surplus)/deficit for the year</b>			<b>(\$7,456)</b>

## 2023/24 Budget Financial Statements

### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2023/24 has been supplemented with projections to 2026/27.

This section includes the following financial statements in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) regulations 2020*, and *Income Allocation Statement*.

Comprehensive Income Statement

Balance Sheet

Statement of Changes in Equity

Statement of Cash Flows

Statement of Capital Works

Statement of Human Resources

Income Allocation Statement

## 2023/24 Budget Financial Statements

### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		Actual 2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000
<b>Income / Revenue</b>						
Rates and charges	4.1.1	89,055	92,140	96,226	100,425	104,792
Statutory fees & fines	4.1.2	2,823	2,871	2,986	3,105	3,229
User fees	4.1.3	10,612	10,477	10,896	11,332	11,785
Grants - Operating	4.1.4	23,752	26,349	27,139	27,954	28,792
Grants - Capital	4.1.4	26,919	10,040	1,700	1,700	1,700
Contributions - Monetary	4.1.5	169	90	90	90	90
Contributions - Non-Monetary	4.1.5	4,070	4,151	4,317	4,490	4,669
Other Income	4.1.6	7,229	4,792	4,880	4,971	5,066
<b>Total income / revenue</b>		<b>164,629</b>	<b>150,910</b>	<b>148,234</b>	<b>154,067</b>	<b>160,123</b>
<b>Expenses</b>						
Employee costs	4.1.7	61,575	62,123	64,297	66,548	68,877
Materials and services	4.1.8	49,834	42,174	43,861	45,615	47,440
Depreciation	4.1.9	30,770	33,700	34,323	34,959	35,608
Amortisation - intangible assets	4.1.10	367	733	733	733	733
Amortisation - right of use assets	4.1.11	101	182	163	163	163
Bad and doubtful debts - allowance for impairment losses		5	4	11	12	12
Borrowing Costs		295	541	512	435	244
Finance Costs - leases		36	42	37	33	30
Net gain on disposal of property, infrastructure, plant & equipment		5,000	-	0	0	0
Other Expenses	4.1.12	5,221	3,956	4,113	4,278	4,449
<b>Total expenses</b>		<b>153,204</b>	<b>143,455</b>	<b>148,050</b>	<b>152,776</b>	<b>157,556</b>
<b>Surplus (deficit) for the year</b>		<b>11,425</b>	<b>7,455</b>	<b>184</b>	<b>1,291</b>	<b>2,567</b>
<b>Other comprehensive income</b>						
Net Asset Revaluation movement		25,686	28,112	28,948	29,418	29,887
<b>Total comprehensive result</b>		<b>37,111</b>	<b>35,567</b>	<b>29,132</b>	<b>30,709</b>	<b>32,454</b>



## 2023/24 Budget Financial Statements

### 3.2 Balance Sheet

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		Actual 2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000
<b>Current assets</b>						
Cash and cash equivalents		9,880	10,723	11,110	10,861	10,794
Trade and other receivables		6,377	6,505	7,474	7,779	8,107
Other financial assets		70,000	68,000	70,000	73,000	79,000
Prepayments		1,200	1,250	1,300	1,352	1,406
Other Assets		3,953	4,056	4,009	3,957	3,901
<b>Total current assets</b>	<b>4.2.1</b>	<b>91,410</b>	<b>90,534</b>	<b>93,893</b>	<b>96,949</b>	<b>103,208</b>
<b>Non-current assets</b>						
Trade and other receivables		4	4	4	4	4
Other financial assets		2	2	2	2	2
Property, infrastructure, plant and equipment		1,405,583	1,447,392	1,470,833	1,494,271	1,518,818
Right-of-use assets	4.2.4	1,317	1,134	971	808	645
Intangible assets		1,834	1,101	368	1,835	1,102
<b>Total non-current assets</b>	<b>4.2.1</b>	<b>1,408,740</b>	<b>1,449,633</b>	<b>1,472,178</b>	<b>1,496,920</b>	<b>1,520,571</b>
<b>Total assets</b>		<b>1,500,150</b>	<b>1,540,167</b>	<b>1,566,071</b>	<b>1,593,869</b>	<b>1,623,779</b>
<b>Current liabilities</b>						
Trade and other payables		9,590	10,549	10,892	11,297	11,717
Trust funds & deposits		4,903	5,001	5,201	5,409	5,625
Unearned income/revenue		8,174	9,808	9,808	9,808	9,808
Provisions		13,330	12,837	13,129	14,269	13,865
Interest bearing liabilities	4.2.3	2,315	2,369	5,786	2,505	2,577
Lease liabilities	4.2.4	168	152	157	161	105
<b>Total current liabilities</b>	<b>4.2.2</b>	<b>38,480</b>	<b>40,716</b>	<b>44,973</b>	<b>43,449</b>	<b>43,697</b>
<b>Non-current liabilities</b>						
Provisions		14,292	14,029	12,487	13,765	13,654
Interest bearing liabilities	4.2.3	13,030	15,661	9,875	7,370	4,793
Lease liabilities	4.2.4	1,194	1,040	883	723	619
<b>Total non-current liabilities</b>	<b>4.2.2</b>	<b>28,516</b>	<b>30,730</b>	<b>23,245</b>	<b>21,858</b>	<b>19,066</b>
<b>Total liabilities</b>		<b>66,996</b>	<b>71,446</b>	<b>68,218</b>	<b>65,307</b>	<b>62,763</b>
<b>Net assets</b>		<b>1,433,154</b>	<b>1,468,721</b>	<b>1,497,853</b>	<b>1,528,562</b>	<b>1,561,016</b>
<b>Equity</b>						
Accumulated surplus		842,891	850,356	850,450	851,651	854,128
Reserves		590,263	618,365	647,403	676,911	706,888
<b>Total equity</b>		<b>1,433,154</b>	<b>1,468,721</b>	<b>1,497,853</b>	<b>1,528,562</b>	<b>1,561,016</b>

## 2023/24 Budget Financial Statements

### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2027

Notes	Total \$'000	Accumulate d Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2023 Forecast Actual</b>				
Balance at beginning of the financial year	1,396,042	831,565	558,993	5,484
Surplus for the year	11,425	11,425	-	-
Net asset revaluation increment	25,686	-	25,686	-
Transfer to other reserves	-	(175)	-	175
Transfer from other reserves	-	75	-	(75)
<b>Balance at end of the financial year</b>	<b>1,433,154</b>	<b>842,891</b>	<b>584,679</b>	<b>5,584</b>
<b>2024</b>				
Balance at beginning of the financial year	1,433,154	842,891	584,679	5,584
Surplus for the year	7,455	7,455	-	-
Net asset revaluation increment	28,112	-	28,112	-
Transfer to other reserves	4.3.1	-	(90)	90
Transfer from other reserves	4.3.1	-	100	(100)
<b>Balance at end of the financial year</b>	<b>1,468,721</b>	<b>850,356</b>	<b>612,791</b>	<b>5,574</b>
<b>2025</b>				
Balance at beginning of the financial year	1,468,721	850,356	612,791	5,574
Deficit for the year	184	184	-	-
Net asset revaluation increment	28,948	-	28,948	-
Transfer to other reserves	-	(90)	-	90
Transfer from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>1,497,853</b>	<b>850,450</b>	<b>641,739</b>	<b>5,664</b>
<b>2026</b>				
Balance at beginning of the financial year	1,497,853	850,450	641,739	5,664
Surplus for the year	1,291	1,291	-	-
Net asset revaluation increment	29,418	-	29,418	-
Transfer to other reserves	-	(90)	-	90
Transfer from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>1,528,562</b>	<b>851,651</b>	<b>671,157</b>	<b>5,754</b>
<b>2027</b>				
Balance at beginning of the financial year	1,528,562	851,651	671,157	5,754
Surplus for the year	2,567	2,567	-	-
Net asset revaluation increment	29,887	-	29,887	-
Transfer to other reserves	-	(90)	-	90
Transfer from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>1,561,016</b>	<b>854,128</b>	<b>701,044</b>	<b>5,844</b>

## 2023/24 Budget Financial Statements

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		Actual				
		2022/23	2023/24	2024/25	2025/26	2026/27
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>						
Rates and charges		88,596	92,012	95,814	100,171	104,526
Statutory fees & fines		2,800	2,800	3,271	3,408	3,545
User Fees		10,635	10,548	11,938	12,438	12,935
Grants - operating		21,251	27,620	27,112	27,942	28,780
Grants - capital		24,419	10,404	1,698	1,700	1,700
Contributions - monetary		169	90	90	90	90
Interest received		3,040	2,600	2,600	2,600	2,600
Trust funds and deposits taken		-	14,200	14,750	15,340	15,900
Other Receipts		4,190	2,192	2,497	2,602	2,706
Net GST refund/payment		3,700	3,800	5,162	5,747	5,980
Employee costs		(61,192)	(61,729)	(63,697)	(65,911)	(68,218)
Materials and services		(55,905)	(46,135)	(47,959)	(49,845)	(51,839)
Short-term, low value and variable lease payments		(219)	(144)	(150)	(156)	(162)
Trust funds and deposits repaid		(279)	(14,102)	(14,550)	(15,132)	(15,684)
Other payments		(5,200)	(4,000)	(6,170)	(4,894)	(5,829)
<b>Net cash provided by operating activities</b>	<b>4.4.1</b>	<b>36,005</b>	<b>40,156</b>	<b>32,406</b>	<b>36,100</b>	<b>37,030</b>
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment		(64,449)	(43,757)	(27,532)	(27,546)	(28,789)
Proceeds from sale of property, infrastructure, plant and equipment		789	510	583	607	631
Payments for investments		(150,000)	(125,000)	(132,000)	(143,000)	(156,000)
Proceeds from sale of investments		160,000	127,000	130,000	140,000	150,000
<b>Net cash used in investing activities</b>	<b>4.4.2</b>	<b>(53,660)</b>	<b>(41,247)</b>	<b>(28,949)</b>	<b>(29,939)</b>	<b>(34,158)</b>
<b>Cash flows from financing activities</b>						
Finance costs		(295)	(540)	(512)	(435)	(244)
Proceeds from borrowings		1,700	5,000	-	-	-
Repayment of borrowings		(1,570)	(2,315)	(2,369)	(5,786)	(2,505)
Interest paid - lease liability		(36)	(41)	(37)	(33)	(30)
Repayment of lease liabilities		(89)	(170)	(152)	(156)	(160)
<b>Net cash used in financing activities</b>	<b>4.4.3</b>	<b>(290)</b>	<b>1,934</b>	<b>(3,070)</b>	<b>(6,410)</b>	<b>(2,939)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>		<b>(17,945)</b>	<b>843</b>	<b>387</b>	<b>(249)</b>	<b>(67)</b>
Cash & cash equivalents at beginning of year		27,825	9,880	10,723	11,110	10,861
<b>Cash &amp; cash equivalents at end of year</b>		<b>9,880</b>	<b>10,723</b>	<b>11,110</b>	<b>10,861</b>	<b>10,794</b>



## 2023/24 Budget Financial Statements

### 3.5 Statement of Capital Works

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		Actual				
		2022/23	2023/24	2024/25	2025/26	2026/27
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>						
Buildings		11,873	11,286	3,045	4,337	4,513
Heritage Buildings		581	0			
<b>Total property</b>		<b>12,454</b>	<b>11,286</b>	<b>3,045</b>	<b>4,337</b>	<b>4,513</b>
<b>Plant and Equipment</b>						
Plant, Machinery & Equipment		4,044	2,095	2,266	2,357	2,451
Fixtures, Fittings & Furniture		108	50	54	56	58
Computers & Telecommunications		969	600	649	675	702
Artworks		18	15	16	17	18
<b>Total Plant and Equipment</b>		<b>5,139</b>	<b>2,760</b>	<b>2,985</b>	<b>3,105</b>	<b>3,229</b>
<b>Infrastructure</b>						
Roads		28,467	17,855	13,063	13,000	13,536
Bridges		587	150	177	209	243
Footpaths & Cycleways		1,612	1,095	1,111	1,202	1,297
Drainage		2,484	1,223	1,300	1,379	1,455
Recreational, Leisure & Community		2	-	409	434	461
Waste Management		990	500	2,163	562	585
Parks, Open Space & Streetscapes		7,513	4,700	483	503	523
Aerodromes		0	-	0	0	0
Off Street Carparks		3,379	1,746	293	310	330
Other Infrastructure		1,822	2,441	0	0	0
<b>Total Infrastructure</b>		<b>46,856</b>	<b>29,710</b>	<b>18,999</b>	<b>17,599</b>	<b>18,430</b>
<b>Total capital works expenditure</b>	4.5.1	<b>64,449</b>	<b>43,756</b>	<b>25,029</b>	<b>25,041</b>	<b>26,172</b>
<b>Represented by:</b>						
New asset expenditure		12,493	13,044	356	369	386
Asset renewal expenditure		41,134	21,632	23,509	23,467	24,526
Asset expansion expenditure		189	0	0	0	0
Asset upgrade expenditure		10,633	9,080	1,164	1,205	1,260
<b>Total capital works expenditure</b>	4.5.1	<b>64,449</b>	<b>43,756</b>	<b>25,029</b>	<b>25,041</b>	<b>26,172</b>
<b>Funding sources represented by:</b>						
Grants		26,919	10,040	1,700	1,700	1,700
Contributions		1	0	0	0	0
Council cash		35,829	28,716	23,329	23,341	24,472
Borrowings		1,700	5,000	0	0	0
<b>Total capital works expenditure</b>	4.5.1	<b>64,449</b>	<b>43,756</b>	<b>25,029</b>	<b>25,041</b>	<b>26,172</b>



## 2023/24 Budget Financial Statements

### 3.6 Statement of Human Resources

For the four years ending 30 June 2027

	Forecast	Budget	Projections		
	Actual	2023/24	2024/25	2025/26	2026/27
	2022/23	2023/24	2024/25	2025/26	2026/27
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	61,575	62,123	64,297	66,548	68,877
Employee costs - capital	8,196	942	959	978	998
<b>Total staff expenditure</b>	<b>69,771</b>	<b>63,065</b>	<b>65,256</b>	<b>67,526</b>	<b>69,875</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	578.0	590.8	590.8	590.8	590.8
<b>Total staff numbers</b>	<b>578.0</b>	<b>590.8</b>	<b>590.8</b>	<b>590.8</b>	<b>590.8</b>

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

Division	Budget	Comprises		
	2023/24	Full Time	Part Time	Casual
	\$'000	\$'000	\$'000	\$'000
Office of the CEO	1,040	993	47	0
Regional City Strategy and Transition	5,448	4,515	913	20
Organisational Performance	8,048	7,254	788	6
Regional City Planning and Assets	16,413	15,849	564	0
Community Health and Wellbeing	30,291	13,068	14,925	2,298
<b>Total permanent staff expenditure</b>	<b>61,240</b>	<b>41,679</b>	<b>17,237</b>	<b>2,324</b>
Other employee related expenditure	883			
Capitalised labour costs	942			
<b>Total expenditure</b>	<b>63,065</b>			

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

Division	Budget	Comprises		
	2023/24	Full Time	Part Time	Casual
Office of the CEO	6.4	6.0	0.4	0.0
Regional City Strategy and Transition	45.9	37.0	8.7	0.2
Organisational Performance	68.3	60.6	7.6	0.1
Regional City Planning and Assets	154.2	148.9	5.3	0.0
Community Health and Wellbeing	306.6	117.1	171.3	18.2
<b>Total permanent staff</b>	<b>581.4</b>	<b>369.6</b>	<b>193.4</b>	<b>18.4</b>
Capitalised staff	9.4			
<b>Total staff</b>	<b>590.8</b>			

## 2023/24 Budget Financial Statements

### Summary of Planned Human Resources Expenditure For the four years ended 30 June 2027

	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000
<b>Office of the CEO</b>				
Permanent - Full time	993	1,028	1,063	1,102
Female	225	233	241	250
Male	375	388	401	416
Self-described gender	0	0	0	0
Vacant	104	108	111	115
New positions	289	299	310	321
Permanent - Part time	47	49	51	52
Female	0	0	0	0
Male	0	0	0	0
Self-described gender	0	0	0	0
Vacant	47	49	51	52
New positions	0	0	0	0
<b>Total Office of the CEO</b>	<b>1,040</b>	<b>1,077</b>	<b>1,114</b>	<b>1,154</b>
<b>Regional City Strategy and Transition</b>				
Permanent - Full time	4,515	4,673	4,836	5,006
Female	2,132	2,207	2,284	2,364
Male	2,261	2,340	2,422	2,507
Self-described gender	0	0	0	0
Vacant	122	126	130	135
New positions	0	0	0	0
Permanent - Part time	913	944	978	1,011
Female	751	777	804	832
Male	94	97	101	104
Self-described gender	0	0	0	0
Vacant	0	0	0	0
New positions	68	70	73	75
Casual	20	21	21	22
<b>Total Regional City Strategy and Transition</b>	<b>5,448</b>	<b>5,638</b>	<b>5,835</b>	<b>6,039</b>
<b>Organisational Performance</b>				
Permanent - Full time	7,254	7,509	7,771	8,043
Female	3,671	3,800	3,933	4,070
Male	3,275	3,390	3,508	3,631
Self-described gender	0	0	0	0
Vacant	118	122	126	131
New positions	190	197	204	211
Permanent - Part time	788	816	843	873
Female	653	675	698	723
Male	64	67	69	71
Self-described gender	0	0	0	0
Vacant	71	74	76	79
New positions	0	0	0	0
Casual	6	6	6	7
<b>Total Organisational Performance</b>	<b>8,048</b>	<b>8,331</b>	<b>8,620</b>	<b>8,923</b>
<b>Regional City Planning and Assets</b>				
Permanent - Full time	15,849	16,438	17,045	17,675
Female	3,232	3,353	3,477	3,606
Male	11,693	12,128	12,578	13,044
Self-described gender	0	0	0	0
Vacant	651	674	698	722
New positions	273	283	292	303
Permanent - Part time	564	584	605	625
Female	490	508	526	544
Male	74	76	79	81
Self-described gender	0	0	0	0
<b>Total Regional City Planning and Assets</b>	<b>16,413</b>	<b>17,022</b>	<b>17,650</b>	<b>18,300</b>

## 2023/24 Budget Financial Statements

	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000
<b>Community Health and Wellbeing</b>				
Permanent - Full time	13,068	13,525	13,999	14,488
Female	9,232	9,554	9,888	10,234
Male	2,558	2,648	2,741	2,837
Self-described gender	0	0	0	0
Vacant	710	735	761	787
New positions	568	588	609	630
Permanent - Part time	14,925	15,447	15,988	16,546
Female	13,162	13,622	14,099	14,592
Male	931	964	997	1,032
Self-described gender	0	0	0	0
Vacant	476	492	510	527
New positions	356	369	382	395
Casual	2,298	2,378	2,461	2,548
<b>Total Community Health and Wellbeing</b>	<b>30,291</b>	<b>31,350</b>	<b>32,448</b>	<b>33,582</b>
<b>Other employee related expenditure</b>	<b>883</b>	<b>879</b>	<b>881</b>	<b>879</b>
<b>Capitalised labour costs</b>	<b>942</b>	<b>959</b>	<b>978</b>	<b>998</b>
<b>Total staff expenditure</b>	<b>63,065</b>	<b>65,256</b>	<b>67,526</b>	<b>69,875</b>

	2023/24 FTE	2024/25 FTE	2025/26 FTE	2026/27 FTE
<b>Office of the CEO</b>				
Permanent - Full time	6.0	6.0	6.0	6.0
Female	2.0	2.0	2.0	2.0
Male	1.0	1.0	1.0	1.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	1.0	1.0	1.0	1.0
New positions	2.0	2.0	2.0	2.0
Permanent - Part time	0.4	0.4	0.4	0.4
Female	0.0	0.0	0.0	0.0
Male	0.0	0.0	0.0	0.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
New positions	0.4	0.4	0.4	0.4
<b>Total Office of the CEO</b>	<b>6.4</b>	<b>6.4</b>	<b>6.4</b>	<b>6.4</b>

<b>Regional City Strategy and Transition</b>				
Permanent - Full time	37.0	37.0	37.0	37.0
Female	18.0	18.0	18.0	18.0
Male	18.0	18.0	18.0	18.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	1.0	1.0	1.0	1.0
New positions	0.0	0.0	0.0	0.0
Permanent - Part time	8.7	8.7	8.7	8.7
Female	7.3	7.3	7.3	7.3
Male	0.8	0.8	0.8	0.8
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
New positions	0.6	0.6	0.6	0.6
Casual	0.2	0.2	0.2	0.2
<b>Total Regional City Strategy and Transition</b>	<b>45.9</b>	<b>45.9</b>	<b>45.9</b>	<b>45.9</b>

## 2023/24 Budget Financial Statements

	2023/24	2024/25	2025/26	2026/27
	FTE	FTE	FTE	FTE
<b>Organisational Performance</b>				
Permanent - Full time	60.6	60.6	60.6	60.6
Female	32.8	32.8	32.8	32.8
Male	24.0	24.0	24.0	24.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	1.8	1.8	1.8	1.8
New positions	2.0	2.0	2.0	2.0
Permanent - Part time	7.6	7.6	7.6	7.6
Female	6.3	6.3	6.3	6.3
Male	0.8	0.8	0.8	0.8
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.5	0.5	0.5	0.5
New positions	0.0	0.0	0.0	0.0
Casual	0.1	0.1	0.1	0.1
<b>Total Organisational Performance</b>	<b>68.3</b>	<b>68.3</b>	<b>68.3</b>	<b>68.3</b>
<b>Regional City Planning and Assets</b>				
Permanent - Full time	148.9	148.9	148.9	148.9
Female	30.6	30.6	30.6	30.6
Male	109.6	109.6	109.6	109.6
Self-described gender	0.0	0.0	0.0	0.0
Vacant	5.7	5.7	5.7	5.7
New positions	3.0	3.0	3.0	3.0
Permanent - Part time	5.3	5.3	5.3	5.3
Female	4.5	4.5	4.5	4.5
Male	0.9	0.9	0.9	0.9
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
New positions	0.0	0.0	0.0	0.0
<b>Total Regional City Planning and Assets</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>
<b>Community Health and Wellbeing</b>				
Permanent - Full time	117.1	117.1	117.1	117.1
Female	85.8	85.8	85.8	85.8
Male	20.0	20.0	20.0	20.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	6.3	6.3	6.3	6.3
New positions	5.0	5.0	5.0	5.0
Permanent - Part time	171.3	171.3	171.3	171.3
Female	150.7	150.7	150.7	150.7
Male	11.5	11.5	11.5	11.5
Self-described gender	0.0	0.0	0.0	0.0
Vacant	5.4	5.4	5.4	5.4
New positions	3.8	3.8	3.8	3.8
Casual	18.2	18.2	18.2	18.2
<b>Total Community Health and Wellbeing</b>	<b>306.6</b>	<b>306.6</b>	<b>306.6</b>	<b>306.6</b>
<b>Capitalised labour</b>	<b>9.4</b>	<b>9.4</b>	<b>9.4</b>	<b>9.4</b>
<b>Total staff numbers</b>	<b>590.8</b>	<b>590.8</b>	<b>590.8</b>	<b>590.8</b>



## 2023/24 Budget Financial Statements

### Income Allocation Statement

	Notes	Forecast	Budget
		Actual 2022/23 \$'000	2023/24 \$'000
<b>Income</b>			
Rates and charges		89,055	92,140
Statutory fees & fines		2,823	2,871
User fees		10,612	10,477
Grants - Operating		23,752	26,349
Grants - Capital		26,919	10,040
Contributions - Monetary		169	90
Other income		4,979	2,702
<b>Total income</b>		<b>158,309</b>	<b>144,669</b>
<b>Expenses</b>			
Employee costs		(61,368)	(62,081)
Materials and services		(41,818)	(37,288)
Utilities		(3,917)	(3,912)
Other Expenditure		(5,532)	(4,166)
<b>Total expenses</b>		<b>(112,635)</b>	<b>(107,447)</b>
<b>Funds Available</b>		<b>45,674</b>	<b>37,222</b>
<b>Other Income / (Expenses)</b>			
Capital Works expenditure		(66,039)	(43,935)
Landfill Construction/Rehabilitation		(5,870)	(1,950)
New Borrowings		2,800	5,000
Debt Servicing Principal		(3,277)	(2,985)
Borrowing Costs		(325)	(582)
Transfer from / (to) reserve		23,997	4,630
Interest Income		3,040	2,600
<b>Total Other Income/(Expense)</b>		<b>(45,674)</b>	<b>(37,222)</b>
<b>Surplus / (deficit)</b>		<b>-</b>	<b>-</b>

## 2023/24 Budget Notes to the financial statements

### 4. Notes to the financial statements

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

#### 4.1 Comprehensive Income Statement

##### 4.1.1 Rates and charges

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

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2023/24 the FGRS cap has been set at 3.50%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

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

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 3.50% in line with the rate cap.

Waste charges are set to rise by \$12.50 or 3.0% per standard set of 3 bins. The increase incorporates the increase in the State Government Landfill Levy imposed on council, increasing costs of waste processing.

Payments made in lieu of rates under the Electricity Act and rating agreements are tied to current year (March) CPI levels rather than forecasted levels.

This will raise total rates and charges for 2023/24 to \$92.1 million.

**Note - Rates in the Dollar and valuations are based on preliminary 2023 valuations and are subject to change once the Valuer General certifies the 2023 valuations.**

## 2023/24 Budget Notes to the financial statements

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

	2022/23 Forecast Actual \$'000	2023/24 Budget \$'000	Change \$'000	%
General Rates*	58,695	61,061	2,366	4.0%
Municipal Charges*	5,723	5,933	210	3.7%
Garbage Charges	14,089	14,556	467	3.3%
Landfill Levy	1,150	1,205	55	4.8%
Cultural & Recreational Land Rates	78	79	1	1.3%
Payments in lieu of rates	8,365	8,693	328	3.9%
Supplementary rates & charges	954	613	(341)	(35.7%)
<b>Total rates and charges</b>	<b>89,055</b>	<b>92,140</b>	<b>3,085</b>	<b>3.5%</b>

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

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

Type or class of land	2022/23 cents/\$CIV	2023/24 cents/\$CIV	Change
General rate for rateable residential properties	0.00322058	0.00295255	(8.3%)
General rate for rateable commercial properties	0.00322058	0.00295255	(8.3%)
General rate for rateable industrial properties	0.00322058	0.00295255	(8.3%)
General rate for rateable farm properties	0.00241544	0.00221441	(8.3%)
General rate for rateable derelict properties	0.00966176	0.00885764	(8.3%)

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

Type or class of land	2022/23 \$'000	2023/24 \$'000	Change \$'000	%
General	55,943	57,997	2,054	3.7%
Farm	2,732	3,043	311	11.4%
Derelict properties	20	21	1	5.0%
<b>Total amount to be raised by general rates</b>	<b>58,695</b>	<b>61,061</b>	<b>2,366</b>	<b>4.0%</b>



## 2023/24 Budget Notes to the financial statements

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

Type or class of land	2022/23	2023/24	Change	
	Number	Number	No.	%
General	38,982	39,060	78	0.2%
Farm	942	919	(23)	(2.4%)
Derelict properties	7	6	(1)	(14.3%)
<b>Total number of assessments</b>	<b>39,931</b>	<b>39,985</b>	<b>54</b>	<b>0.1%</b>

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

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

Type or class of land	2022/23	2023/24	Change	
	\$'000	\$'000	\$'000	%
General	17,483,564	19,643,185	2,159,621	12.4%
Farm	1,106,638	1,374,141	267,503	24.2%
Derelict properties	1,840	2,043	203	11.0%
<b>Total value of land</b>	<b>18,592,042</b>	<b>21,019,369</b>	<b>2,427,327</b>	<b>13.1%</b>

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2022/23	2023/24	\$	%
Municipal	144.00	149.00	5.00	3.5%

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

Type of Charge	2022/23	2023/24	Change	
	\$'000	\$'000	\$'000	%
Municipal	5,723	5,933	210	3.7%



## 2023/24 Budget Notes to the financial statements

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2022/23	2023/24	\$	%
Garbage collection	382.00	393.00	11.00	2.9%
Landfill levy	31.50	33.00	1.50	4.8%
<b>Total</b>	<b>413.50</b>	<b>426.00</b>	<b>12.50</b>	<b>3.0%</b>

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

Type of Charge	2022/23	2023/24	Change	
	\$'000	\$'000	\$'000	%
Garbage collection	14,089	14,556	467	3.3%
Landfill levy	1,150	1,205	55	4.8%
<b>Total</b>	<b>15,239</b>	<b>15,761</b>	<b>522</b>	<b>3.4%</b>

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2022/23	2023/24	\$	%
Garbage 120L Bin.	264.00	275.00	11.00	4.2%
Garbage 240L Bin	389.00	405.00	16.00	4.1%
Garbage 240L Bin - Special	300.00	308.00	8.00	2.7%
Recycling	77.00	73.00	(4.00)	-5.2%
Organics/Green Waste	41.00	45.00	4.00	9.8%

## 2023/24 Budget Notes to the financial statements

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

	2022/23 \$'000	2023/24 \$'000	Change \$'000	%
General Rates	58,695	61,061	2,366	4.0%
Municipal Charges	5,723	5,933	210	3.7%
Garbage Charges	14,089	14,556	467	3.3%
Landfill Levy	1,150	1,205	55	4.8%
Cultural & Recreational Land Rates	78	79	1	1.3%
Payments in lieu of rates	8,365	8,693	328	3.9%
Supplementary rates and charges	954	613	(341)	(35.7%)
<b>Total Rates and charges</b>	<b>89,055</b>	<b>92,140</b>	<b>3,085</b>	<b>3.5%</b>

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

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

	2022/23	2023/24
Total Base Rates & Municipal Charge	\$ 63,311,609	\$ 64,729,157
Number of rateable properties	39,931	39,985
Base Average Rate	1,585.53	1,618.84
Maximum Rate Increase (set by the State Government)	1.75%	3.50%
Capped Average Rate	\$ 1,613.27	\$ 1,675.50
Maximum General Rates and Municipal Charges Revenue	\$ 64,419,562	\$ 66,994,677
Budgeted General Rates and Municipal Charges Revenue	\$ 64,418,862	\$ 66,994,670

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

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

- The making of supplementary valuations (2023/24: estimated \$0.613 million and 2022/23:\$0.954 million)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential, commercial or industrial land becomes farm or derelict land and vice versa.

## 2023/24 Budget Notes to the financial statements

### 4.1.1(n) Differential rates

#### Rates to be levied

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

- A general rate of 0.00295255 for all rateable residential, commercial and industrial properties.
- A farm rate of 0.00221441 for all rateable farm properties.
- A derelict properties rate of 0.00885764 for all rateable derelict properties.

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

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

#### Farm Land

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

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

that is used by a business:

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

The reasons for the use of this rate are that:

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

## 2023/24 Budget Notes to the financial statements

### **Derelict Properties**

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

#### Objective

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

#### Definition/Characteristics

Properties will be considered derelict where 1 and 2 apply –

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

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

and

2. The property meets one or more of the following criteria -
  - (a) The property has become unsafe and poses a risk to public safety, including but not limited to:
    - the existence on the property of vermin, rubbish/litter, fire hazards, excess materials/goods, asbestos or other environmental hazards; or
    - the property is a partially built structure where there is no reasonable progress of the building permit"
  - (b) The property adversely affects public amenity;
  - (c) The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;"
  - (d) The condition of the property has a potential to adversely impact the value of other properties in the vicinity;"
  - (e) The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish."

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

Any land having the relevant characteristics described above.

#### Geographic Location

Wherever located within the boundaries of the municipality.

#### Use of Land

Any use permitted or described under the relevant planning scheme.

#### Planning Scheme Zoning

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



## 2023/24 Budget

### Notes to the financial statements

#### Types of Buildings

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

#### "Use and Level of Differential Rate

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

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

The actual amount of the differential rate for derelict properties will be four times the amount of the lowest differential rate, which is the Farm Rate, which is 75% of the General Rate. The rate in the dollar for the derelict properties will be 0.0088564 and will generate \$20,762, which represents 0.03% of total rates and charges revenue.

#### **Recreational Land**

(C&RL).

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

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

#### **General Rate**

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

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

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

## 2023/24 Budget Notes to the financial statements

### 4.1.2 Statutory fees and fines

	Forecast	Budget 2023/24 \$'000	Change	
	Actual 2022/23 \$'000		\$'000	%
Infringements and costs	644	725	81	12.6%
Town planning fees	12	12	0	0.0%
Land information certificates	69	80	11	15.9%
Permits	938	901	(37)	(3.9%)
Other	167	168	1	0.6%
Health Registrations	433	405	(28)	(6.5%)
Pool / Spa Registrations	10	-	(10)	(100.0%)
Animal Registrations	550	580	30	5.5%
<b>Total statutory fees and fines</b>	<b>2,823</b>	<b>2,871</b>	<b>48</b>	<b>1.7%</b>

### 4.1.3 User fees

	Forecast	Budget 2023/24 \$'000	Change	
	Actual 2022/23 \$'000		\$'000	%
Aged and health services	6	6	0	0.0%
Leisure centre and recreation	2,098	1,981	(117)	(5.6%)
Child care/children's programs	4,654	4,505	(149)	(3.2%)
Waste management services	2,401	2,209	(192)	(8.0%)
Other fees and charges	1,453	1,776	323	22.2%
<b>Total user fees</b>	<b>10,612</b>	<b>10,477</b>	<b>(135)</b>	<b>(1.3%)</b>

## 2023/24 Budget

### Notes to the financial statements

#### 4.1.4 Grants

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

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%

Grants expected to be received in respect of the following:

#### Summary of grants

Commonwealth funded grants	15,743	18,366	2,623	16.7%
State funded grants	34,928	18,023	(16,905)	(48.4%)
<b>Total grants received</b>	<b>50,671</b>	<b>36,389</b>	<b>(14,282)</b>	<b>(28.2%)</b>

#### (a) Operating Grants

<b>Recurrent - Commonwealth Government</b>	<b>10,860</b>	<b>14,966</b>	<b>4,106</b>	<b>37.8%</b>
Financial Assistance Grants	10,757	14,595	3,838	35.7%
Maternal and Child Health	6	6	0	0.0%
Employment Facilitation Programs	174	365	191	109.8%
Recreational, Leisure & Community Facilities	- 105	-	105	(100.0%)
Family & Children Programs	28	-	(28)	(100.0%)
<b>Recurrent - State Government</b>	<b>10,825</b>	<b>11,148</b>	<b>323</b>	<b>3.0%</b>
Aged and Disability Programs	841	814	(27)	(3.2%)
Arts Programs	178	155	(23)	(12.9%)
Community Support and Development Programs	102	243	141	138.2%
Emergency Management	60	-	(60)	(100.0%)
Family & Children Programs	7,206	7,547	341	4.7%
Libraries	560	560	0	0.0%
Maternal & Child Health Program	1,606	1,557	(49)	(3.1%)
Other	36	36	0	0.0%
School Crossings	236	236	0	0.0%
<b>Total recurrent grants</b>	<b>21,685</b>	<b>26,114</b>	<b>4,429</b>	<b>20.4%</b>
<b>Non-recurrent - Commonwealth Gov</b>	<b>200</b>	<b>-</b>	<b>(200)</b>	<b>(100.0%)</b>
Recreational, Leisure & Community Facilities	200	-	(200)	(100.0%)
<b>Non-recurrent - State Government</b>	<b>1,867</b>	<b>235</b>	<b>(1,632)</b>	<b>(87.4%)</b>
Community Support and Development Programs	46	40	(6)	(13.0%)
Economic Development	64	-	(64)	(100.0%)
Emergency Management	1,457	60	(1,397)	(95.9%)
Events and International Relations	30	30	0	0.0%
Family & Children Programs	90	-	(90)	(100.0%)
Infrastructure Maintenance	6	-	(6)	(100.0%)
Libraries	27	-	(27)	(100.0%)
Recreational, Leisure & Community Facilities	99	105	6	6.1%
Other	48	-	(48)	(100.0%)
<b>Total non-recurrent grants</b>	<b>2,067</b>	<b>235</b>	<b>(1,832)</b>	<b>256.0%</b>
<b>Total operating grants</b>	<b>23,752</b>	<b>26,349</b>	<b>2,597</b>	<b>10.9%</b>

## 2023/24 Budget Notes to the financial statements

### 4.1.4 Grants (contd.)

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
<b>(b) Capital Grants</b>				
<b>Recurrent - Commonwealth Government</b>	<b>1,700</b>	<b>1,700</b>	<b>0</b>	<b>0.0%</b>
Roads to recovery	1,700	1,700	0	0.0%
<b>Total recurrent grants</b>	<b>1,700</b>	<b>1,700</b>	<b>0</b>	<b>0.0%</b>
<b>Non-recurrent - Commonwealth Government</b>	<b>2,983</b>	<b>1,700</b>	<b>- 1,283</b>	<b>(43.0%)</b>
Buildings	254	1,700	1,446	569.3%
Drainage	100	-	(100)	(100.0%)
Footpaths and Cycleways	790	-	(790)	(100.0%)
Parks, Open Space and Streetscapes	758	-	(758)	(100.0%)
Recreational, Leisure & Community Facilities	944	-	(944)	(100.0%)
Roads	137	-	(137)	(100.0%)
<b>Non-recurrent - State Government</b>	<b>22,236</b>	<b>6,640</b>	<b>(15,596)</b>	<b>(70.1%)</b>
Buildings	912	3,190	2,278	249.8%
Computers & Telecommunications	562	-	(562)	(100.0%)
Drainage	736	-	(736)	(100.0%)
Footpaths and Cycleways	27	-	(27)	(100.0%)
Off Street Carparks	2,893	1,008	(1,885)	(65.2%)
Roads	15,370	-	(15,370)	(100.0%)
Recreational, Leisure & Community Facilities	111	-	(111)	(100.0%)
Other Infrastructure	1,625	2,442	817	50.3%
<b>Total non-recurrent grants</b>	<b>25,219</b>	<b>8,340</b>	<b>(16,879)</b>	<b>(66.9%)</b>
<b>Total capital grants</b>	<b>26,919</b>	<b>10,040</b>	<b>(16,879)</b>	<b>(62.7%)</b>
<b>Total Grants</b>	<b>50,671</b>	<b>36,389</b>	<b>(14,282)</b>	<b>(28.2%)</b>

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is expected to increase by 10.9% (or \$2.6 million) compared to 2022/23. This increase primarily relates to the timing of the 2022/23 Victoria Grants Commission Finance Assistance Grants with a higher than usual 78% being advanced and recognised in the 2021/22 financial year causing the amount actually recognised in 2022/23 to be lower. An advance of 50% is assumed for 2023/24. The variance of \$1.8 million in non-recurrent grants is mainly due to one off disaster recovery funding received in 2022/23. Non-recurrent grant funding is budgeted based on funding confirmed at the time of preparation of the budget.



## 2023/24 Budget Notes to the financial statements

### 4.1.4 Grants (contd.)

Capital grants include all monies received from State and Federal governments for the purposes of funding the capital works program. Overall the level of grants and contributions is expected to decrease by 62.7% (or \$16.9 million) compared to 2022/23 mainly associated with funding received from the State and Federal Governments in relation to Landslip road re-establishment, Regional Carpark fund and Local Roads & Community Infrastructure programs. Additional grants for Council buildings are expected for Traralgon Flood recovery i.e the Multi Use Pavilion at Traralgon Recreation Reserve \$2.0 million and Indoor Multi Sports Hall at Glenview Park Traralgon \$2.9 million. Only confirmed funding is included in the budget, however historically it can be expected that Council will receive additional capital grant funding during the year that is not projected in the budget. Section 4.5 "Capital Works Program" includes details of the capital grants expected to be received during the 2022/23 year.

### 4.1.5 Contributions

	Forecast		Change	
	Actual 2022/23 \$'000	Budget 2023/24 \$'000	\$'000	%
Monetary	169	90	(79)	(46.7%)
Non-monetary	4,070	4,151	81	2.0%
<b>Total contributions</b>	<b>4,239</b>	<b>4,241</b>	<b>2</b>	<b>0.0%</b>

Monetary Contributions relate to monies paid by developers in regard to public open space, drainage and other infrastructure in accordance with planning permits issued for property development together with non government contributions towards capital works projects. The 2022/23 budget is lower compared to 2022/23 due to expected reduced capital, open space and special charge scheme contributions.

Non-Monetary Contributions relate to expected infrastructure assets handed over to Council from developers of new subdivisions and occasionally may also include any other assets that are gifted to Council e.g. donated artworks.

### 4.1.6 Other income

	Forecast		Change	
	Actual 2022/23 \$'000	Budget 2023/24 \$'000	\$'000	%
Interest	3,615	2,800	(815)	(22.5%)
Other Rent	711	689	(22)	(3.1%)
Insurance claims	610	-	(610)	(100.0%)
Sales	730	551	(179)	(24.5%)
Contributions other	467	393	(74)	(15.8%)
Other	1,096	359	(737)	(67.2%)
<b>Total other income</b>	<b>7,229</b>	<b>4,792</b>	<b>(2,437)</b>	<b>(33.7%)</b>

Overall other income is projected to decrease by 33.7% mainly due to interest on investments as a result of projected lower levels of investments and conservative interest rate assumptions, lower insurance claim reimbursements mainly related to the 2021 storms and floods \$0.6 million and Carbon Generation credits/Large Scale Generation Certificates received for Council's landfill electricity generation in 2022/23 \$0.4 million.

## 2023/24 Budget Notes to the financial statements

### 4.1.7 Employee costs

	Forecast	Budget	Change	
	Actual 2022/23 \$'000	2023/24 \$'000	\$'000	%
Salaries & Wages	52,593	53,090	497	0.9%
Superannuation	5,456	5,822	366	6.7%
Workcover	544	950	406	74.6%
Fringe Benefits tax	325	270	(55)	(16.9%)
Other	2,657	1,991	(666)	(25.1%)
<b>Total employee costs</b>	<b>61,575</b>	<b>62,123</b>	<b>548</b>	<b>0.9%</b>

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, WorkCover, etc. Employee costs are forecast to increase by 0.9% or \$0.5 million compared to 2022/23 forecast. Salary and Wages have been budgeted in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff. Decreased reliance on contract staff is the main reason for the decrease in Other employee costs of \$0.7 million.

### 4.1.8 Materials and services

	Forecast	Budget	Change	
	Actual 2022/23 \$'000	2023/24 \$'000	\$'000	%
Contract Payments	30,143	23,716	(6,427)	(21.3%)
Building Maintenance	300	493	193	64.3%
General Maintenance	4,798	5,099	301	6.3%
Utilities	3,919	3,912	(7)	(0.2%)
Office Administration	2,762	2,389	(373)	(13.5%)
Information Technology	2,746	3,008	262	9.5%
Insurance	1,368	1,433	65	4.8%
Consultants	3,315	1,779	(1,536)	(46.3%)
Other	483	345	(138)	(28.6%)
<b>Total materials and services</b>	<b>49,834</b>	<b>42,174</b>	<b>(7,660)</b>	<b>(15.4%)</b>

Materials and Services are forecast to decrease by 15.4% or \$7.7 million compared to 2022/23. This is mainly a result of higher levels of spending in 2022/23 due to funds carried forward from previous financial years and non-recurrent operating grants received.

## 2023/24 Budget Notes to the financial statements

### 4.1.9 Depreciation

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Property	7,500	8,200	700	9.3%
Plant & equipment	2,650	2,530	(120)	(4.5%)
Infrastructure	20,620	22,970	2,350	11.4%
<b>Total depreciation</b>	<b>30,770</b>	<b>33,700</b>	<b>2,930</b>	<b>9.5%</b>

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for property, plant and equipment including infrastructure assets such as roads and drains and new landfill cells. The projected increase of \$2.9 million is mainly due to the completion of the 2022/23 capital works program including the completion of cell 6 at Hyland Highway landfill early in the 2022/23 financial year together with expected revaluation increases in buildings and infrastructure.

### 4.1.10 Amortisation - Intangible assets

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Landfill Rehabilitation	367	733	366	99.7%
<b>Total amortisation - intangible assets</b>	<b>367</b>	<b>733</b>	<b>366</b>	<b>99.7%</b>

Amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's intangible assets. The projected increase of \$0.4 million is due to cell 6 at the Hyland Highway landfill being commissioned half way through the 2022/23 financial year. There will be a full year of amortisation in 2023/24.

### 4.1.11 Amortisation - Right of assets

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Property	26	27	1	3.8%
Plant & Equipment	75	155	80	106.7%
<b>Total amortisation - right of use assets</b>	<b>101</b>	<b>182</b>	<b>81</b>	<b>80.2%</b>

This item attempts to allocate the value of Council's right of use an assets over their useful life e.g. leased property and vehicles. A new lease of gym equipment in the second half of 2022/23 will see an increase over the full year in 2023/24.



## 2023/24 Budget Notes to the financial statements

### 4.1.12 Other expenses

	Forecast	Budget 2023/24	Change	
	Actual 2022/23			
	\$'000	\$'000	\$'000	%
Auditors remuneration - VAGO	86	88	2	2.3%
Auditors remuneration - Internal	158	120	(38)	(24.1%)
Audit other	122	133	11	9.0%
Councillors' Allowances	345	377	32	9.3%
Operating lease rentals	138	47	(91)	(65.9%)
Grants	2,211	1,222	(989)	(44.7%)
Levies	2,161	1,969	(192)	(8.9%)
<b>Total other expenses</b>	<b>5,221</b>	<b>3,956</b>	<b>(1,265)</b>	<b>(24.2%)</b>

Other expenditure relates to a range of unclassified items including contributions to community groups, audit costs, levies, lease and rent payments and other miscellaneous expenditure items. Other expenditure is expected to decrease by \$1.3 million in 2023/24 predominantly due to the grants paid in 2022/23 from funding carried forward from previous years mainly under the Small Towns funding program and Cleanup and Storm Resilience in Gippsland grants packages. Additionally a decrease in landfill levy fees payable to the State Government in 2023/24 is expected due to reduced waste to landfill projections.

### 4.2 Balance Sheet

#### 4.2.1 Assets

Current assets (\$0.9 million decrease) - mainly due to reduced other financial assets (being cash investments) as a result of capital funding received in advance in 2022/23 that will be spent in the 2023/24 financial year. A more detailed analysis of this change is included in section 4.4. "Statement of Cash Flows".

Non current assets (\$40.9 million increase) - net result of the capital works program, asset revaluation movements, the depreciation of non-current assets and the disposal through sale of property, plant and equipment. Intangible assets will decrease due to the amortisation of cell 6 at the Highland Highway landfill which opened in January 2023.

#### 4.2.2 Liabilities

Current liabilities (2.2 million increase) - the increase in current liabilities (that is, obligations council must pay within the next year) is mainly due to increased trade and other payables and unearned income from unspent government grants, partially offset by decreased current landfill provisions in 2023/24 as a result of forecasted works at Hyland Highway landfill in 2022/23.

Non current liabilities (\$2.2 million increase) - the increase in non current liabilities (that is, obligations council must pay beyond the next year) is predominantly as result of the projected drawdown of loan funding for stage 2 of the Moe Rail Precinct revitalisation and the Kernot Hall refurbishment projects.

#### 4.2.3 Borrowings

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

	2022/23	2023/24
	\$'000	\$'000
Amount borrowed as at 30 June of the prior year	15,216	15,345
Amount proposed to be borrowed	1,700	5,000
Amount projected to be redeemed	(1,571)	(2,315)
<b>Amount of borrowings as at 30 June</b>	<b>15,345</b>	<b>18,030</b>



## 2023/24 Budget Notes to the financial statements

### 4.3 Statement of changes in Equity

#### 4.3.1 Reserves

Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations. Asset valuations are predicted to increase by 2.0% or \$28.1 million.

Other Reserves are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts form part of the overall Accumulated Surplus of the Council, however are separately disclosed.

#### 4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$7.5 million results directly from the surplus for the year together with the movement in statutory reserves.

### 4.4 Statement of Cash Flows

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

An increase in net cash flows from operating activities of \$4.2 million is mainly due to decreased outflows related to expenditure incurred in 2022/23 from funds received in previous financial years.

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

Decreased net outflows from investing activities of \$12.4 million mainly due to decreased outflows (\$20.7 million) for property, plant and equipment (capital works) as a result of reduced capital grants largely related to landslip remediation works partially offset by reduced net proceeds from investments as surplus funds are expended for these projects.

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

The movement from forecasted net outflows in 2022/23 to net inflows in 2023/24 of \$2.2 million compared to 2022/23 is mainly the result of the projected drawdown of previously approved borrowings of \$5.0 million for the Moe Rail Precinct Revitalisation Stage 2 and Kernot Hall refurbishment projects. This is partially offset by associated increased outflows for loan principal and interest payments and increased lease repayment costs as a result of new leases for gym equipment entered in the second half of 2022/23.

## 2023/24 Budget Capital Works Program

### 4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2023/24 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

#### 4.5.1 Summary

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change \$'000	%
Property	12,454	11,286	(1,168)	(9.4%)
Plant and equipment	5,139	2,760	(2,379)	(46.3%)
Infrastructure	46,856	29,710	(17,146)	(36.6%)
<b>Total</b>	<b>64,449</b>	<b>43,756</b>	<b>(20,693)</b>	<b>(32.1%)</b>

	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'n's \$'000	cash \$'000	Borrow's \$'000
Property	11,286	6,080	3,706	1,500	-	4,890	-	4,896	1,500
Plant and equipment	2,760	15	2,745	-	-	-	-	2,760	-
Infrastructure	29,710	6,949	15,181	7,580	-	5,150	-	21,060	3,500
<b>Total</b>	<b>43,756</b>	<b>13,044</b>	<b>21,632</b>	<b>9,080</b>	<b>-</b>	<b>10,040</b>	<b>-</b>	<b>28,716</b>	<b>5,000</b>

## 2023/24 Budget Capital Works Program

### Capital works program

For the year ending 30 June 2024

#### 4.5.2 Current Budget

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'n's \$'000	Council cash \$'000	Borrow's \$'000
<b>PROPERTY</b>									
<b>Buildings</b>									
Building Component Renewal Program	3,365	-	3,365	-	-	-	-	3,365	-
Bus Shelter	15	-	15	-	-	-	-	15	-
Latrobe Leisure Maintenance and Upgrade Program	326	-	326	-	-	-	-	326	-
<b>Total Buildings</b>	<b>3,706</b>	<b>-</b>	<b>3,706</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,706</b>	<b>-</b>
<b>TOTAL PROPERTY</b>	<b>3,706</b>	<b>-</b>	<b>3,706</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,706</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
Plant Replacement Program	1,110	-	1,110	-	-	-	-	1,110	-
Fleet Replacement Program	935	-	935	-	-	-	-	935	-
Latrobe Leisure Equipment Replacement Program	50	-	50	-	-	-	-	50	-
<b>Total Plant, Machinery and Equipment</b>	<b>2,095</b>	<b>-</b>	<b>2,095</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,095</b>	<b>-</b>
<b>Fixtures, Fittings and Furniture</b>									
Office Furniture & Equipment Replacement Program	50	-	50	-	-	-	-	50	-
<b>Total Fixtures, Fittings and Furniture</b>	<b>50</b>	<b>-</b>	<b>50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50</b>	<b>-</b>
<b>Computers and Telecommunications</b>									
IT Equipment Replacement Program	600	-	600	-	-	-	-	600	-
<b>Total Computers and Telecommunications</b>	<b>600</b>	<b>-</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>	<b>-</b>
<b>Artworks</b>									
Artwork Acquisitions	15	15	-	-	-	-	-	15	-
<b>Total Artworks</b>	<b>15</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15</b>	<b>-</b>
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>2,760</b>	<b>15</b>	<b>2,745</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,760</b>	<b>-</b>

**2023/24 Budget  
Capital Works Program**

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
Gravel Road Resheet Program	975	-	975	-	-	-	-	975	-
Local Road Reseal Program	3,054	-	3,054	-	-	-	-	3,054	-
Road Rehabilitation Program	8,576	-	8,576	-	-	1,700	-	6,876	-
Sealing of Gravel Roads - Special Charge Scheme Projects	150	-	-	150	-	-	-	150	-
Landfill Access Road renewal	200	-	200	-	-	-	-	200	-
Construction of CFA & Garbage Truck turn-arounds	50	-	-	50	-	-	-	50	-
<b>Total Roads</b>	<b>13,005</b>	<b>-</b>	<b>12,805</b>	<b>200</b>	<b>-</b>	<b>1,700</b>	<b>-</b>	<b>11,305</b>	<b>-</b>
<b>Bridges</b>									
Bridge and Culverts component renewal Program	150	-	150	-	-	-	-	150	-
<b>Total Bridges</b>	<b>150</b>	<b>-</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150</b>	<b>-</b>
<b>Footpaths and Cycleways</b>									
Footpath Replacement Program	1,045	-	1,045	-	-	-	-	1,045	-
Gravel Path Renewal Project	50	-	50	-	-	-	-	50	-
<b>Total Footpaths and Cycleways</b>	<b>1,095</b>	<b>-</b>	<b>1,095</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,095</b>	<b>-</b>



<b>2023/24 Budget Capital Works Program</b>									
Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'n's \$'000	Council cash \$'000	Borrow's \$'000
<b>Drainage</b>									
Minor Drainage Upgrade	75	-	75	-	-	-	-	75	-
Piped Systems Enhancement & Stormwater Quality Improvement	800	-	-	800	-	-	-	800	-
Stormwater Outfall Upgrade	60	-	-	60	-	-	-	60	-
Wetlands & Retention Structure Renewal Program	288	-	288	-	-	-	-	288	-
<b>Total Drainage</b>	<b>1,223</b>	<b>-</b>	<b>363</b>	<b>860</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,223</b>	<b>-</b>
<b>Waste Management</b>									
Landfill Cell development	500	-	500	-	-	-	-	500	-
<b>Total Waste Management</b>	<b>500</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>
<b>Parks, Open Space and Streetscapes</b>									
Retaining Wall Renewal Program	75	-	75	-	-	-	-	75	-
<b>Total Parks, Open Space and Streetscapes</b>	<b>75</b>	<b>-</b>	<b>75</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75</b>	<b>-</b>
<b>Off Street Car Parks</b>									
Reconstruction and Rehabilitation	193	-	193	-	-	-	-	193	-
Sealing Unsealed Off Street Carparks	545	-	-	545	-	-	-	545	-
<b>Total Off Street Car Parks</b>	<b>738</b>	<b>-</b>	<b>193</b>	<b>545</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>738</b>	<b>-</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>16,786</b>	<b>-</b>	<b>15,181</b>	<b>1,605</b>	<b>-</b>	<b>1,700</b>	<b>-</b>	<b>15,086</b>	<b>-</b>
<b>TOTAL NEW CAPITAL WORKS FOR 2023/24</b>	<b>23,252</b>	<b>15</b>	<b>21,632</b>	<b>1,605</b>	<b>-</b>	<b>1,700</b>	<b>-</b>	<b>21,552</b>	<b>-</b>

## 2023/24 Budget Capital Works Program

### 4.5.3 Works carried forward from the 2022/23 year

Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'n's \$'000	Council cash \$'000	Borrow's \$'000
<b>PROPERTY</b>									
<b>Buildings</b>									
Kernot Hall Refurbishment	1,500	-	-	1,500	-	-	-	-	1,500
New Energy Projects Solar power generation installations	1,190	1,190	-	-	-	-	-	1,190	-
Multi Use Pavilion Traralgon Rec Res (Flood Recovery)	2,010	2,010	-	-	-	2,010	-	-	-
Indoor Multi Sports Hall, Glenview Park Traralgon (Flood Recovery)	2,880	2,880	-	-	-	2,880	-	-	-
<b>Total Buildings</b>	<b>7,580</b>	<b>6,080</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>4,890</b>	<b>-</b>	<b>1,190</b>	<b>1,500</b>
<b>TOTAL PROPERTY</b>	<b>7,580</b>	<b>6,080</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>4,890</b>	<b>-</b>	<b>1,190</b>	<b>1,500</b>
<b>INFRASTRUCTURE</b>									
<b>Parks, Open Space and Streetscapes</b>									
Moe Rail Precinct Revitalisation Stage 2	3,500	3,500	-	-	-	-	-	-	3,500
Street Lighting Upgrade to LED	1,125	-	-	1,125	-	-	-	1,125	-
<b>Total Parks, Open Space and Streetscapes</b>	<b>4,625</b>	<b>3,500</b>	<b>-</b>	<b>1,125</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,125</b>	<b>3,500</b>
<b>Off Street Car Parks</b>									
Regional Car Parks Fund – Main Works Package	1,008	1,008	-	-	-	1,008	-	-	-
<b>Total Off Street Car Parks</b>	<b>1,008</b>	<b>1,008</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,008</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Roads</b>									
Roads Upgrades (DCP Projects)	4,850	-	-	4,850	-	-	-	4,850	-
<b>Total Roads</b>	<b>4,850</b>	<b>-</b>	<b>-</b>	<b>4,850</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,850</b>	<b>-</b>
<b>Other Infrastructure</b>									
Gippsland Logistics Precinct	2,441	2,441	-	-	-	2,441	-	-	-
<b>Total Other Infrastructure</b>	<b>2,441</b>	<b>2,441</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,441</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>12,924</b>	<b>6,949</b>	<b>-</b>	<b>5,975</b>	<b>-</b>	<b>3,449</b>	<b>-</b>	<b>5,975</b>	<b>3,500</b>
<b>TOTAL CARRIED FWD WORKS FROM 2022/23</b>	<b>20,504</b>	<b>13,029</b>	<b>-</b>	<b>7,475</b>	<b>-</b>	<b>8,339</b>	<b>-</b>	<b>7,165</b>	<b>5,000</b>
<b>TOTAL CAPITAL WORKS</b>	<b>43,756</b>	<b>13,044</b>	<b>21,632</b>	<b>9,080</b>	<b>-</b>	<b>10,040</b>	<b>-</b>	<b>28,716</b>	<b>5,000</b>

**2023/24 Budget  
Capital Works Program**

**4.6 CAPITAL WORKS (OPERATING)**

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

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

**4.6.1 Current Budget**

<b>PROPERTY</b>									
<b>Buildings</b>									
Demolition of Dilapidated Council Buildings	270	-	-	-	-	-	-	270	-
<b>Total Buildings</b>	<b>270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>270</b>	<b>-</b>
<b>TOTAL PROPERTY</b>	<b>270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>270</b>	<b>-</b>
<b>INFRASTRUCTURE</b>									
<b>Footpaths and Cycleways</b>									
Path New & Upgrade (DCP & Intertown Network)	60	-	-	-	-	-	-	60	-
<b>Total Footpaths and Cycleways</b>	<b>60</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60</b>	<b>-</b>
<b>Roads</b>									
New Traffic Signs Projects	10	-	-	-	-	-	-	10	-
New Linemarking Projects	15	-	-	-	-	-	-	15	-
Pram Crossing upgrade to DDA compliance	10	-	-	-	-	-	-	10	-
Traffic Calming New Installations	18	-	-	-	-	-	-	18	-
Traffic & Pedestrian Safety New installations	15	-	-	-	-	-	-	15	-
<b>Total Roads</b>	<b>68</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68</b>	<b>-</b>

<b>2023/24 Budget Capital Works Program</b>									
Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
<b>Public Lighting</b>									
New Street Lights installations	45	-	-	-	-	-	-	45	-
Public Lighting & Flagpole Replacement Program	20	-	-	-	-	-	-	20	-
<b>Total Public Lighting</b>	<b>65</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>65</b>	<b>-</b>
<b>Off Street Car Parks</b>									
Upgrade to DDA compliance	15	-	-	-	-	-	-	15	-
<b>Total Off Street Car Parks</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15</b>	<b>-</b>
<b>Waste Management</b>									
Transfer Station Upgrades	100	-	-	-	-	-	-	100	-
Landfill Rehabilitation	1,150	-	-	-	-	-	-	1,150	-
<b>Total Waste Management</b>	<b>1,250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,250</b>	<b>-</b>
<b>Recreational, Leisure and Community Facilities</b>									
Hard Court Renewal	200	-	-	-	-	-	-	200	-
Ovals Renewal	90	-	-	-	-	-	-	90	-
Sports Fences Renewal	100	-	-	-	-	-	-	100	-
<b>Total Recreational, Leisure and Community Facilities</b>	<b>390</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>390</b>	<b>-</b>
<b>Other Infrastructure</b>									
Fire Hydrants	10	-	-	-	-	-	-	10	-
<b>Total Other</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>-</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>1,858</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,858</b>	<b>-</b>
<b>TOTAL CAPITAL WORKS (OPERATING)</b>	<b>2,128</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,128</b>	<b>-</b>
<b>TOTAL CAPITAL WORKS PROGRAM FOR 2023/24</b>	<b>45,884</b>	<b>13,044</b>	<b>21,632</b>	<b>9,080</b>	<b>-</b>	<b>10,040</b>	<b>-</b>	<b>30,844</b>	<b>5,000</b>



**2023/24 Budget  
Capital Works Program**

**Summary of Planned Capital Works Expenditure  
For the years ended 30 June 2025, 2026 & 2027**

2024/25	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>Property</b>										
Buildings	3,045	0	3,045	0	0	3,045	0	0	3,045	0
<b>Total Buildings</b>	<b>3,045</b>	<b>0</b>	<b>3,045</b>	<b>0</b>	<b>0</b>	<b>3,045</b>	<b>0</b>	<b>0</b>	<b>3,045</b>	<b>0</b>
<b>Total Property</b>	<b>3,045</b>	<b>0</b>	<b>3,045</b>	<b>0</b>	<b>0</b>	<b>3,045</b>	<b>0</b>	<b>0</b>	<b>3,045</b>	<b>0</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	2,266	0	2,266	0	0	2,266	0	0	2,266	0
Fixtures, fittings and furniture	54	0	54	0	0	54	0	0	54	0
Computers and telecommunications	649	0	649	0	0	649	0	0	649	0
Artworks	16	16	0	0	0	16	0	0	16	0
<b>Total Plant and Equipment</b>	<b>2,985</b>	<b>16</b>	<b>2,969</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,985</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	13,063	16	12,844	0	203	13,063	1,700	0	11,363	0
Bridges	177	0	177	0	0	177	0	0	177	0
Footpaths and cycleways	1,111	324	787	0	0	1,111	0	0	1,111	0
Drainage	1,300	0	370	0	930	1,300	0	0	1,300	0
Recreational, leisure and community facilities	409	0	409	0	0	409	0	0	409	0
Waste management	2,163	0	2,163	0	0	2,163	0	0	2,163	0
Parks, open space and streetscapes	483	0	483	0	0	483	0	0	483	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	293	0	263	0	30	293	0	0	293	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
<b>Total Infrastructure</b>	<b>18,999</b>	<b>340</b>	<b>17,496</b>	<b>0</b>	<b>1,163</b>	<b>18,999</b>	<b>1,700</b>	<b>0</b>	<b>17,299</b>	<b>0</b>
<b>Total Capital Works Expenditure</b>	<b>25,029</b>	<b>356</b>	<b>23,510</b>	<b>0</b>	<b>1,163</b>	<b>25,029</b>	<b>1,700</b>	<b>0</b>	<b>23,329</b>	<b>0</b>

## 2023/24 Budget Capital Works Program

2025/26	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>Property</b>										
Buildings	4,337	0	4,337	0	0	4,337	0	0	4,337	0
<b>Total Buildings</b>	<b>4,337</b>	<b>0</b>	<b>4,337</b>	<b>0</b>	<b>0</b>	<b>4,337</b>	<b>0</b>	<b>0</b>	<b>4,337</b>	<b>0</b>
<b>Total Property</b>	<b>4,337</b>	<b>0</b>	<b>4,337</b>	<b>0</b>	<b>0</b>	<b>4,337</b>	<b>0</b>	<b>0</b>	<b>4,337</b>	<b>0</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	2,357	0	2,357	0	0	2,357	0	0	2,357	0
Fixtures, fittings and furniture	56	0	56	0	0	56	0	0	56	0
Computers and telecommunications	675	0	675	0	0	675	0	0	675	0
Artworks	17	17	0	0	0	17	0	0	17	0
<b>Total Plant and Equipment</b>	<b>3,105</b>	<b>17</b>	<b>3,088</b>	<b>0</b>	<b>0</b>	<b>3,105</b>	<b>0</b>	<b>0</b>	<b>3,105</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	13,000	17	12,774	0	209	13,000	1,700	0	11,300	0
Bridges	209	0	209	0	0	209	0	0	209	0
Footpaths and cycleways	1,202	335	867	0	0	1,202	0	0	1,202	0
Drainage	1,379	0	412	0	967	1,379	0	0	1,379	0
Recreational, leisure and community facilities	434	0	434	0	0	434	0	0	434	0
Waste management	562	0	562	0	0	562	0	0	562	0
Parks, open space and streetscapes	503	0	503	0	0	503	0	0	503	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	310	0	282	0	28	310	0	0	310	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
<b>Total Infrastructure</b>	<b>17,599</b>	<b>352</b>	<b>16,043</b>	<b>0</b>	<b>1,204</b>	<b>17,599</b>	<b>1,700</b>	<b>0</b>	<b>15,899</b>	<b>0</b>
<b>Total Capital Works Expenditure</b>	<b>25,041</b>	<b>369</b>	<b>23,468</b>	<b>0</b>	<b>1,204</b>	<b>25,041</b>	<b>1,700</b>	<b>0</b>	<b>23,341</b>	<b>0</b>

**2023/24 Budget  
Capital Works Program**

2026/27	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>Property</b>										
Buildings	4,513	0	4,513	0	0	4,513	0	0	4,513	0
<b>Total Buildings</b>	<b>4,513</b>	<b>0</b>	<b>4,513</b>	<b>0</b>	<b>0</b>	<b>4,513</b>	<b>0</b>	<b>0</b>	<b>4,513</b>	<b>0</b>
<b>Total Property</b>	<b>4,513</b>	<b>0</b>	<b>4,513</b>	<b>0</b>	<b>0</b>	<b>4,513</b>	<b>0</b>	<b>0</b>	<b>4,513</b>	<b>0</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	2,451	0	2,451	0	0	2,451	0	0	2,451	0
Fixtures, fittings and furniture	58	0	58	0	0	58	0	0	58	0
Computers and telecommunications	702	0	702	0	0	702	0	0	702	0
Artworks	18	18	0	0	0	18	0	0	18	0
<b>Total Plant and Equipment</b>	<b>3,229</b>	<b>18</b>	<b>3,211</b>	<b>0</b>	<b>0</b>	<b>3,229</b>	<b>0</b>	<b>0</b>	<b>3,229</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	13,536	18	13,298	0	220	13,535	1,700	0	11,835	0
Bridges	243	0	243	0	0	243	0	0	243	0
Footpaths and cycleways	1,297	351	946	0	0	1,298	0	0	1,298	0
Drainage	1,455	0	449	0	1,006	1,455	0	0	1,455	0
Recreational, leisure and community facilities	461	0	461	0	0	461	0	0	461	0
Waste management	585	0	585	0	0	585	0	0	585	0
Parks, open space and streetscapes	523	0	523	0	0	523	0	0	523	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	330	0	296	0	34	330	0	0	330	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
<b>Total Infrastructure</b>	<b>18,430</b>	<b>369</b>	<b>16,801</b>	<b>0</b>	<b>1,260</b>	<b>18,430</b>	<b>1,700</b>	<b>0</b>	<b>16,730</b>	<b>0</b>
<b>Total Capital Works Expenditure</b>	<b>26,172</b>	<b>387</b>	<b>24,525</b>	<b>0</b>	<b>1,260</b>	<b>26,172</b>	<b>1,700</b>	<b>0</b>	<b>24,472</b>	<b>0</b>

## 2023/24 Budget Financial Performance Indicators

### 5a. Targeted performance indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

#### Targeted performance indicators - Service

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	+/-
<b>Governance</b>									
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	52	55	56	57	58	59	+
<b>Roads</b>									
Sealed local roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	n/a	97.0%	95.0%	95.0%	95.0%	95.0%	-
<b>Statutory Planning</b>									
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	3	n/a	90.0%	92.0%	92.9%	93.9%	94.8%	+
<b>Waste Management</b>									
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	50.2%	53.0%	53.0%	53.5%	54.1%	54.6%	+



## 2023/24 Budget Financial Performance Indicators

### Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	+/-
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	5	259.5%	237.6%	222.4%	208.8%	223.1%	236.2%	+
<b>Obligations</b>									
Asset renewal	Asset renewal and upgrade expense / asset depreciation	6	85.0%	168.2%	91.1%	71.9%	70.6%	72.4%	-
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	7	57.5%	65.9%	66.6%	66.9%	67.2%	67.4%	+
<b>Efficiency</b>									
Expenditure level	Total expenses / no. of property assessments	8	\$ 3,896	\$ 3,837	\$3,588	\$ 3,677	\$ 3,768	\$ 3,859	+

## 2023/24 Budget Financial Performance Indicators

### 5b. Financial performance indicators

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

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	+/-
<b>Operating Position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	9	(4.0%)	(13.3%)	(3.7%)	(2.9%)	(2.2%)	(1.4%)	+
<b>Liquidity</b>									
Unrestricted Cash	Unrestricted cash / current liabilities	10	7.6%	(22.8%)	(23.7%)	(21.3%)	(23.3%)	(24.0%)	-
<b>Obligations</b>									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	11	17.9%	17.2%	19.6%	16.3%	9.8%	7.0%	-
Loans & Borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		2.1%	2.1%	3.1%	3.0%	6.2%	2.6%	-
Indebtedness	Non-current liabilities / own source revenue		26.0%	26.0%	27.9%	20.2%	18.2%	15.3%	-
<b>Stability</b>									
Rates effort	Rate revenue / property values (CIV)	12	0.6%	0.5%	0.4%	0.5%	0.5%	0.5%	+
<b>Efficiency</b>									
Revenue level	Total General rates and Municipal charges / No. of property assessments	13	\$1,601	\$1,613	\$1,675	\$1,730	\$1,787	\$1,846	-

#### Key to Forecast Trend:

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

## 2023/24 Budget Financial Performance Indicators

### Notes to indicators

#### 1. Satisfaction with community consultation and engagement

Latrobe City Council are in the process of implementing their new engagement tool (Engagement HQ) which will allow a more targeted and proactive approach to engagement. Community members will be able to register and indicate their interests for future engagement.

#### 2. Sealed local roads below the intervention level

Latrobe City Council has been high performing in this area previously and is aiming to exceed 95% year on year, which is consistent with our Road Asset Modelling.

#### 3. Planning applications decided within the relevant required time

Latrobe City Council is working to recruit and fill vacant senior roles within the team and also grow and retain existing staff, which will result in improvements for this measure.

#### 4. Kerbside collection waste diverted from landfill

Introduction of new kerbside collection and processing contracts that will be focused on waste & recycling education to ensure the community understands their obligations towards recycling and waste minimisation should result in improvement in this measure.

#### 5. Working Capital

Working capital is targeted to remain relatively stable with between 2.1 to 2.4 dollars of current assets for every dollar of current liabilities projected over the four year period.

#### 6. Asset renewal

Asset renewal and upgrade expenditure has been boosted in 2023 and 2024 due to government grants, borrowings and funding carried forward from previous years. The reduction in the ratio in future years is symbolic of the increased depreciation costs associated with over \$100M of new infrastructure assets predominately funded by State and Commonwealth 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%.

#### 7. Rates concentration

This ratio is expected to remain at around 67% over the target period, Council will continue to investigate options to increase other sources of income to try to reduce reliance on rates income.

#### 8. Expenditure level

Expenditure per property assessment is targeted to increase by around 2.4% per annum over the forecast period. This is well below than the projected CPI of 4% p.a.

#### 5b

#### 9. Adjusted underlying result

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 (GRAC) and the Gippsland Performing Arts Centre (GPAC).

#### 10. Unrestricted Cash

Unrestricted cash is expected to remain fairly stable between negative 21% and 24% over the projected period. This ratio is in negative as Council invests most of its surplus cash in financial assets 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.

#### 11. Debt compared to rates

These ratios are all projected to decrease over the four year period due to no new borrowings being projected over this period, at the same time some existing loans will be fully repaid.

#### 12. Rates effort

This ratio is expected to remain at 0.5% over the forecasted period with a minor increase from 0.4% in 2023/24 due an increase in property valuations expected in that year.

#### 13. Revenue level

This ratio is expected to increase over the target period in line with expected rate cap increases of 4% pa

Draft  
2023/24  
Fees & Charges





**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Asset Protection</b>			
<b>Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage information</b>			
Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage information		217.00	226.00
<b>Asset Protection Fee for Vehicle Crossing Works</b>			
Vehicle Crossing Works		106.00	110.00
<b>Asset Protection Fees</b>			
Road Openings	Provision of traffic management	196.50	205.00
Road Openings	No traffic management required	100.00	104.00
Occupation of Parking Bays	Per bay per day	50.50	53.00
Road Occupations	Provision of traffic management	199.00	207.00
Road Occupations	No traffic management required	98.00	102.00
Building Site Asset Inspections - < \$15,000	Excluding all Reblocking, Urban Front Fencing & Demolitions	No Charge	No Charge
Building Site Asset Inspections - > \$15,000	Including all Reblocking, Urban Front Fencing & Demolitions	196.50	268.00
<b>Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents</b>			
Road Length less than 100m		199.00	207.00
Each additional 100m of Road Length		106.00	111.00
<b>Asset Protection Penalty for Infringement Notice as Specified in Section 19 of Local Law No.3</b>			
	Set by Statute (State Government)	2.00 fee units	2.00 fee units
<b>Charge for Restoration of Road Openings in Urban and Rural Areas</b>			
	Actual cost, plus 10% of the actual cost, to cover administration expenses	Actual Cost + 10%	Actual Cost + 10%
<b>Enquiries - Legal Point of Discharge or Drainage Information</b>			
Urban Areas	Set by Statute (State Government)	9.77 fee units	9.77 fee units

NA = Not Available  
 POA = Price on Application

**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Fees for Utilities and Their Agents for Applications Under Section 7 to the Road Management Act 2004</b>			
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	45.00 fee units	45.00 fee units
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	25.00 fee units	25.00 fee units
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	11.00 fee units	11.00 fee units
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	5.00 fee units	5.00 fee units
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	20.00 fee units	20.00 fee units
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	5.00 fee units	5.00 fee units
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	11.00 fee units	11.00 fee units
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	5.00 fee units	5.00 fee units
<b>Parking Headworks</b>			
Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy.		3,650.00	3,800.00
<b>Security Bonds as Specified in Local Law No.3</b>			
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - Corner allotment, adjacent footpaths	1,530.00	1,530.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - Multiple units, adjacent footpaths	2,040.00	2,040.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Industrial Building Site	2,550.00	2,550.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Commercial Building Site	5,355.00	5,355.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Multiple Building Sites - Builders with a 12 month Satisfactory Performance Record	10,710.00	10,710.00
Cost of Works < \$15,000 Excludes Reblocking, Residential Front Fences & Demolition Works	Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record.	No Charge	No Charge
Cost of Works < \$15,000 Excludes Reblocking, Residential Front Fences & Demolition Works	Rural, Residential, Industrial and Commercial Building Sites for Builders with an Unsatisfactory Performance Record.	510.00	510.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Rural Building Site	510.00	510.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - No adjacent footpaths	510.00	510.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - With adjacent footpaths	1,020.00	1,020.00
<b>Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy</b>			
Security Deposit		1,500.00	1,560.00

NA = Not Available  
 POA = Price on Application

**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Building Services</b>			
<b>Building Certificates</b>			
Building Certificate	Per certificate - 3.19 fee units	3.19 fee units	3.19 fee units
<b>Building File Search Fee</b>			
Building File Search Fee	Per Request	NA	120.00
<b>Building Permit Lodgement Fees</b>			
Building Permit Lodgement Fee	Per lodgement - 8.23 fee units	8.23 fee units	8.23 fee units
<b>Building Permits</b>			
Up to \$10,000	Each permit	850.00	850.00
\$10,001 to \$100,000	Each permit	750.00	750.00
\$100,001 to \$1,000,000	Each permit	1,250.00	1,250.00
Greater than \$1,000,000	Each permit	3,000.00	3,000.00
<b>Permit Time Extensions and Inspections for Lapsed Permits</b>			
Permit Time Extensions and Inspections for Lapsed Permits	Minimum	160.00	160.00
<b>Pool Registration Fees</b>			
Registration Fee	2.15 fee units	2.15 fee units	2.15 fee units
Pool History Search Fee	3.19 fee units	3.19 fee units	3.19 fee units
Certificate of Compliance lodgement fee	1.38 fee units	1.38 fee units	1.38 fee units
Certificate of Non-Compliance lodgement fee	26 fee units	26.00 fee units	26.00 fee units
<b>Report and Consent</b>			
First	19.61 fee units	19.61 fee units	19.61 fee units
Additional	50% cost of First Report and Consent	50% of above	50% of above
Temporary Structure Siting Approvals	Treated as a Report and Consent	19.61 fee units	19.61 fee units
Pope - Occupancy Permits	Treated as a Report and Consent	19.61 fee units	19.61 fee units
Demolition	5.75 fee units	5.75 fee units	5.75 fee units
<b>Swimming Pool Inspection Fees</b>			
Certificate of compliance where a non-compliance certificate has not been issued	Each	500.00	500.00
Certificate of compliance where a non-compliance certificate has been issued	Each	100.00	100.00

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**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Community Halls</b>			
<b>Churchill Community Hall</b>			
Commercial Hire	Base Rate 4 Hours	95.00	90.00
Commercial - Cleaning Charge	Cost Recovery + 10%	80.00	Cost Recovery + 10%
Community Hire	Base Rate 4 Hours	55.00	55.00
Community - Cleaning Charge	Cost recovery	55.00	Cost Recovery
<b>Kernot Hall - Commercial Hire</b>			
Whole Hall	Per Hour (Minimum 5 hours) (includes 2 staff and standard cleaning)	NA	300.00
Cleaning Charge	Cost Recovery + 10%	500.00	Cost Recovery + 10%
Kitchen Usage	In addition to hall booking	300.00	300.00
Audio & Lighting Technician	Per hour/per staff member (3 hour minimum)	NA	75.00
FOH/Usher	Per hour/per staff member (3 hour minimum)	NA	75.00
<b>Kernot Hall - Community Hire</b>			
Whole Hall	Per Hour (Minimum 5 hours) (includes 2 staff and standard cleaning)	NA	150.00
Cleaning Charge	Cost recovery	250.00	Cost recovery
Kitchen Usage	In addition to hall booking	150.00	150.00
Audio & Lighting Technician	Per hour/per staff member (3 hour minimum)	NA	60.00
FOH/Usher	Per hour/per staff member (3 hour minimum)	NA	60.00
<b>Moe Town Hall</b>			
Commercial Hire	Base Rate 4 Hours	95.00	90.00
Commercial - Cleaning Charge	Cost recovery + 10%	80.00	Cost recovery + 10%
Community Hire	Base Rate 4 Hours	55.00	55.00
Community - Cleaning Charge	Cost recovery	55.00	Cost Recovery
<b>Newborough Hall</b>			
Commercial Hire	Base Rate 4 Hours	95.00	90.00
Commercial - Cleaning Charge	Cost recovery + 10%	80.00	Cost recovery + 10%
Community Hire	Base Rate 4 Hours	55.00	55.00
Community - Cleaning Charge	Cost recovery	55.00	Cost recovery
<b>Regular Hire - Community</b>			
Quarterly Access Fee	All venues except Kernot Hall & Soundshell	550.00	600.00

NA = Not Available  
 POA = Price on Application



**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Sound Shell</b>			
Commercial Hire	Per Day	510.00	500.00
Commercial - Technical Support	Per Hour (Minimum 3 hours, Per person per hour)	NA	75.00
Commercial - Cleaning Charge	Cost recovery + 10%	NA	Cost recovery + 10%
Community Hire	Per Standard Day	No Charge	No Charge
Community - Technical Support	Per Hour (Minimum 3 hours, Per person per hour)	NA	60.00
Community - Cleaning Charge	Cost recovery	Cost recovery	Cost recovery
<b>Traralgon East Community Centre</b>			
Commercial Hire	Base Rate 4 Hours	95.00	90.00
Commercial - Cleaning Charge	Cost recovery + 10%	80.00	Cost recovery + 10%
Community Hire	Base Rate 4 Hours	55.00	55.00
Community - Cleaning Charge	Cost recovery	55.00	Cost recovery
<b>Traralgon South Hall</b>			
Commercial Hire	Base Rate 4 Hours	95.00	90.00
Commercial - Cleaning Charge	Cost recovery + 10%	80.00	Cost recovery + 10%
Community Hire	Base Rate 4 Hours	55.00	55.00
Community - Cleaning Charge	Cost recovery	55.00	Cost recovery
<b>Traralgon Town Hall (Non Theatrical)</b>			
Community Hire - Rehearsal	2 Hours	No Charge	No Charge
<b>Family &amp; Children's Services</b>			
<b>Early Learning Centres</b>			
Full Time Care	5 full days/child/week	500.00	550.00
Full Day Care	Per day	105.00	120.00
Half Day Care	Per half day	70.00	81.00
Holding Fee	100% Per place	100%	100%
After Kinder Care	Hourly	17.00	19.50
<b>Meeting Rooms (Moe PLACE, Churchill Hub)</b>			
Meeting Room - Community Groups	Per hour	No Charge	No Charge
Meeting Room - Commercial	Per hour	27.50	29.00
Meeting Room - Commercial	Per Day	165.20	172.00
<b>Moe PLACE Basketball Stadium</b>			
Court Hire - General	Per hour	52.00	54.00
Half Court Hire - General	Per hour	27.00	28.00
Court Hire - Schools	Per hour	42.00	44.00
Half Court Hire - Schools	Per hour	21.50	23.00
Court Hire	Per Day (9am - 6pm)	226.00	236.00

NA = Not Available  
POA = Price on Application

**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Moe PLACE Community Kitchen</b>			
Kitchen Hire	Per hour	15.00	16.00
Kitchen Hire	Per day	54.00	56.00
<b>Moe PLACE Vacation Care</b>			
Full Day Care	Per day	80.00	100.00
<b>Family Health</b>			
<b>Nurse</b>			
Attend Corporate Sessions	Per nurse per hour	64.90	67.50
<b>Vaccinations Purchases</b>			
Hep B	Per dose.	33.20	34.60
Twinrix	Per dose.	113.10	117.70
Flu	Per dose.	26.00	26.00
Meningococcal C	Per dose.	116.60	121.30
Hep A	Per dose.	101.80	105.90
Boostrix	Per dose.	53.90	56.10
Gardasil	Per dose.	174.20	181.20
<b>Gippsland Performing Arts Centre and Little Theatre</b>			
<b>Commercial Hire - Additional Labour</b>			
Theatre Technician	Per hour (3 hr minimum)	NA	75.00
FOH/Usher	Per hour (3 hr minimum)	NA	75.00
<b>Commercial Hire - Functions &amp; Events</b>			
Conference Rooms	Base Rate 4 Hours	400.00	400.00
Meeting Room	Base Rate 4 Hours	250.00	200.00
Outdoor Event	Base Rate 8 Hours	1,600.00	1,600.00
Outdoor Event - Additional Hour	Per Hour	200.00	200.00
<b>Commercial Hire - Theatrical</b>			
GPAC Theatre	Base Rate 5 Hours	3,500.00	3,500.00
Little Theatre/Town Hall	Base Rate 5 Hours	2,500.00	1,000.00
Ticketing Fee	Per ticket	NA	4.00
Ticketing Fee	Per complimentary ticket	NA	2.00
Credit Card Fees	1.5% Credit Card and EFTPOS	NA	1.50%
Dark Day	Per day	NA	500.00
GPAC - Additional Hours	Per Hour, includes 1x FOH staff and 1x Technician	NA	350.00
Additional Equipment Hire	POA - Price on Application	NA	POA
Merchandise Sales	15% of gross sales	NA	15%

NA = Not Available  
 POA = Price on Application

**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Community Hire - Additional Labour</b>			
Technicians	Per hour (3 hr minimum)	NA	60.00
FOH/Usher	Per hour (3 hr minimum)	NA	60.00
<b>Community Hire - Functions &amp; Events</b>			
Conference Rooms	Base Rate 4 Hours	200.00	200.00
Meeting Room	Base Rate 4 Hours	140.00	100.00
Outdoor Event	Base Rate 8 Hours (includes 2 staff)	880.00	800.00
Outdoor Event - Additional Hour	Per Hour	110.00	110.00
<b>Community Hire - Theatrical</b>			
GPAC Theatre	Base Rate 5 Hours (includes 1 FOH and 1 Technician)	2,500.00	1,250.00
Little Theatre/Town Hall	Base Rate 5 Hours (includes 1 staff member)	1,500.00	400.00
Ticketing Fee	Per ticket	NA	2.50
Ticketing Fee	Per complimentary ticket	NA	1.00
Credit Card Fees	1.5% Credit Card and EFTPOS	NA	1.50%
Dark Day	Per day	NA	500.00
GPAC Theatre - Additional Hours	Per hour (includes 1 FOH and 1 Technician)	NA	250.00
Additional Equipment Hire	POA - Price on Application	NA	POA
<b>Governance</b>			
<b>Community Public/Products Liability Insurance</b>			
Part A - Venue/Facility Hirers	Per hire (up to 52 times per year)	16.50	17.50
Part B - Performers/Stallholders/Artists/Street Stallholders/Buskers/Tutors and Instructors	Per hire (up to 52 times per year)	37.00	39.00
<b>Freedom of Information</b>			
Application Fee	Per application	2.00 Fee Units	2.00 Fee Units
Search Charge	Per hour	1.50 fee units	1.50 fee units
Supervision Charges -	Per hour	1.50 fee units	1.50 fee units
Photocopy Charges	Per side - A4 Black and White	0.30	0.20

NA = Not Available  
POA = Price on Application

## Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Gippsland Regional Aquatic Centre (GRAC)</b>			
<b>Birthday Parties</b>			
Catered - includes hosts, slides, games & catering options	Minimum 10 people - Price on Application	POA	POA
BYO Food - includes host, slides & games	Minimum 10 people, additional person \$20 pp	180.00	200.00
<b>Facility Hire</b>			
Whole Day Carnival	9am to 5pm (including 50m pool, 25m outdoor pool, AOE/competition room meeting room)	1,500.00	1,560.00
Dedicated Water Slide Hire	2 hours minimum / per hour	100.00	104.00
Meeting Room Hire	1 hour minimum / per hour	30.00	31.50
Group Fitness Class	Per group / per hour	130.00	135.00
Group Fitness Class - Additional Instructor	Per hour	60.00	62.50
<b>Spa, Sauna, Steam Room</b>			
Adult	16 years and over	12.70	13.20
Concession	Pension, Seniors & Health Care	9.60	10.00
<b>Waterslides - Weekdays</b>			
Adult	Per session	9.70	10.10
Concession	Per session	7.20	7.50
Child	Per session	6.80	7.10
<b>Waterslides - Weekends</b>			
Adult	Per session	12.20	12.70
Concession	Per session	9.20	9.60
Child	Per session	8.80	9.20
<b>WIBIT (Inflatable)</b>			
Participant	*special conditions	8.00	8.30
Assisting Adult	*special conditions	4.00	4.20

NA = Not Available  
POA = Price on Application



## Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Health Services</b>			
Additional Tenancies Fees			
Food Act - Class 1 (Full Time)	Per Inspection	250.00	260.00
Food Act - Class 2A (Full Time)	Per Inspection	200.00	210.00
Food Act - Class 2B (Part Time)	Per Inspection	185.00	195.00
Food Act - Class 3A (Full Time)	Per Inspection	180.00	190.00
Food Act - Class 3B (Part Time)	Per Inspection	130.00	135.00
Public Health & Wellbeing Act - Additional Inspections	Per Inspection	150.00	160.00
<b>Caravan Parks and Movable Homes</b>			
Residential Tenancies	1-25 sites	17.00 fee units	17.00 fee units
Residential Tenancies	26-50 sites	34.00 fee units	34.00 fee units
Residential Tenancies	51-100 sites	68.00 fee units	68.00 fee units
Residential Tenancies	101-150 sites	68.00 fee units	68.00 fee units
<b>Commercial Accommodation</b>			
New Registration	Includes motels and hostels	650.00	680.00
Annual Renewal	Includes motels and hostels	570.00	595.00
<b>Commercial Food Premises</b>			
Class 1 (Full Time) - New	e.g. Hospitals, Nursing Homes, Childcare Centres	790.00	825.00
Class 1 (Full Time) - Renewal	e.g. Hospitals, Nursing Homes, Childcare Centres	725.00	755.00
Class 2A (Full Time) - New	e.g. Restaurants, Fast Food, Deli's	740.00	770.00
Class 2A (Full Time) - Renewal	e.g. Restaurants, Fast Food, Deli's	685.00	715.00
Class 2A (Full Time) - New	e.g. Supermarkets, Large Manufacturers	1,455.00	1,520.00
Class 2A (Full Time) - Renewal	e.g. Supermarkets, Large Manufacturers	1,175.00	1,410.00
Class 2B (Part Time) - New	Minimal unpacked potential hazardous foods	500.00	520.00
Class 2B (Part Time) - Renewal	Minimal unpacked potential hazardous foods	450.00	470.00
Class 3A Supermarket - New	Large scale supermarket selling packaged potentially hazardous foods	1,200.00	1,250.00
Class 3A Supermarket - Renewal	Large scale supermarket selling packaged potentially hazardous foods	900.00	1,150.00
Class 3A (Full Time) - New	Minimal unpacked potential hazardous foods	440.00	460.00
Class 3A (Full Time) - Renewal	Minimal unpacked potential hazardous foods	380.00	400.00
Class 3A (Full Time) - New	Water Carters	190.00	200.00
Class 3A (Full Time) - Renewal	Water Carters	160.00	170.00
Class 3B (Part Time) - New	Food is secondary activity (e.g. B&B)	285.00	300.00
Class 3B (Part Time) - Renewal	Food is secondary activity (e.g. B&B)	265.00	275.00
Class 3C (Full Time) - New	Food is secondary activity (e.g. B&B)	215.00	225.00
Class 3C (Full Time) - Renewal	Food is secondary activity (e.g. B&B)	215.00	200.00
Class 4 Low Risk Packaged - New	e.g. Liquor Outlets, Video Stores, Newsagents, Pharmacies etc.	Exempt	Exempt
Once off Short Term	Temporary food stall - major events	270.00	280.00

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## Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Food &amp; Water Sample Administration Fee</b>			
Sample administration fee	2nd non compliant follow up	220.00	230.00
Private water supply sample	Per sample + Analyst Fee	215.00	225.00
<b>Health Premises</b>			
New Premises Registration	Fulltime Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	560.00	585.00
New Premises Registration	Fulltime Beauty Treatments- (eye lash extensions, waxing, facials)	560.00	585.00
New Premises Registration	Part Time (less than 3 days) - Beauty Treatments (eye lash extensions, waxing, facials)	380.00	395.00
New Premises Registration	Part Time (less than 3 days) - Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	260.00	270.00
New Premises Registration	Fulltime Skin Penetration/Colonic - High Risk	560.00	585.00
New Premises Registration	Ear-Piercing Single Use - Medium Risk	315.00	330.00
Renewal Premises Registration	Beauty Treatments - Part-time (3 days or less) - (eye lash extensions, waxing, facials)	320.00	335.00
Renewal Premises Registration	Comm Skin Penetration/Colonic - High Risk	560.00	585.00
Renewal Premises Registration	Ear-Piercing Single Use - Medium Risk	210.00	220.00
Renewal Premises Registration	Beauty Treatments - Fulltime- (eye lash extensions, waxing, facials)	480.00	500.00
Renting chair in another premises - New Registration	Skin Penetration (incl tattooing, waxing body, body piercing) 1-2 days per venue	350.00	365.00
Renting chair in another premises - New Registration	Part Time (less than 3 days per venue) - Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	260.00	270.00
Renting chair in another premises - New Registration	Fulltime Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	560.00	585.00
Renting chair in another premises - Renewal	Skin Penetration (incl tattooing, waxing body, body piercing) 1-2 days per venue	320.00	335.00
<b>Plan Approval/Establishment of New Business</b>			
Food Act Premises	Per premise	460.00	480.00
Public Health and Wellbeing Act Premises	Pre premise	250.00	260.00
<b>Septic Tanks - New Installations</b>			
Regulation 196(1)(b), (2) All System Types	48.88 fee units - first two inspections included	48.88 fee units	48.88 fee units
Inspections	In excess of two - per inspection	150.00	160.00
Regulation 196(1)(b), (2) Alteration - Major	48.88 fee units	48.88 fee units	48.88 fee units
Regulation 196(1)(a), (2) Alteration - Minor	37.25 fee units	37.25 fee units	37.25 fee units
Search Fee	.	75.00	80.00
Conveyancing Enquiry	.	295.00	310.00
Extension to Septic Tank Application - Amend a Permit Regulation 198	More than two years old	158.00	165.00
Septic Tank Report & Consent	Each	295.00	310.00
Additional Fixtures - Minor Alteration Regulation 16(1)(a), (3)	37.25 fee units	37.25 fee units	37.25 fee units
Regulation 200	Renew a permit - 8.31 fee units	8.31 fee units	8.31 fee units
Regulation 197	Transfer a permit - 9.93 fee units	9.93 fee units	9.93 fee units

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**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Transfer or Registration</b>			
Public Health and Wellbeing Act	Per transfer or registration	200.00	210.00
Residential Tenancies Act	Per transfer or registration - 5 fee units	5.00 fee units	5.00 fee units
Food Act	Pre-purchase fee for existing business	200.00	210.00
<b>Latrobe City Traffic School</b>			
<b>Educational Group</b>			
Hire of Traffic School	Per hour	44.00	46.00
<b>Hire of Hand Cranked Tricycles</b>			
With responsibility for repair or replacement of damaged unit	Per bike/day	3.00	3.00
<b>Mobile Bike Education Trailer</b>			
Hire of bike trailer (Deposit \$200)	Per day	37.00	39.00
<b>Private Groups</b>			
Hire of Traffic School	Per hour	69.00	72.00
<b>Latrobe Regional Airport</b>			
<b>Airport Annual Licence Fees</b>			
Recreational	Per annum	159.00	166.00
Light Commercial	Per annum	785.00	817.00
Commercial	Per annum	1,572.00	1,635.00
<b>AVDATA Movement Charges</b>			
AVDATA movement charges	Per tonne / per movement	12.00	12.50
<b>Latrobe Regional Gallery</b>			
<b>Function and Event Hire</b>			
Function and Event Hire	Quote based on staffing and catering requirements - Price on Application	POA	POA
<b>Latrobe Regional Gallery - Meeting Room 1</b>			
Commercial Rental	Full Day (10am - 4pm)	350.00	364.00
Commercial Rental	Evenings/Weekends	250.00	260.00
Community Rental	Half Days (4 hours)	No Charge	No Charge
Community Rental	Full Day (10am - 4pm)	No Charge	No Charge
Community Rental	Evening (After 5pm)	150.00	156.00

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**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Latrobe Regional Gallery - Meeting Room 2</b>			
Commercial Rental	Full Day (10am - 4pm)	350.00	364.00
Commercial Rental	Evenings/Weekends	250.00	260.00
Community Rental	Half Days (4 hours)	No Charge	No Charge
Community Rental	Full Day (10am - 4pm)	No Charge	No Charge
Community Rental	Evening (After 5pm)	150.00	156.00
<b>Latrobe Regional Gallery - Studio Workshop - Commercial</b>			
Rental	Weekday - Full Day (10am - 4pm)	350.00	364.00
Rental	Evening (After 5pm)	400.00	416.00
Rental	Weekend - Full Day (10am - 4pm)	400.00	416.00
<b>Latrobe Regional Gallery - Studio Workshop - Community</b>			
Rental	Weekday - Full Day (10am - 4pm)	No Charge	No Charge
Rental	Evening (After 5pm)	150.00	156.00
Rental	Weekend - Full Day (10am - 4pm)	No Charge	No Charge
<b>Leisure Facilities</b>			
<b>Athletic and Cycling Track</b>			
School	Per student	3.40	3.60
Club Hire	Per hour	48.40	50.40
Other/Athletic Carnival	Full day 9am - 3pm	588.90	612.50
Cycling / Athletic Club Hire of Bike/ Aths Track	Per annum / seasonal agreement	1,033.00	1,075.00
<b>Bronze Membership</b>			
Non Concession	Fortnightly via direct debit	23.50	24.50
Concession	Fortnightly via direct debit	17.60	18.30
Off-Peak (Mon-Fri 11am -3pm & Weekends - excl Pub Hols)	Fortnightly via direct debit	14.00	14.60
<b>Corporate Membership</b>			
20+ People	Discounts off fixed term memberships only	20%	20%

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**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Fitness Program</b>			
Group Fitness	Per class	13.70	14.30
Concession	Pension, Seniors & Health Care Card	10.30	10.70
Personal Training	1/2 Hour	38.70	40.30
Personal Training	1 Hour	67.50	70.20
Personal Training	Additional person per 1/2 hour	19.00	20.00
Personal Training	Additional person per 1 hour	33.00	34.40
Casual Gym	Per person	16.60	17.30
Casual Concession Gym	Pension, Seniors & Health Care Card holders	12.50	13.00
Youth Fit	Class for specific ages	9.20	9.60
Life Fit	Per class	6.90	7.20
<b>Fitness Room Hire</b>			
Hire.	Per hour.	51.00	53.00
<b>Gippsland Regional Cricket Centre (GRCC)</b>			
Lane Hire	Per hour (up to 4 players)	40.70	42.30
Ball Machine Hire - includes lane, machine and balls	Per Hour - includes Lane Hire	51.90	51.90
Indoor Cricket	Per Participant Per Competition	12.00	12.00
School Clinic	Per Clinic (3 hours)	155.70	162.00
Parties	Per Party - 2 hrs (up to 10 people)	207.60	216.00
Meeting Room	Per Hour	30.50	31.50
Facility Hire	Full Facility per Day (8 hours)	1,587.30	1,587.30
GRCC outdoor net hire	Per net / per hour	39.00	41.00

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**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Gippsland Regional Indoor Sports Stadium (GRISS)</b>			
GRISS Function room hire (includes kitchen)	Per hour	50.00	50.00
GRISS show court hire (includes 3 courts)	Per hour	243.00	253.00
<b>Gold Membership</b>			
Non Concession	Fortnightly via direct debit	34.50	35.90
Concession	Fortnightly via direct debit	25.80	26.90
<b>Indoor Pool - Swim &amp; Sauna (Churchill Only)</b>			
Adult	Each Visit	9.90	10.30
Concession	Each Visit	7.40	7.70
After Entry/class	Each Visit	4.70	4.90
<b>Indoor Pool – Swim Sauna &amp; Spa</b>			
Adult	Each Visit	11.30	11.80
Concession	Each Visit	8.50	8.90
After Entry/Class	Each Visit	5.70	6.00
Adult	Multipass x 10	102.00	106.10
Concession	Multipass x 10	76.10	79.20
<b>Indoor Pool – Swims</b>			
Concession	Pension, Seniors & Health Care Card	5.10	5.30
Family*	*As listed on Medicare Card	18.30	19.00
Schools	Per child	4.20	4.40
Children	4 years and under with adult swim.	No Charge	No Charge
Adult	16 years and over.	6.90	7.20
Child	Child 5–15 yrs & High School Student	4.90	5.10
<b>Membership Administration Fee</b>			
Upon Joining	Per membership	72.50	75.00
<b>Other - Indoor Pools</b>			
Lane Hire	Per Hour	50.00	52.00
Carnival Hire	Per Day 9am - 5pm	1,012.00	1,053.00
School Carnival Hire	Per Day 9am - 3pm	950.00	988.00
Wet Out of Hours - incl 1 Lifeguard plus 1 Duty Manager	Per hour plus entry fee	87.50	100.00
Carnival Hire - incl 1 Lifeguard plus 1 Duty Manager	Per hour	210.00	220.00
<b>Other Charges</b>			
First Aid Officer	Per hour (minimum 2 hours)	NA	60.00
Event Cleaning	Per hour (minimum 2 hours)	NA	45.00

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## Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Silver Membership</b>			
Non Concession	Fortnightly via direct debit	28.60	29.80
Concession (Aged Pension, Seniors Card or DSP recipients)	Fortnightly via direct debit	21.60	22.50
Off-Peak (Mon-Fri 11am -3pm & Weekends - excl Pub Hols)	Fortnightly via direct debit	17.10	17.80
<b>Squash Courts</b>			
Hire	Per hour.	15.90	16.00
Casual Visit	Per person / per hour. Not valid for bookings	5.00	5.00
<b>Stadium</b>			
Tournament Fee	Per court per day (9am - 5pm)	227.00	236.00
Dry Out of Hours Fee	Per hour (plus entry fee)	62.70	65.20
Meeting Room Hire	Per hour	30.60	31.00
Adult Competition	Per player per game	6.80	7.00
Concession Competition	High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card	5.00	5.20
Junior Competition (during junior competition times only)	Per player per game	4.90	5.10
Adult Training	Per player per session	4.70	4.90
Concession Training	High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card	3.90	4.10
Junior Training (0 - 17 years)	Per player per session	3.80	4.00
Schools	Per student	3.50	3.50
Court Hire - General	Per court per hour	52.00	54.00
Court Hire - Schools	Per court per hour	42.00	44.00
<b>Swim Lesson - Private</b>			
Swim Lesson - Private 1:1	Per 30min class, per person	40.70	42.40
Swim Lesson - Private 1:2	Per 30min class, per person	30.60	31.90
Swim Lesson - Private 1:3	Per 30min class, per person	24.90	25.90
<b>Swim Lesson - Private - Concession</b>			
Swim Lesson - Private 1:1 - Concession	Per 30min class, per person	30.50	31.80
Swim Lesson - Private 1:2 - Concession	Per 30min class, per person	23.00	24.00
Swim Lesson - Private 1:3 - Concession	Per 30min class, per person	18.70	19.50
<b>Swim Lessons - Group</b>			
Infants	Per Class - Supervision 1:8	13.90	14.50
Preschools	Per Class - Supervision 1:5	14.70	15.30
School Age	Per Class	15.40	16.00
Adult	Per Class	15.40	16.00
Transition/Lap It Up	Per Class	9.40	9.80
Swim Instructor	Per Instructor, Per Hour	61.20	63.70

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**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Swim Lessons - Group Concession 25% Discount</b>			
Health Care Card - Infants	Per Class - Supervision 1:8	10.50	11.00
Health Care Card - Preschool	Per Class - Supervision 1:5	11.00	11.50
Health Care Card - School Age	Per Class	11.60	12.10
Health Care, Pension & Senior Card - Adult	Per Class	11.60	12.10
<b>Visit Pass – Indoor pools</b>			
Adult	Visits x 10	62.10	64.60
Child	Visits x 10	44.10	45.90
Concession	Visits x 10	45.90	47.80
Family	Visits x 10	163.80	170.40
<b>Visit Pass - Group Fitness</b>			
Adult	Visits x 10	122.80	127.70
Concession	Visits x 10	92.70	96.40
Youth Fit 13-15	Visits x 10	82.60	85.90
1/2 hr Personal Training	Visits x 10	348.00	380.30
1hr Personal Training	Visits x 10	608.00	631.80
<b>Visit Pass - Gym</b>			
Adult	Visits x 10	149.40	155.40
Concession	Visits x 10	111.80	116.30
<b>Visit Pass Cards - Stadium</b>			
Adult Stadium Competition	Visits x 10	61.20	63.00
Concession Competition	Visits x 10	45.00	46.80
Junior Competition	Visits x 10	44.10	45.90
Junior Training	Visits x 10	34.20	35.60
Adult Stadium Competition	Visits x 20	115.60	120.00
Concession Competition	Visits x 20	85.00	88.40
Junior Competition	Visits x 20	83.30	86.70
Junior Training	Visits x 20	64.60	67.20
<b>Local Laws</b>			
<b>Animal Sales</b>			
Cat Sale (including desexing fee)	Per animal	230.00	230.00
Dog Sale (including desexing fee)	Per animal	392.00	408.00
Dog or Cat Sale (already desexed)	Per animal	176.00	183.00

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## Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Dog &amp; Cat Infringements</b>			
In accordance with Domestic Animal Act 1994	Penalties will be applied as per the Domestic Animal Act	TBA	TBA
<b>Dog &amp; Cat Registration Fees</b>			
Full Registration	Per Animal	47.00	49.00
Pensioner Registration	Per Animal	23.50	24.50
Registration fee for fostered animal	Per Animal	8.00	8.50
Non-Desexed Dog Full Registration	Per Animal	132.00	137.00
Non-Desexed Dog Pensioner Concession	Per Animal	66.00	69.00
Domestic Animal Business	Per Annum	260.00	270.00
Domestic Animal Business - Animal	Per Animal	26.00	27.00
Dangerous, Menacing or Renewals only for Restricted Dog Breeds	Full registration per animal	215.00	224.00
Registration as Foster Carer (81/1994 Part 5B)	Per Animal	61.00	63.50
<b>Livestock</b>			
Pound Release Poultry and Miscellaneous small animals	Per animal	10.00	11.00
Food and keep fees	Per animal per day	29.00	30.00
Livestock Infringements	Penalties will be applied as per the Livestock Act	TBA	TBA
Livestock attendance for VicRoads	Per attendance	641.00	667.00
Pound Release Large (horse, cow, bull, etc)	Per animal	185.00	192.50
Pound Release Small (sheep, pig, goat, etc)	Per animal	100.00	104.00
<b>Other Fees/Infringements</b>			
Shopping Trolley Release Fee	Per trolley	185.00	193.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act - Immediate Tow Release Fee	Per vehicle, plus tow fee per vehicle if applicable	700.00	730.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act - Standard Tow Release Fee	Per vehicle, plus standard tow if applicable	371.00	386.00
Standard Towing Fee	Per vehicle per tow	208.00	220.00
Daily Storage Fee	Per vehicle per day	16.50	17.00
School Crossing Flags	Per set	94.00	98.00
Fire Hazard Infringement	Set by State Government- fee set after July 1 each year	TBA	TBA
Impound General (e.g. political signage, tents, or general items on Council Land)	Per item	104.00	108.00
Litter Infringement	Set by State Government- fee set after July 1 each year	TBA	TBA
Local Laws Permit	All Clauses otherwise specified	61.00	64.00
Temporary outdoor eating facilities	Per annum fee (inclusive of permit application fee) Consisting of up to 4 tables and a maximum of 12 chairs	156.00	162.00

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## Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Other Fees/Infringements continued</b>			
Temporary outdoor eating facilities over four tables and/or over 12 chairs	Per annum fee (inclusive of permit application fee) Consisting of over 4 tables and/or over 12 chairs	317.00	330.00
Roadside Trading Permit	Clause 82 - Local Law No 2	455.00	473.00
Caravan as Temporary Accommodation permit	Clause 142 - Local Law No 2 - incorporates 6mth permit application for Health permit to reside in a caravan	61.00	65.00
Administration Fee	Reconciliation and generation of an invoice to a property owner which has had force clear works completed by Council	86.00	90.00
<b>Parking Infringements</b>			
Parking Infringement	Infringement will be applied at maximum value, in accordance with the Road Safety Act	TBA	TBA
<b>Pound Release Fees - Domestic Animals</b>			
Dog or cat release (where owner is identifiable by Council)	Per animal plus other applicable charges	36.00	38.00
Dog or cat release (where owner is unidentifiable by Council)	Per animal plus other applicable charges	119.00	124.00
Miscellaneous Small Animal (Rabbit, Rodent, etc)	Per animal plus other applicable charges	10.00	10.50
Subsequent Release	Per animal plus other applicable charges	127.00	132.00
Food and keep fees	Per animal per day	18.50	19.00
Male dog desexing	Per animal	212.00	221.00
Female dog desexing	Per animal	360.00	375.00
Male cat desexing	Per animal	125.00	130.00
Female cat desexing	Per animal	229.00	238.00
Dog or cat microchipping	Per animal	64.00	67.00
Vaccination fee	Per animal	87.00	90.50
Vet Check fee	Per animal	62.00	65.00
Vet Report	Per animal	122.00	127.00
<b>Outdoor Pools</b>			
Competitions - School Swim Carnival Hire			
School Carnival Full Day (9am - 3pm)	Includes 1 Duty Manager	488.80	508.40
Other Carnival Full Day (9am - 3pm)	Weekends or Public Holidays	830.30	863.50
School Carnival Half Day (9am -12pm / 12pm - 3pm)	Mon - Fri	340.50	354.10
Extra Supervision Required - ratio 1:100 ratio	Per hour	60.00	62.40
<b>Entry Fees</b>			
Adult	16 years & over	5.20	5.40
Children/Student	Child 5 - 15 yrs & High School Student	4.10	4.30
Concession	Pension, Seniors & Health Care Card	4.30	4.50
Family	As listed on Medicare Card	15.20	15.80
Schools	Per child	4.10	4.30
Children	4 years and under with adult swim	No Charge	No Charge

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**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Out of Advertised Operating Hours Hire</b>			
Includes 1 Life Guard plus 1 Duty Manager	Per hour + entry fee per person	87.50	91.00
<b>Season Passes (Multi-Venue)</b>			
Single Adult Pass	16 years & over	104.80	109.00
Children/Student	Child 5 - 15 yrs & High School Student	79.10	82.30
Concession	Pension, Seniors & Health Care Card	81.80	85.10
Family	As listed on Medicare Card	254.30	264.50
<b>Property and Legal</b>			
<b>Off Street Car Parks</b>			
Seymour St Car Park (Traralgon) - Car park space leases	Per space per annum	1,329.00	1,385.00
Seymour St Car Park (Traralgon) - After Hours Call Out Fee	Per callout	Cost recovery	Cost recovery
Commercial Rd Car Park (Morwell) - Car park space leases	Per space per annum	895.00	940.00
<b>Property and Legal</b>			
Road Discontinuance/Closure & Sale of Land Application Fee	Per application	265.00	500.00
<b>Replacement Permit Stickers</b>			
Replacement Permit Sticker	First replacement in the financial year	No Charge	No Charge
Replacement Permit Sticker	Subsequent replacements in the same financial year	23.50	25.00
<b>Property and Rates</b>			
<b>Property and Rates</b>			
Re-issue of prior years Rates Notice (up to 7 years only)	Per copy	20.00	21.00
Dishonour Fee	Per dishonour occasion	NA	9.00

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## Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Public Libraries</b>			
<b>Calico Library Bags</b>			
New Member	Per bag	No Charge	No Charge
Additional/Replacement	Per bag	4.50	5.00
<b>Damaged or Lost Items</b>			
Replacement Cost	Minimum Charge	8.20	8.60
Beyond Repair - Magazine	Replacement cost plus processing fee	4.20	4.40
Talking Books	Replacement cost per CD	17.60	18.30
<b>Events</b>			
Author Talk (Special, Literary Festival, high profile) - Non Member	Per Event	31.00	32.00
Adult Workshops Library Member	Per Half Day	11.00	12.00
Adult Workshops Non Library Member	Per Half Day	16.00	18.00
Adult Workshops Library Member	Full Day	26.00	28.00
Adult Workshops Non Library Member	Full Day	31.00	34.00
Author Talk (standard)	Per Event	5.00	5.00
Author Talk (Special, Literary Festival, high profile) - Member	Per Event	26.00	27.00
<b>Fees</b>			
Replacement Cards.	Each	No Charge	No Charge
Inter Library Loan	Other Victorian Public Libraries;	4.00	Cost Recovery
Inter Library Loan	All Academic Institutions;	NA	Cost Recovery
Inter Library Loan	Interstate / International Loans.	NA	Cost Recovery
<b>Laminating</b>			
A4	Per sheet.	2.80	3.00
A3	Per sheet.	3.90	4.00
<b>Library Meeting Room</b>			
Community Group.	Per hour	No Charge	No Charge
Commercial.	Per hour	32.20	33.50
Commercial.	Full day – 10am-6pm.	155.70	162.00
<b>Photocopying</b>			
Black & White A4	Per side	0.30	0.20
Black & White A3	Per side	0.50	0.50
Colour Printing A4	Per side	0.80	0.80
Colour Printing A3	Per side	1.20	1.20
<b>Research Fee</b>			
Public Request.	Per half hour (charged in 30min blocks)	15.30	16.00
Commercial/Community Group Request.	Per half hour (charged in 30min blocks)	30.60	32.00

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**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Sports Stadiums, Ground &amp; Reserves</b>			
Community Room Hire			
User Groups	Per hour	No Charge	No Charge
Commercial Groups	Per hour	32.20	34.00
Additional Costs	Additional bins, cleaning & utility costs	Cost Recovery	Cost Recovery
<b>Gippsland Sport and Entertainment Park</b>			
Commercial Rate - Commission Charges	10% Percent of Gross Ticket Sales	10%	10%
Commercial Rate - Commission Charges	10% Percent of gross merchandise sales	10%	10%
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (8am - 5pm) per hour	207.30	216.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (5pm - midnight) per hour	415.80	433.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Day Hire (8am - 5pm)	647.80	674.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Night Hire (5pm - midnight)	1,290.40	1,342.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	All Day (8am - midnight)	1,938.20	2,016.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Additional costs	Cost Recovery	Cost Recovery
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (8am - 5pm) per hour	319.60	333.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (5pm - midnight) per hour	642.40	669.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Day Hire (8am - 5pm)	1,295.80	1,348.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Night Hire (5pm - midnight)	2,587.20	2,691.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	All Day (8am - midnight)	3,876.40	4,032.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Additional costs	Cost Recovery	Cost Recovery
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (8am - 5pm) per hour	100.40	105.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (5pm - midnight) per hour	203.00	211.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Day Hire (8am - 5pm)	321.80	335.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Night Hire (5pm - midnight)	632.80	659.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	All Day (8am - midnight)	949.30	988.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Additional costs	Cost Recovery	Cost Recovery
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (8am - 5pm) per hour	159.80	167.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (5pm - midnight) per hour	321.80	335.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Day Hire (8am - 5pm)	632.80	659.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Night Hire (5pm - midnight)	1,260.10	1,311.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	All Day (8am - midnight)	1,886.40	1,962.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Additional costs	Cost Recovery	Cost Recovery
Sporting Use - Day - Latrobe City Clubs & Groups	Per day session	130.60	136.00
Sporting Use - Day - Non Latrobe City Clubs & Groups	Per day session	191.10	199.00
Sporting Use - Day - Schools	Per day session	64.70	68.00
Sporting Use - Night - Latrobe City Clubs & Groups	Per night session	254.80	265.00
Sporting Use - Night - Non Latrobe City Clubs & Groups	Per night session	382.30	398.00
Sporting Use - Night - Schools	Per night session	129.50	135.00
Sundry Charges - Bar Hire - Commercial	Per bar / per session	382.30	398.00
Sundry Charges - Bar Hire - Community	Per bar / per session	191.10	199.00
Sundry Charges - External Public Address System Hire - Commercial	Per session	130.60	136.00
Sundry Charges - External Public Address System Hire - Community	Per session	63.70	67.00
Sundry Charges - Kiosk Hire - Commercial	Per Kiosk / per session	190.10	198.00
Sundry Charges - Kiosk Hire - Community	Per Kiosk / per session	95.00	99.00

POA = Price on Application

## Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Outdoor Netball Centres and Tennis Centres Courts</b>			
Seasonal allocation - netball and tennis courts	Per court, per annum	110.10	115.00
<b>Personal Trainers/Boot Camps/Sport Coaches</b>			
All trainers/boot camp/coaches	Per month	57.30	60.00
<b>Recreation Reserves and Pavilions</b>			
Casual Use - Additional Costs	Additional bins, cleaning, utility costs	Cost Recovery	Cost Recovery
Casual Use - For Profit Groups Businesses and Sporting Groups	Per day	533.50	555.00
Casual Use - Latrobe City Schools	Per day	No Charge	No Charge
Casual Use - Latrobe City Sporting Clubs and Recreation/Community Groups	Per day	40.00	42.00
Casual Use - Non Latrobe City Sporting Clubs and Recreation/Community Groups	Per day	142.50	149.00
Pre-Season Facility Charge - Junior - Category A	Per month	NA	141.00
Pre-Season Facility Charge - Junior - Category B	Per month	NA	44.00
Pre-Season Facility Charge - Junior - Category C	Per month	NA	33.00
Pre-Season Facility Charge - Junior - Category Premier	Per month	NA	141.00
Pre-Season Facility Charge - Senior - Category A	Per month	NA	282.00
Pre-Season Facility Charge - Senior - Category B	Per month	NA	87.00
Pre-Season Facility Charge - Senior - Category C	Per month	NA	65.00
Pre-Season Facility Charge - Senior - Category Premier	Per month	NA	282.00
Season Facility Charge - Junior - Category A	Per six month allocation	1,665.00	1,723.00
Season Facility Charge - Junior - Category B	Per six month allocation	799.00	831.00
Season Facility Charge - Junior - Category C	Per six month allocation	213.80	223.00
Season Facility Charge - Junior - Category Premier	Per six month allocation	NA	1,723.00
Season Facility Charge - Senior - Category A	Per six month allocation	3,338.60	3,473.00
Season Facility Charge - Senior - Category B	Per six month allocation	1,321.70	1,375.00
Season Facility Charge - Senior - Category C	Per six month allocation	352.30	367.00
Season Facility Charge - Senior - Category Premier	Per six month allocation	NA	3,473.00
<b>Synthetic Field / Pitch Hire</b>			
Half Field - Casual Users	Per hour	32.40	34.00
Half Field - Lights	Per hour	23.00	24.00
Additional costs	Additional bins, cleaning & utility costs	Cost Recovery	Cost Recovery
Whole Field - Association / Club	Per season	Seasonal Licence	Seasonal Licence
Whole Field - Tournaments	Per day	325.00	338.00
Whole Field - Casual Use - Latrobe City Schools - no pavilion access	per day	NA	No Charge
Whole Field - Casual Users	Per hour	69.10	72.00
Whole Field - Lights	Per hour	29.20	31.00
Half Field - Tournaments	Per day	162.00	169.00

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**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Statutory Planning</b>			
<b>Administrative Charges</b>			
Endorsed Plans: Plans to be endorsed under planning permit conditions	Statutory State Government Fees (per request)	22.00 fee units	22.00 fee units
Extend the expiry of a permit	Statutory State Government Fees (per permit)	22.00 fee units	22.00 fee units
Certificate of Compliance under Section 97N	Statutory State Government Fees - (per permit)	22.00 fee units	22.00 fee units
Where the planning scheme specifies that a matter must be done to the satisfaction of the responsible authority or municipally	Statutory State Government Fees (per response)	22.00 fee units	22.00 fee units
Secondary Consent	Per permit	325.60	340.00
For an agreement to proposal to amend or end an agreement under Section 173 of the Act	Statutory State Government Fees	44.50 fee units	44.50 fee units
Written Planning Advice Requests - Minor Application	Per response	95.00	95.00
Written Planning Advice Requests - Major Application	Per response	155.00	155.00
<b>All Other Development</b>			
Up to \$100,000 - Fee for permit application	Statutory State Government Fees	77.50 fee units	77.50 fee units
Up to \$100,000 - Fee to amend permit	Statutory State Government Fees	77.50 fee units	77.50 fee units
\$100,001 to \$1,000,000 - Fee for permit application	Statutory State Government Fees	104.50 fee units	104.50 fee units
\$100,001 to \$1,000,000 - Fee to amend permit	Statutory State Government Fees	104.50 fee units	104.50 fee units
\$1,000,001 to \$5,000,000 - Fee for permit application	Statutory State Government Fees	230.50 fee units	230.50 fee units
\$1,000,001 to \$5,000,000 - Fee to amend permit	Statutory State Government Fees	230.50 fee units	230.50 fee units
\$5,000,001 to \$15,000,000 - Fee for permit application	Statutory State Government Fees	587.50 fee units	587.50 fee units
\$5,000,001 to \$15,000,000 - Fee to amend permit	Statutory State Government Fees	230.50 fee units	230.50 fee units
\$15,000,001 to \$50,000,000 - Fee for permit application	Statutory State Government Fees	1732.50 fee units	1732.50 fee units
\$15,000,001 to \$50,000,000 - Fee to amend permit	Statutory State Government Fees	230.50 fee units	230.50 fee units
More than \$50,000,000 - Fee for permit application	Statutory State Government Fees	3894.00 fee units	3894.00 fee units
More than \$50,000,000 - Fee to amend permit	Statutory State Government Fees	230.50 fee units	230.50 fee units
<b>Fees Under Regulation</b>			
For certification of a plan of subdivision	Statutory State Government Fees	11.80 fee units	11.80 fee units
Alteration of a plan under section 10(2) of the Act	Statutory State Government Fees	7.50 fee units	7.50 fee units
Amendment/re-certification of a certified plan under section 11(1) of the Act	Statutory State Government Fees	9.50 fee units	9.50 fee units
<b>Other</b>			
A permit not otherwise provided for by - Fee for permit application	Statutory State Government Fees	89.00 fee units	89.00 fee units
A permit not otherwise provided for by - Fee to amend permit	Statutory State Government Fees	89.00 fee units	89.00 fee units

NA = Not Available  
 POA = Price on Application



**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST Inclusive If applicable)	2023/24 Fee (GST Inclusive If applicable)
<b>Single dwelling</b>			
Up to \$10,000 - Fee for permit	Statutory State Government Fees	13.50 fee units	13.50 fee units
Up to \$10,000 - Fee to amend permit	Statutory State Government Fees	13.50 fee units	13.50 fee units
\$10,001 to \$100,000 - Fee for permit	Statutory State Government Fees	42.50 fee units	42.50 fee units
\$10,001 to \$100,000 - Fee to amend permit	Statutory State Government Fees	42.50 fee units	42.50 fee units
\$100,001 to \$500,000 - Fee for permit	Statutory State Government Fees	87.00 fee units	87.00 fee units
\$100,001 to \$500,000 - Fee to amend permit	Statutory State Government Fees	87.00 fee units	87.00 fee units
\$500,001 to \$1,000,000 - Fee for permit	Statutory State Government Fees	94.00 fee units	94.00 fee units
\$500,001 to \$1,000,000 - Fee to amend permit	Statutory State Government Fees	94.00 fee units	94.00 fee units
\$1M to \$2M - Fee for permit	Statutory State Government Fees	101.00 fee units	101.00 fee units
\$1M to \$2M - Fee to amend permit	Statutory State Government Fees	94.00 fee units	94.00 fee units
<b>Subdivision</b>			
Subdivide an Existing Building - Fee for permit application	Statutory State Government Fees	89.00 fee units	89.00 fee units
Subdivide an Existing Building - Fee to amend permit	Statutory State Government Fees	89.00 fee units	89.00 fee units
Subdivide land into 2 lots - Fee for permit application	Statutory State Government Fees	89.00 fee units	89.00 fee units
Subdivide land into 2 lots - Fee to amend permit	Statutory State Government Fees	89.00 fee units	89.00 fee units
Realignment of a common boundary between 2 lots or to consolidate 2 lots or more	Statutory State Government Fees	89.00 fee units	89.00 fee units
Realignment of a common boundary between 2 lots or to consolidate 2 lots or more	Statutory State Government Fees	89.00 fee units	89.00 fee units
To subdivide land - Fee for permit application	Statutory State Government Fees (per 100 lots)	89.00 fee units per 100 lots	89.00 fee units per 100 lots
To subdivide land - Fee to amend permit	Statutory State Government Fees (per 100 lots)	89.00 fee units per 100 lots created	89.00 fee units per 100 lots created
To create, vary or remove a restriction within the meaning of the Subdivision Act 1998; or To create or remove a right of way; or To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement other than a right of way in a Crown grant	Statutory State Government Fees	89.00 fee units	89.00 fee units
To create, vary or remove a restriction within the meaning of the Subdivision Act 1998; or To create or remove a right of way; or To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement other than a right of way in a Crown grant	Statutory State Government Fees	89.00 fee units	89.00 fee units
<b>Use - To propose a new use of land or to change the use of land</b>			
Fee for Permit Application	Statutory State Government Fees	89.00 fee units	89.00 fee units
Fee to Amend Permit	Statutory State Government Fees	89.00 fee units	89.00 fee units
<b>VicSmart</b>			
Up to \$10,000 - Fee for permit application	Statutory State Government Fees	13.50 fee units	13.50 fee units
Up to \$10,000 - Fee to amend permit	Statutory State Government Fees	13.50 fee units	13.50 fee units
More than \$10,000 - Fee for permit application	Statutory State Government Fees	29.00 fee units	29.00 fee units
More than \$10,000 - Fee to amend permit	Statutory State Government Fees	29.00 fee units	29.00 fee units
Subdivide or Consolidate land - Fee for permit application	Statutory State Government Fees	13.50 fee units	13.50 fee units
Subdivide or Consolidate land - Fee to amend permit	Statutory State Government Fees	13.50 fee units	13.50 fee units

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## Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Strategic Planning - Amendments to Planning Schemes</b>			
<b>20(4) Amendment</b>			
For requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act.	Statutory State Government Fees	270.00 fee units	270.00 fee units
<b>20(A) Amendment</b>			
For requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act.	Statutory State Government Fees	65.00 fee units	65.00 fee units
<b>96(A) Amendment</b>			
Under section 96A(4)(a) of the Act: The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made. This relates to Stage 1 fees and planning permit application fees.	Statutory State Government Fees	Various	Various
<b>Stage One</b>			
Considering a request to amend the planning scheme; and Taking action required by Division 1 of Part 3 of the Planning and Environment Act of 1987; and Considering any submissions which do not seek a change to the amendment; and if applicable, abandoning the amendment in accordance with Section 28.	Statutory State Government Fees	206.00 fee units	206.00 fee units
<b>Stage Two</b>			
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b), and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	Statutory State Government Fees 1-10 Submissions	1021.00 fee units	1021.00 fee units
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b), and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	Statutory State Government Fees 11-20 Submissions	2040.00 fee units	2040.00 fee units
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b), and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	Statutory State Government Fees 21+ Submissions	2727.00 Fee Units	2727.00 Fee Units
<b>Stage Three</b>			
Adopting the amendment or part of the amendment in accordance with Section 29; and Submitting the amendment for approval in accordance with Section 31.	Statutory State Government Fees	32.50 fee units	32.50 fee units

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PCA = Price on Application

**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Stage Four</b>			
Considering a request to approve an amendment in accordance with Section 35; and Giving notice of approval of an amendment in accordance with Section 36.	Statutory State Government Fees	32.50 fee units	32.50 fee units
<b>Administration Charges</b>			
General written advice of planning scheme amendment histories.	Per hour - additional charges maybe payable depending on enquiry	67.00	95.00
Costs and expenses for a Planning Panel to be appointed, hear and consider submissions, and prepare a report under Part 8 of the Planning and Environment Act 1987.	Full fee recovery of government charges	Cost Recovery	Cost Recovery
<b>Visitor Information Centre</b>			
<b>Photocopying and Printing</b>			
Black and White A4	Per side	0.30	0.20
Colour A4	Per side	0.80	0.80
<b>Waste Management - Landfill</b>			
<b>Clean Fill</b>			
Clean Fill - Only if required at Landfill	Per tonne - including landfill levy	121.00	126.00
<b>Hazardous Waste</b>			
Asbestos - Domestic - Latrobe City Residents	Per m3	60.00	63.00
Asbestos - Domestic - Non Latrobe City Residents	Per 20kg package (2)	25.00	26.00
Category C contaminated soil (waste code N121)	Per tonne	270.00	281.00
<b>Industrial Waste</b>			
Synthetic Mineral Fibre Wrapped - Domestic	Per cubic metre (m3)	35.00	37.00
Plastic Bags for Packaging	Per bag	5.00	5.00
<b>Putrescible Waste &amp; Inert Waste</b>			
Putrescible Waste & Inert Waste	Per tonne (excluding contractual arrangements) minimum charge 1 tonne	253.00	262.00

NA = Not Available  
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## Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Waste Management - Transfer Stations</b>			
<b>E-Waste (Electrical Items)</b>			
All e-waste including Computers, monitors, TVs and peripherals	Endorsed in scope (per item)	6.50	6.50
.	Out of scope - small (per item)	6.50	6.50
.	Out of scope - large (per item)	8.50	8.50
<b>General Heavy Waste</b>			
Building, Demolition or Renovation Waste (Plaster, Cement Sheeting, Tiles on Backings)	Per m3	120.00	130.00
<b>Large Items</b>			
Large Cupboards.	HDL – 2.5m x 0.7m x 1.6m.	28.50	29.00
3 Seat Sofa.	.	26.00	27.00
<b>Mattress or Base</b>			
Single	Per item	20.50	24.00
Double/Queen/King	Per item	28.50	29.00
<b>Medium Items</b>			
Lounge Chairs.	Up to two	16.50	16.50
Small Cupboards.	HDL – 1.3m x 0.6m x 1.2m.	16.50	16.50
2 Seat Sofa.	Per item	16.50	16.50
<b>Motor Oil Containers</b>			
5 Litres and Under	Each	0.50	1.00
10 Litres to 20 Litres	Each	1.00	1.50
<b>Other Waste Management</b>			
Domestic Waste Card (2)	Per annum.	215.00	225.00
Synthetic Mineral Fibre (SMF) Plastic Bags	Each	4.90	4.90
<b>Recyclable Goods - Free of Charge</b>			
Recyclable Goods	.	No Charge	No Charge
<b>Sedan/Wagon</b>			
Disposal of waste	Seat up	14.50	15.50
.	Seat down	18.50	20.00

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**Appendix A - Fees & Charges**

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
<b>Single Axle Trailers</b>			
Water line up to 1.8m Long	Height to 30cm	27.00	28.00
Water line up to 1.8m to 2.75m Long	Height to 30cm	35.00	36.00
Heaped up to 1.8m Long.	Height to 60cm	35.00	36.00
Heaped 1.8m to 2.75m Long.	Height to 60cm	51.00	52.00
Boxed up to 1.8m Long.	Height to 90cm	51.00	52.00
Boxed 1.8m to 2.75m Long.	Height to 90cm	82.00	85.00
<b>Small Items</b>			
Mobile Garbage Bin (wheelie bin).	Per item	7.00	7.50
Kitchen / Dining Chairs.	Up to three.	7.50	8.00
Stools.	Up to three.	7.50	8.00
<b>Tandem Axle Trailers</b>			
Water Line 2.75m to 3.75m Long.	Height to 30cm	56.00	56.50
Heaped 2.75m to 3.75m Long.	Height to 60cm	96.00	98.00
Boxed 2.75m to 3.75m Long.	Height to 90cm	132.50	135.00
<b>Tyres</b>			
Car and Motor Cycle.	per tyre	7.50	7.50
Light Truck & 4WD.	per tyre	15.50	15.50
<b>Tyres on Rims</b>			
Car.	per tyre	13.50	14.00
Light Truck and Fork Lifts.	per tyre	25.00	25.00
<b>Utilities</b>			
Water line up to 1.8m Long Tray	Height to 30cm	21.50	22.00
Water line over 1.8m Long Tray	Height to 30cm	33.00	35.00
Heaped up to 1.8m Long Tray	Height to 60cm	29.00	30.00
Heaped over 1.8m Long Tray	Height to 60cm	41.00	42.50

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# FUNDING APPLICATION TO COUNTRY FOOTBALL NETBALL PROGRAM

## PURPOSE

To seek retrospective endorsement from Council to submit a funding application to the Country Football and Netball Program and allocation of the funding ratio contribution required.

## EXECUTIVE SUMMARY

- Sport and Recreation Victoria (SRV) recently opened their 2023 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 for this funding stream although clubs and associations are made aware of this funding stream through direct State Government communications.
- The maximum funding amount available through this program is \$250,000.
- Council's current Recreation Needs Assessment identifies the highest priority Football and Netball project as being surface upgrades at Gaskin Park Oval 2, Churchill.
- The entire \$250,000 available through this program, will be required for this project.
- Officers are seeking Council's retrospective endorsement to apply for funding towards this project and also the financial contribution required to meet the funding program's relevant ratio (3:1)

## OFFICER'S RECOMMENDATION

### That Council:

1. **Endorses the application submitted for the Gaskin Park – Oval 2 Surface Upgrade to Sport and Recreation Victoria's Country Football Netball Program; and**
2. **Allocates \$100,000 (plus GST) from either the 2022/23 full year forecast surplus position or existing cash reserve accounts as Council's contribution towards the Gaskin Park – Oval 2 Drainage Upgrade project.**

## BACKGROUND

Sport and Recreation Victoria's (SRV) \$2.5 million 'Country Football and Netball Program' opened on 8 February 2023 and provides funding opportunities for football and netball clubs to upgrade existing and construct new facilities and infrastructure.

Applications close on 27 March 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:Local) for 'Rural' LGA's, of which Latrobe City Council is classified.

SRV's maximum contribution to projects under this program is up to \$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. Requests for replacement of lighting with LED lights are not eligible unless part of a new lighting installation;
- 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; and
- Projects that benefit multi-sport outcomes where football is the primary beneficiary.

## ANALYSIS

Council Officers have reviewed Council's 'shovel ready' projects against the eligibility criteria, as well as the current priorities detailed in Council's Recreation Needs Assessment and have determined that the project Council should be submitting an application to this program for is surface improvements on Oval 2 at Gaskin Park, Churchill.

Noting that the entire \$250,000 available is required for this project, Officers are therefore seeking Council endorsement of this project to allow an application to be made.

Council's funding ratio contribution for this project would be as follows:

<b>Club/Group</b>	Churchill Junior Football Club, Churchill Cricket Club, Gippsland Power Football Club, Churchill Baseball Club, Churchill Football and Netball Club.
<b>Project</b>	Surface Improvements on Oval 2 at Gaskin Park.
<b>Cost estimate</b>	\$350,000
<b>Clubs contribution</b>	\$0
<b>Council's contribution required</b>	\$100,000
<b>Recreation Needs Assessment</b>	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 is therefore recommended that Council allocates \$100,000 from cash reserves to allow for a funding application to be submitted.

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Continued complaints in regards to the risk of injury to users due to the surface	<b>High</b> Possible x Moderate	The delivery of this project would subsequently improve the surface of the oval and provide user groups the ability to increase usage of the venue.
<b>SERVICE DELIVERY</b> Inability for officers to deliver the project or an impact to the overall capital works program	<b>Low</b> Unlikely x Insignificant	Council officers will have the ability to manage this project and subsequent contractor to complete the works in line with previous works completed in 2021/22 and 2022/23 financial years.

RISK	RISK RATING	TREATMENT
<b>FINANCIAL</b> Issues delivering the project for the total ask of \$350,000	<b>Medium</b> Possible x Minor	Council officers have developed cost estimates for the applications and will also have the ability to manage the scope of the project to match the project to the funds by decreasing the project scope if successful.
<b>STRATEGIC</b> User groups at Gaskin Park unable to use Gaskin Park Oval 2 for the level of sport they aspire to	<b>Medium</b> Possible x Minor	The delivery of this project would subsequently improve the surface of the oval and provide user groups the ability to increase usage of the venue.

#### CONSULTATION

No consultation has been undertaken externally with user groups regarding this application however, if Council is supportive, officers would engage with the user groups to advise of the nominated project and the application process.

#### COMMUNICATION

Council officers have discussed the project 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**

An improved surface for 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**

There are no known cultural impacts associated with this report.

### **Health**

Improved use and participation could provide positive health impacts for those taking in part in active and organised recreation, whilst an improved surface could provide an opportunity for other passive recreation uses too.

### **Environmental**

There are no known environmental impacts associated with this report.

### **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 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**

Nil

**Agenda Item: 9.3**

**Agenda Item: Petition for No B-Double Trucks to be Allowed in Residential Traralgon**

**Sponsor: Regional City Planning and Assets**

**Proposed Resolution:**

**That Council:**

- 1. In accordance with the Governance Rules, refers the petition requesting No B-Double Trucks to be Allowed in Residential Traralgon to the General Manager Regional City Planning and Assets for assessment and analysis;**
- 2. Requests a report is prepared for the 01 May 2023 Council Meeting detailing (but not limited to) the implications, issues and options surrounding the matters raised in the petition; and**
- 3. Advises the head petitioners in writing of this decision in relation to the petition.**

**Executive Summary:**

- Latrobe City Council (Council) has been presented with a petition (Attachment 1) containing 55 signatures requesting Council liaise with Regional Roads Victoria (RRV) to have the classification of Grey Street, Traralgon, as an arterial road revised to ban B-Double and other similar, noisy trucks from residential areas such as Grey Street and Kay Street and to identify an alternative route away from such residential areas.
- This report is being presented to Council in accordance with Section 63 of the Governance Rules, requesting that the petition lay on the table.
- The purpose of laying the petition on the table is to bring to the Council's attention the petition, the terms of the petition and to allow time for a detailed report to be prepared for the consideration of Council.
- No debate or discussion will be entered into when the petition is tabled, however this can occur when the petition is brought back to Council in a further report.

**Background:**

Council has been presented with a petition (Attachment 1) containing 55 signatures requesting Council liaise with RRV to have the classification of Grey Street, Traralgon revised.

The petition statement outlines the following:

*We, the undersigned citizens request that Latrobe City Council liaise with Regional Roads Victoria to have the classification of Grey Street, Traralgon, as an arterial road revised to ban B-Double and other similar, noisy trucks from residential areas such as Grey Street and Kay Street and to identify an alternative route away from such residential areas.*

This report is being presented to Council in accordance with Section 63 of the Governance Rules requesting that the petition lay on the table.

The purpose of laying the petition on the table is to bring to the Councils attention the petition, the terms of the petition and allow time for a detailed report to be prepared for the consideration of Council. No debate or discussion will be entered into when the petition is tabled, however it can occur when the petition is brought back to Council in a further report. In accordance with Council's Governance Rules, a petition is required to lie on the table unless it is an item of urgent business.

A report for decision on this petition will be presented at the 1 May 2023 Council Meeting.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments****1. Petition 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. Petition submissions contain personal details of signatories.*

## AUDIT AND RISK COMMITTEE REPLACEMENT COUNCILLOR APPOINTMENT

### PURPOSE

To appoint a Councillor as a member of the Audit and Risk Committee as a vacancy has arisen.

### EXECUTIVE SUMMARY

- The Audit and Risk Committee Charter requires two Councillor appointments along with three external representatives.
- Councillor Ferguson has resigned from the Audit and Risk Committee and a replacement is required.

### OFFICER'S RECOMMENDATION

#### **That Council:**

- 1. Appoints Councillor Howe to the Audit and Risk Committee for the 2023 year; and**
- 2. Notifies the Audit and Risk Committee of the appointment.**



## BACKGROUND

The Audit and Risk Committee is formally established under Section 53 of the *Local Government Act 2020*. The membership is required to be adopted by a resolution of Council.

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

## ANALYSIS

The Audit and Risk Committee Charter requires two councillor appointments and along with three external representatives.

Following the resignation of Councillor Ferguson, Council is required to appoint a replacement Councillor. Councillor Howe has indicated interest in appointment.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to adhere to the rules of the Audit and Risk Committee Charter with respect to number of appointed councillors.	<b>Low</b> Unlikely x Minor	Ensure appointment of two members is undertaken.

## CONSULTATION

Not applicable.

## COMMUNICATION

Should Council proceed to appoint Councillor Howe, the Committee will be notified and the information provided 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**

There is a general community expectation that Councillors have involvement with committees.

### **Cultural**

No impacts on cultural values or belief systems have been identified in relation to this report.

### **Health**

No health impacts or outcomes have been identified in relation to this report.

### **Environmental**

No impact in short and longer term on sustainability has been identified in relation to this report.

### **Economic**

No economic impact has been identified in relation to this report.

### **Financial**

There are no financial implications in relation to this report as resources required for Councillor committee participation fall within existing duties.

### **Attachments**

Nil

## COUNCILLOR PROFESSIONAL DEVELOPMENT REQUEST

### PURPOSE

This report seeks endorsement for the payment in advance of a professional development course under the parameters within the *Councillors and Delegated Committee Members Expenses, Resources and Support Policy*.

### EXECUTIVE SUMMARY

- The *Councillors and Delegated Committee Members Expenses, Resources and Support Policy* (<https://www.latrobe.vic.gov.au/sites/default/files/2021-03/Councillor%20%26%20Del%20Comm%20expenses%20policy.pdf>) states subject to a resolution of Council, a Councillor's individual professional or personal development activity may be paid for in advance by Council.
- Cr Darren Howe has submitted a request seeking payment in advance of the MAV facilitated AICD - Company Directors Course. The course costs a total of \$7,699 including GST.
- The MAV version of this course is contextualised to a local government lens through the course facilitation and peer discussion, to allow councillors to understand the role they play in the stewardship of local government.
- Separately, Cr Howe has obtained the relevant approvals under the *Councillors and Delegated Committee Members Expenses, Resources and Support Policy* to spend more than one year's professional development allocation on a single activity.
- Officers recommend payment in advance for the following reasons:
  - the specificity of the course to the role of a councillor;
  - the course is specifically mentioned in the *Councillors and Delegated Committee Members Expenses, Resources and Support Policy* as an acceptable course for a development program and an associated development plan is in place;
  - the value of the course is within the allowance limits as set out in the *Councillors and Delegated Committee Members Expenses, Resources and Support Policy*; and
  - In the event of non-completion, Council can seek to be reimbursed with respect to the relevant provisions of the *Councillors and Delegated Committee Members Expenses, Resources and Support Policy*.

### OFFICER'S RECOMMENDATION

**That Council approves the request from Cr Darren Howe for advance payment of the MAV facilitated AICD - Company Directors Course to the value of \$7,699 including GST in accordance with clause 6.3(1) of the Councillors and Delegated Committee Members Expenses, Resources and Support Policy.**

## BACKGROUND

The associated information for the MAV facilitated AICD - Company Directors Course outlines the following learning outcomes:

- Outline the duties and practices of directorship and the board's functions and responsibilities
- Analyse the responsibilities and functions of directors and officers considering the key questions directors should ask about their legal environment and its impact on board decision-making
- Examine the board's roles in developing a culture that is appropriate for the risk appetite/ tolerance of the organisation and the board's role in developing and executing strategy
- Develop financial literacy and examine the board's role in driving organisational performance
- Examine effective decision-making, board dynamics, the impact of individual and collective performance and how a constructive board culture can create value for an organisation
- Apply the course learning, through experiential learning activities

## ANALYSIS

*Councillors and Delegated Committee Members Expenses, Resources and Support Policy* contains the following objectives relevant to this matter:

- describing the resources and support that will be provided to Councillors and the conditions and limits on the use of the resources provided to them;
- providing training and resources for Councillors' professional development; and
- providing for mutual accountability and transparency as between Councillors, as between members of delegated committees and for appropriate accountability to the community.

The request received relates to a course that is known for its high quality and has specific relevance to the role of a councillor. The overall value of the course is within the overall allowance limit and is required to be published in the 2022/23 Annual Report, on Council's website as well as reported to the Audit and Risk Committee.

There is the risk of non-completion after the advance payment has been made, which is addressed by the requirement to be repaid.

The necessity for payment in advance has also been confirmed via correspondence with the MAV.



## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> It is noted the associated policy does not prohibit payment in advance.	Not applicable	Not applicable
<b>FINANCIAL AND STRATEGIC</b> Failure to complete the course may be perceived as a financial loss and also be negatively received	<b>LOW</b> Unlikely x minor	Require course fees to be repaid in the event of non-completion

## CONSULTATION

Not applicable.

## COMMUNICATION

Councillor expenses are required to be published in the Annual Report, on Council's website as well as reported to the Audit and Risk Committee.

## 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 intended outcome of the course could be generally seen to enhance the role of the councillor which has the potential to positively impact community wellbeing.

Transparency in the decision making also supports community trust having a positive impact on the community's perceptions of council.

### **Cultural**

Not applicable.

### **Health**

Not applicable.

### **Environmental**

Not applicable.

### **Economic**

Not applicable.

### **Financial**

The request does not exceed the total professional development allowance for each councillor set by policy and that has been factored into budgets.

### **Attachments**

Nil

# **URGENT BUSINESS**

## 10. 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**

## 11. REPORTS FOR NOTING

Item Number 11.1

03 April 2023

Regional City Strategy & Transition

# PRESENTATION OF THE AUDIT AND RISK COMMITTEE MINUTES - 2 MARCH 2023

## PURPOSE

To present the Audit and Risk Committee Meeting minutes for the meeting held on 2 March 2023 as per the requirement 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 2 March 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 2 March Meeting.**

BACKGROUND

At the meeting held on 2 March 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 24 November 2022 be confirmed and ratified as true and correct.
<b>Items referred by the Committee</b>	The Audit and Risk Committee members note the overviews provided by the General Managers on their divisions.
<b>Status of Actions Arising</b>	That the Audit and Risk Committee: <ol style="list-style-type: none"> <li>1. Receives and notes the Status of Actions Arising Report; and</li> <li>2. Agrees the actions marked as complete have been satisfied and will be removed from reporting.</li> </ol>
<b>External Audit</b>	That the Audit and Risk Committee receives and notes the draft 2022 - 2023 Audit Strategy.
<b>VAGO Local Government Status Report - February 2023</b>	That the Audit and Risk Committee receives and notes the VAGO Local Government Status Report for February 2023.
<b>Presentation of Internal Audit Scopes/Plans for Endorsement</b>	That the Audit and Risk Committee endorse the attached Internal Audit Plan for the 'Follow-Up Review of Agreed Actions from Internal Audit Reports'.
<b>Internal Audit Status Report</b>	That the Audit and Risk Committee receives and notes the: <ol style="list-style-type: none"> <li>1. Internal Audit Status report; and</li> <li>2. Local Government Sector - Recent Reports and Publications (February 2023)</li> </ol>
<b>Update on Information Technology Actions</b>	That the Audit and Risk Committee: <ul style="list-style-type: none"> <li>• Approves the due date extensions on the attached document</li> <li>• Requests an update regarding IT coordinator recruitment and team resourcing to be provided at August 2023 meeting along with associated impact on prioritisation of the work for 2023; and</li> <li>• Supports transfer of the Cyber Security audit actions into Sycle.</li> </ul>

Item	Resolution
<b>Presentation of Audit: Review of Fraud &amp; Corruption Control Framework</b>	That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of Fraud and Corruption Control Framework.
<b>Presentation of Audit: Review of Procurement and Contract Management</b>	That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of Procurement and Contract Management.
<b>Quarterly Risk Management Report - March 2023</b>	That the Audit and Risk Committee notes and receives the Quarterly Risk Management Report.
<b>Annual Public Interest Disclosure Procedure Review</b>	That the Audit and Risk Committee endorse the reviewed Public Interest Disclosure Procedures for implementation by the Public Interest Coordinator.
<b>Strategic Risk Register</b>	That the Audit and Risk Committee notes and receives the Strategic Risk Register.
<b>Commonwealth Games Risk Register</b>	That the Audit and Risk Committee notes and receives the progress of the initial development of the Commonwealth Games Risk Register.
<b>Local Government Act 2020 - Compliance Obligations and Governance Transition</b>	That the Audit and Risk Committee receives and notes the report.
<b>Gifts, Benefits and Hospitality Compliance Reporting - July - December 2022</b>	That the Audit and Risk Committee receives and notes this report into the Gift Register Review for the period of 1 July 2022 to 31 December 2022.
<b>Audit Compliance Report - March 2023</b>	That the Audit and Risk Committee receives and notes this report and approves the extension to the audit action due dates as set out in this report.
<b>VAGO, Ombudsman, Inspectorate and IBAC Reports</b>	That the Audit and Risk Committee receives and notes this report on VAGO, Victorian Ombudsman, IBAC, Victorian Inspectorate and other reports.



Item	Resolution
<b>Fraud and Corruption Reporting</b>	That the Audit and Risk Committee receives and notes this report.
<b>Conflict of Interest - Compliance</b>	That the Audit and Risk Committee receives and notes this report on the conflicts of interest for the 2022 calendar year.
<b>Quarter 2 2022/23 Performance Report Summary</b>	That the Audit and Risk Committee receive this update regarding the ongoing management of excessive leave.
<b>Local Government Performance Reporting Framework (LGPRF) - 2021/22 Yearly Comparison</b>	That the Audit and Risk Committee note the Local Government Performance Reporting Framework results and comparative data for the 2021/22 financial year.
<b>Quarter 2 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 Q2 of the 2022/23 financial year.
<b>Quarterly Budget Report - December 2022</b>	That the Audit and Risk Committee receives and notes the Quarterly Budget Report for the period ended 31 December 2022, prepared in accordance with the requirements of the <i>Local Government Act 2020</i> .
<b>Self-Assessment Survey Results 2022</b>	<p>That the Audit and Risk Committee:</p> <ol style="list-style-type: none"> <li>1. receives and notes the self-assessment results</li> <li>2. requests the specific result relating to Business Continuity Planning is responded to as part of the review paper scheduled for May 2023; and</li> <li>3. requests the self-assessment results are presented to Council in April 2023 at the same meeting as the Biannual Audit and Risk Committee Report to Council.</li> </ol>
<b>Biannual Audit and Risk Committee Report to Council</b>	That the Audit and Risk Committee endorse the attached report for presentation to the Chief Executive Officer for tabling at the next available Council Meeting.

Item	Resolution
<b>Review of DMARC (Domain-based Message Authentication, Reporting and Conformance)</b>	<b>Note:</b> Chair consulted with General Manager Organisational Performance as to Council's progress (if any) on implementing DMARC by June 2023. General Manager Organisation Performance advised that DMARC has been implemented in our organisation for over one year.
<b>Review of August Meeting Date</b>	That the Audit and Risk Committee propose to change the date of the August 2023 meeting in line with the VAGO Financial Reporting timeline.

#### 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	LIKELIHOOD	TREATMENT
<b>COMPLIANCE</b> Latrobe City Council practices are not compliant with the current expectations of the public sector.	<b>Medium</b> Possible x Minor	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 Audit and Risk Committee members 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**

N/A

### **Cultural**

N/A

### **Health**

N/A

### **Environmental**

N/A

### **Economic**

N/A

### **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 and Risk Committee Minutes - 2 March 2023

# 11.1

## **Presentation of the Audit and Risk Committee Minutes - 2 March 2023**

<b>1</b>	<b>Audit and Risk Committee Minutes - 2 March 2023 .....</b>	<b>321</b>
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## Audit and Risk Committee Meeting Minutes - 2 March 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

Date 2 March 2023

**Nambur Wariga Meeting Room, Council Headquarters,  
141 Commercial Road, Morwell**

Meeting commenced at 10.03 AM

### Attendance

- Members:**
- Beverly Excell (Chairperson), David Kortum, John Purcell, Cr Brad Law
- Invited**
- Cr Melissa Ferguson
- In Attendance:**
- Steven Piasente (CEO)
  - Nathan Kearsley (General Manager Organisational Performance)
  - Georgia Hills (General Manager Community Health & Wellbeing)
  - Tim Ellis (General Manager Regional City Strategy & Transition)
  - Jody Riordan (General Manager Regional City Planning &



## Audit and Risk Committee Meeting Minutes - 2 March 2023

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Assets) from 10.45 AM

- Matthew Rogers (Manager Financial Performance)
- Travis Derricot (VAGO) left at 11.36 AM
- Martin Ma (VAGO) left at 11.36 AM
- Mark Peters (HLB Mann Judd)
- Hanna Steevens (Manager Governance)
- Paul Howard (Coordinator Audit, Risk and Compliance)
- Louise Van Der Velden (Senior Compliance Officer)
- Cassy Siddle (Compliance Officer)

### **Teleconference:**

- Tim Ellis (General Manager Regional City and Transition)
  - John Purcell
  - Cr Brad Law
  - Travis Derricot (VAGO)
  - Martin Ma (VAGO)
- 

### **IN CAMERA MEETING**

The Audit and Risk Committee met in camera from 9.45am to 10.00am and at times consulted the Internal Auditor and Chief Executive Officer for updates on various matters.

#### **1. OPENING AND WELCOME**

The Chairperson opened the meeting and welcomed all present.



## Audit and Risk Committee Meeting Minutes - 2 March 2023

### 2. APOLOGIES

Cr Melissa Ferguson

### 3. DECLARATIONS OF INTEREST

Nil.

### 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 Councillors:

- 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 Councillors responded no.

The Audit and Risk Committee Chair then asked the auditor representative if they were satisfied that their work had not been impeded.

The Auditor representative responded no.

### 5. CONFIRMATION OF MINUTES

#### RECOMMENDATION

That the minutes of the Audit and Risk Committee meetings held on 24 November 2022 be confirmed and ratified as true and correct.

#### OUTCOME/ACTIONS ARISING:

1. Clarification by Chair from November Minutes that the Outcome for item 11.6 for the review of the excess leave report for higher risk fraud roles, is an action.



## Audit and Risk Committee Meeting Minutes - 2 March 2023

### 6. ITEMS REFERRED BY THE COMMITTEE TO THIS MEETING FOR CONSIDERATION

#### 6.1 General Manager Presentations

##### RECOMMENDATION

The Audit and Risk Committee members note the overviews provided by the General Managers on their divisions.

##### OUTCOME/ACTIONS ARISING:

1. Nil.

### 7. STATUS OF ACTIONS ARISING

#### 7.1 Status of Actions Arising - March 2023

##### RECOMMENDATION

That the Audit and Risk Committee:

1. Receives and notes the Status of Actions Arising Report; and
2. Agrees the actions marked as complete have been satisfied and will be removed from reporting.

##### OUTCOME/ACTIONS ARISING:

1. Nil.

##### Notes:

Committee chair noted that the action relating to LGA2020 compliance was included in the papers. It was noted that the next step for the organisation was to progress compliance across all legislation and regulations. This is an item on the workplan and its due for reporting at the May 2023 meeting.





## Audit and Risk Committee Meeting Minutes - 2 March 2023

### 8. EXTERNAL AUDIT

#### 8.1 2022-2023 Draft Audit Strategy

##### RECOMMENDATION

That the Audit and Risk Committee receives and notes the draft 2022 - 2023 Audit Strategy.

##### OUTCOME/ACTIONS ARISING:

1. Nil.

#### 8.2 VAGO Local Government Status Report - February 2023

##### RECOMMENDATION

That the Audit and Risk Committee receives and notes the VAGO Local Government Status Report for February 2023.

##### OUTCOME/ACTIONS ARISING:

1. Senior Compliance Officer to conduct a Self-Assessment against the two recent VAGO Audit Reports – Regulating Private Pool and Spa Safety and the Results of 2021/22 Local Government Audit.
2. Manager Financial Performance to prepare a report to the May 2023 meeting as to the current capital spend vs budget to get a view of where Council is at for the end of the year. What is the implication if any on the 2023/24 budget and confidence levels
3. Manager Financial Performance to prepare a report to the May 2023 meeting that outlines:-
  - Requirements of Council's accounting policy with respect to property, infrastructure assets, plant and equipment
  - Approach to assessing the fair value of property, infrastructure, plant and equipment, engagement of an expert valuer where applicable, and key



## Audit and Risk Committee Meeting Minutes - 2 March 2023

milestones.

- Likely outcomes for respective reporting cycle (i.e. expected movements in fair value and resultant impact to the financial report).

### 9. INTERNAL AUDIT

#### 9.1 Presentation of Internal Audit Scopes/Plans for Endorsement

##### **RECOMMENDATION**

That the Audit and Risk Committee endorse the attached Internal Audit Plan for the 'Follow-Up Review of Agreed Actions from Internal Audit Reports'.

##### **OUTCOME/ACTIONS ARISING:**

1. Nil.

#### 9.2 Internal Audit Status Report

##### **RECOMMENDATION**

That the Audit and Risk Committee receives and notes the:

1. Internal Audit Status report; and
2. Local Government Sector - Recent Reports and Publications (February 2023)

##### **OUTCOME/ACTIONS ARISING:**

1. Nil.

##### **Notes:**

**The Committee drew officers attention to the following reports:-**

1. Western Australian Auditor General better practice guide on Fraud Risk Management from June 2022 and Staff Exit controls from August 2021.



## Audit and Risk Committee Meeting Minutes - 2 March 2023

2. IBAC reference guide for any public sector employees who have responsibility for conducting internal investigations into alleged misconduct within their agency.
3. Victorian Ombudsman good practice guides in relation to the management and handling of complaints.

### 9.3 Update on Information Technology Actions

#### RECOMMENDATION

That the Audit and Risk Committee:

- Approves the due date extensions on the attached document
- Requests an update regarding IT coordinator recruitment and team resourcing to be provided at August 2023 meeting along with associated impact on prioritisation of the work for 2023; and
- Supports transfer of the Cyber Security audit actions into Cycle.

#### OUTCOME/ACTIONS ARISING:

1. General Manager Organisational Performance to ensure responsible officers for any current audit actions are assigned appropriately and transferred accordingly.
2. General Manager Organisational Performance to:-
  - Review any high risk actions to see if there are any interim measures that can be taken to reduce the risk where there may be a resourcing issue; and
  - Review the risk mitigation options where completion of action may be delayed or not undertaken
3. General Manager Organisational Performance in consultation with Coordinator Risk, Audit and Compliance to review Cyber Security Insurance Policy to ensure that it includes appropriate coverage for external specialist support should there be a claim – this includes public relations or communications.



## Audit and Risk Committee Meeting Minutes - 2 March 2023

4. General Manager Organisational Performance to report progress on IT Audit Actions at August 2023 meeting and provide 6 monthly report for 2023 and 2024 meetings.

### 9.4 Presentation of Audit: Review of Fraud & Corruption Control Framework

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of Fraud and Corruption Control Framework.

#### OUTCOME/ACTIONS ARISING:

1. Compliance Officer to ensure due dates are included as follows:-
  - 30<sup>th</sup> June for Recommendation 2; and
  - 30<sup>th</sup> May for Recommendations 3-4.

### 9.5 Presentation of Audit: Review of Procurement and Contract Management

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of Procurement and Contract Management.

#### OUTCOME/ACTIONS ARISING:

1. Nil.





## Audit and Risk Committee Meeting Minutes - 2 March 2023

### 10. RISK

#### 10.1 Quarterly Risk Management Report - March 2023

##### RECOMMENDATION

That the Audit and Risk Committee notes and receives the Quarterly Risk Management Report.

##### OUTCOME/ACTIONS ARISING:

1. Nil.

#### 10.2 Annual Public Interest Disclosure Procedure Review

##### RECOMMENDATION

That the Audit and Risk Committee endorse the reviewed Public Interest Disclosure Procedures for implementation by the Public Interest Coordinator.

##### OUTCOME/ACTIONS ARISING:

1. Manager Governance to review and amend language in Section 4 (Confidentiality), dot point 2 to ensure there are no barriers to referring non-public interest disclosure matters due to confidentiality constraint.

#### 10.3 Strategic Risk Register

##### RECOMMENDATION

That the Audit and Risk Committee notes and receives the Strategic Risk Register.

##### OUTCOME/ACTIONS ARISING:

1. Coordinator Audit, Risk and Compliance to ensure future report papers to make comment as to updates/changes within the register (if any) that have occurred



## Audit and Risk Committee Meeting Minutes - 2 March 2023

since the last meeting.

2. Coordinator Audit, Risk and Compliance to review assessment of SR05 in register to reflect accurate inherent and residual risk ratings.
3. Coordinator Audit, Risk and Compliance to review SR04 Controls to consider what type of Business Continuity Plan we have to deliver services.
4. Coordinator Audit, Risk and Compliance to review and update the comments around emerging risks where required.

### 10.4 Commonwealth Games Risk Register

#### RECOMMENDATION

That the Audit and Risk Committee notes and receives the progress of the initial development of the Commonwealth Games Risk Register.

#### OUTCOME/ACTIONS ARISING:

1. Executive Manager Commonwealth Games in consultation with Coordinator Risk, Audit and Compliance to consider missed opportunities in development of the Commonwealth Games Risk Register.

## 11. MONITORING

### 11.1 Local Government Act 2020 - Compliance Obligations and Governance Transition

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes the report.

#### OUTCOME/ACTIONS ARISING:

1. Senior Compliance Officer to consider merits of expanding the annual senior officer fraud declaration to include some compliance and ethics questions, and



## Audit and Risk Committee Meeting Minutes - 2 March 2023

potentially extend to other critical staff.

### 11.2 Gifts, Benefits and Hospitality Compliance Reporting - July - December 2022

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes this report into the Gift Register Review for the period of 1 July 2022 to 31 December 2022.

#### OUTCOME/ACTIONS ARISING:

1. Nil.

### 11.3 Audit Compliance Report - March 2023

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes this report and approves the extension to the audit action due dates as set out in this report.

#### OUTCOME/ACTIONS ARISING:

1. Manager Financial Performance to review actions in INT2201 (Review of Budget Development and Management (Feb 2022)) before new budget cycle to see if some actions can be finalised prior to next budget cycle.

### 11.4 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.



## Audit and Risk Committee Meeting Minutes - 2 March 2023

### OUTCOME/ACTIONS ARISING:

1. Nil.

### 11.5 Fraud and Corruption Reporting

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes this report.

#### OUTCOME/ACTIONS ARISING:

1. Nil.

### 11.6 Conflict of Interest - Compliance

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes this report on the conflicts of interest for the 2022 calendar year.

#### OUTCOME/ACTIONS ARISING:

1. Nil.

## 12. PERFORMANCE REPORTING

### 12.1 Quarter 2 2022/23 Performance Report Summary

#### RECOMMENDATION

That the Audit and Risk Committee note the Quarterly Performance Summary Reports for Q2 2022-23.





## Audit and Risk Committee Meeting Minutes - 2 March 2023

### OUTCOME/ACTIONS ARISING:

1. Nil.

### 12.2 Local Government Performance Reporting Framework (LGPRF) - 2021/22 Yearly Comparison

#### RECOMMENDATION

That the Audit and Risk Committee note the Local Government Performance Reporting Framework results and comparative data for the 2021/22 financial year.

### OUTCOME/ACTIONS ARISING:

1. Nil.

### 12.3 Quarter 2 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 Q2 of the 2022/23 financial year.

### OUTCOME/ACTIONS ARISING:

1. General Manager Organisational Performance to report to the Audit and Risk Committee where there are off-trend peaks in staff turnover to give context to the increase.

## 13. FINANCE

### 13.1 Quarterly Budget Report - December 2022

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes the Quarterly Budget Report



## Audit and Risk Committee Meeting Minutes - 2 March 2023

for the period ended 31 December 2022, prepared in accordance with the requirements of the *Local Government Act 2020*.

**OUTCOME/ACTIONS ARISING:**

1. Manager Financial Performance to update the Audit and Risk Committee on unearned grants income.

**Note:**

General Manager Organisational Performance and Manager Financial Performance to consider terminology used to describe results. For example 'good' or 'sound result' can be perceived as better than 'strong'.

### 14. REPORTING REQUIREMENTS

#### 14.1 Self-Assessment Survey Results 2022

**RECOMMENDATION**

That the Audit and Risk Committee:-

1. receives and notes the self-assessment results
2. requests the specific result relating to Business Continuity Planning is responded to as part of the review paper scheduled for May 2023. ; and
3. requests the self-assessment results are presented to Council in April 2023 at the same meeting as the Biannual Audit and Risk Committee Report to Council.

**OUTCOME/ACTIONS ARISING:**

1. Nil.

### 15. GENERAL BUSINESS

#### 15.1 Biannual Audit and Risk Committee Report to Council

**RECOMMENDATION**



## Audit and Risk Committee Meeting Minutes - 2 March 2023

That the Audit and Risk Committee endorse the attached report for presentation to the Chief Executive Officer for tabling at the next available Council Meeting.

### OUTCOME/ACTIONS ARISING:

1. Nil.

### 15.2 Review of DMARC (Domain-based Message Authentication, Reporting and Conformance)

#### Note:

Chair consulted with General Manager Organisational Performance as to Council's progress (if any) on implementing DMARC by June 2023. General Manager Organisation Performance advised that DMARC has been implemented in our organisation for over one year.

### 15.3 Review of August Meeting Date

#### RECOMMENDATION

That the Audit and Risk Committee propose to change the date of the August 2023 meeting in line with the VAGO Financial Reporting timeline.

#### Note:

Deferred to next meeting where it should be more clear on the progress of the VAGO financial reporting timeframes.

#### Next Meeting Date

The next Audit and Risk Committee meeting is to be held on Thursday 25 May 2023.



**Audit and Risk Committee Meeting  
Minutes - 2 March 2023**

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**Meeting Closed at 12.18pm.**



## 12. QUESTIONS ON NOTICE

Item Number 12.1

03 April 2023

Regional City Strategy & Transition

### QUESTION ON NOTICE - COUNCIL MEETING 06 MARCH 2023

The following provides a response to a question that was taken on notice at the Council Meeting held on 06 March 2023 in relation to Item 7.1 – Traralgon Flood Recovery Project Funding.

#### Question

What is the impact of this decision on the funding or grants already obtained by the Traralgon Men's Shed?

#### Response

Officers contacted the Department of Families, Fairness and Housing (DFFH), the Department responsible for the Men's Shed grant that the Traralgon Men's Shed (TMS) has obtained and were advised that as long as there continues to be progression to provide a written commitment from Council regarding an allocation of land and a lease between Latrobe City Council and Traralgon Men's Shed, the funds will be secure. Generally, there is an expectation to deliver a completed project within two years of the funding submission approval, but there are instances when this can be extended if progression of the project can be demonstrated.

#### OFFICER'S RECOMMENDATION

**That Council receives and notes the response to the question taken on notice at the Council Meeting held on 06 March 2023.**

# NOTICES OF MOTION

### 13. NOTICES OF MOTION

#### **13.1 2023/04 INVESTIGATING OPTIONS TO DEVELOP A 'FLYING OF FLAGS' POLICY**

**Cr Melissa Ferguson**

I, Cr Ferguson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on 03 April 2023:

**That Council request a report be presented at an upcoming Council Meeting investigating options to develop a 'Flying of Flags' policy as a way to recognise and celebrate Latrobe City's culturally diverse community such as undertaking a flag raising of the Republic of Ireland's Flag on St Patricks Day. The scope of the report would include an examination of the implications of implementation of a policy including at a minimum resourcing, legislation and communications.**

Signed

Cr Ferguson  
29 March 2023

# ITEMS FOR TABLING



## 14. ITEMS FOR TABLING

Item Number 14.1 03 April 2023

Regional City Strategy & Transition

# TABLING OF AUDIT AND RISK COMMITTEE BI-ANNUAL REPORT AND ANNUAL SELF-ASSESSMENT

## PURPOSE

To fulfil the Chief Executive Officer's legislated requirement to table the following reports at a Council Meeting:

- a copy of the Audit and Risk Committee Bi-Annual Report
- an Annual Self-Assessment of its performance against the Audit and Risk Committee Charter

## EXECUTIVE SUMMARY

- The *Local Government Act 2020* set outs that an Audit and Risk Committee must:
  - undertake an annual assessment of its performance against the Audit and Risk Committee Charter
  - prepare a Bi-Annual Audit and Risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations
  - provide a copy of these to the Chief Executive Officer for tabling at the next Council meeting.
- The Bi-Annual Report found that it is the independent view of the Committee that the governance culture of the Council remains strong.
- The Report also identified areas for improvement such as the ongoing attention to overdue audit actions and further development of the Internal Control Environment Plan.
- The annual assessment results indicated a level of satisfaction with the activities of the Audit and Risk Committee.
- A copy of each report is provided as Attachments 1 and 2.

## OFFICER'S RECOMMENDATION

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

1. **Bi-Annual Report; and**
2. **Annual Self-Assessment.**

## BACKGROUND

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

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

## ANALYSIS

The attached Audit and Risk Committee Bi-Annual Report and Annual Assessment are provided to fulfil a legislative requirement of the *Local Government Act 2020* and the Audit and Risk Committee Charter. The Bi-Annual Report provides a summary of the work performed by the Audit and Risk Committee for the period 1 July 2022 to 31 December 2022.

The Bi-Annual Report found that it is the independent view of the Committee that the governance culture of the Council remains strong. The Committee has made recommendations for improvement when it comes to closing out overdue audits and meeting actions and further development of the Internal Control Environment Plan to identify key policies and controls to enable Council to achieve compliance.

The results of the Self-Assessment Survey are attached to the Annual Self-Assessment Report. Seven participants completed the survey, which included four Committee members and three executives.

Similar to other years, relatively strong scores provided in response to questions about the internal audit function, external audit function and meeting procedures. The level and effectiveness of appropriate Business Continuity and Disaster Recovery Planning was the lowest score and has been highlighted as an area for attention in 2023. The Committee made a recommendation to examine and review the Business Continuity Plan as part of the Strategic Risk Register process.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> That Council does not fulfil its legislative obligations.	<b>Low</b> Unlikely x Minor	Ensure that each report is tabled at the next possible Council meeting and/or briefing in order to meet legislative requirements.

## CONSULTATION

The draft Bi-Annual Report and survey results were provided to Audit and Risk Committee members for discussion and endorsement.

## COMMUNICATION

No particular communication is proposed.

## 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**

N/A

### **Economic**

N/A

### **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 and Risk Committee Bi-Annual Report - H2 2022
2. Audit and Risk Committee Annual Self-Assessment 2022



# 14.1

## **Tabling of Audit and Risk Committee Bi-Annual Report and Annual Self-Assessment**

- 1 Audit and Risk Committee Bi-Annual Report - H2 2022 ..... 346**
- 2 Audit and Risk Committee Annual Self-Assessment 2022 ..... 355**

1



**Audit and Risk  
Committee Bi-  
Annual Report**  
2022 Year (July to  
December)



**[AUDIT AND RISK COMMITTEE BI-ANNUAL REPORT]**

2 March 2023

Dear Councillors,

As part of the Audit and Risk Committee Charter, I am pleased to present to you the Bi-Annual Report of the Audit and Risk Committee for the period July to December 2022.

The report contains details of:

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

**Ms. Beverley Excell**

Chair, Audit and Risk Committee

2 March 2023

**[AUDIT AND RISK COMMITTEE BI-ANNUAL REPORT]**

2 March 2023

**Purpose of the Audit and Risk Committee**

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

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

**Audit and Risk Committee Charter**

As part of a scheduled review, an updated Audit and Risk Committee Charter was adopted by Council at the meeting held in February 2023. The updates, endorsed by the Committee, included minor changes to:

- Reflect the current organisational structure and reporting lines;
- Refine/clarify processes for appointment of alternate members and other attendees, appointment and role of chairperson, and replacement of a member; and
- Reflect practice and extent of influence in relation to external audit function.

**Committee Membership**

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

The Committee consists of:

- Independent Chair: Ms. Beverley Excell  
Appointed by Council as an independent member: 11 August 2014  
Appointed by Council as Chair: 24 May 2016  
Current and final term expires on 01 August 2023

*Formal qualifications:*

- *B.Sc. (Hons)*
- *AICD Company Directors Course (FAICD)*

- Independent Member: David Kortum  
Appointed by Council on 06 June 2022 for a three year term

*Formal qualifications:*

- *Certified Fraud Examiner Association of Fraud Examiners*



**[AUDIT AND RISK COMMITTEE BI-ANNUAL REPORT]**

2 March 2023

- *CBCI Certification Course*
  - *Masters in Counter Terrorism Monash University*
  - *Masters in Defence Studies*
  - *Bachelor of Arts in Political Science*
- Independent Member: John Purcell  
Appointed by Council on 06 June 2022 for a 2.5 year term  
*Formal qualifications:*
    - *Doctor of Philosophy, Victoria University*
    - *Master of Business Administration, La Trobe University*
    - *Graduate Certificate in Fraud Investigation, La Trobe University*
    - *Bachelor of Business (Accounting), Swinburne University*
    - *Bachelor of Economics - Monash University*
    - *Fellow, Certified Practising Accountant, CPA Australia (1098973)*
- Independent Member: Ms. Joanne Booth  
Appointed by Council: 11 August 2014  
Appointment expired on 01 August 2022  
*Formal qualifications:*
    - *Diploma, Company Directors Course (GAICD)*
    - *Governing for Non-Profit Excellence (Harvard USA)*
    - *Master of Public Health (Monash)*
    - *Graduate Diploma in Occupational Health (Monash)*
    - *Bachelor of Arts (Swinburne)*
    - *Practitioners Certificate in Mediation (IAMA)*
    - *Graduate Certificate in Internal Audit (IIAA)*
- Council Representative: Cr. Melissa Ferguson  
Appointed in December 2020; until December 2022
  - Council Representative: Cr Bradley Law  
Appointed in December 2021; until December 2022

**[AUDIT AND RISK COMMITTEE BI-ANNUAL REPORT]**

2 March 2023

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

Risk management has remained a key focus of the Committee and has been reviewed at all scheduled meetings through quarterly risk reporting and review of strategic risks. Going forward, the committee will review any emerging risks as well as new strategic risks and any updates to the register. At the last meeting of the year, given the municipality is a host region for the Commonwealth Games in 2026, the Committee was presented with the Commonwealth Games Project Risk Register. The Committee intends to further examine this in coming months.

The Committee also continued a focus on and prioritised risks associated with internal audit reviews and external audit reports.

**Financial Reporting and External Audit**

The committee reviewed Financial Report and Performance Statement for the year ending 30 June 2022 at a specific meeting called during the year for 27 September 2022.

Management letters issued by the external auditors as part of the annual audit were received and considered at this meeting. No material differences were identified through the audit.

**Internal Audit**

Throughout the year the committee reviewed regular status reports from the Internal Auditor on their work and continued a practice of endorsing audit scopes in advance of commencement.

The following reports have been tabled at Audit and Risk Committee meetings for endorsement:

- Review of Cash Handling Procedures (Moe Library)
- Review of Council Facilities
- Review of Organisational Compliance
- Review of Fleet Management
- Follow up Review of seven audits that took place between October 2019 and May 2021)

In addition, the committee was given a progress update on the Review of Cybersecurity.

The Committee was also kept updated on tender arrangements for an Internal Audit. The contract with HLB Mann Judd was due to expire on 18 December 2022. It should also be noted that as there were no options to extend this contract, the committee did not undertake a formal review of the internal auditor's performance during 2022.

A key focus for the committee remains reviewing the organisations audit action compliance through regular reporting to the committee.

**[AUDIT AND RISK COMMITTEE BI-ANNUAL REPORT]**

2 March 2023

**Other Audits and Information Presented**

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

- Council's quarterly Performance and Budget Reports
- Fraud and Corruption Control
  - Internal Control Environment
  - Fraud and Corruption Reporting
- Response to VAGO reports - Fraud Control Over Local Government Grants and Managing Body-Worn Cameras
- Processes for communicating Council's Employee Code of Conduct and Monitoring Compliance
- Investment Portfolio & Performance Report
- Review of Debtor Management Policy - Bad Debt Write Off
- Annual Report into the Councillors and Delegated Committee Members Expenses, Resources and Support Policy
- Review of the Status of Excessive Leave Balances
- Update on Council and Community Preparedness for Future Emergencies
- Presentation of the Disaster Recovery Test Results – 2022
- Update on the Protection Data Security Plan (The Victorian Data Security Protection Framework).
- Gifts, Benefits and Hospitality Compliance Reporting - January -June 2022  
Insurance of non-Council assets on Crown land

The Committee advises it continues to get value from the review of integrity agency reports and these are produced to a high quality.

**Overall Conduct of the Audit and Risk Committee**

The Committee discharged its duties during the following meetings:

25 August 2022

27 September 2022

24 November 2022

**[AUDIT AND RISK COMMITTEE BI-ANNUAL REPORT]**

2 March 2023

**Attendance**

Attendance at the meetings for each independent and Councillor members is in the following table.

Committee Member	25 August	27 September	24 November
Beverley Excell	✓	✓	✓
David Kortum	✓	✓	✓
John Purcell	✓	✓	✓
Cr Ferguson	Apology	✓	Apology
Cr Law	✓	Apology	✓
Cr Gibson*	N/A	✓	N/A

\*All Councillors are invited to attend meetings but do not have an entitlement to vote.



**[AUDIT AND RISK COMMITTEE BI-ANNUAL REPORT]**

2 March 2023

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

- Virtual meetings: In line with the COVID-19 response the committee has continued to meet virtually. The committee will return to face-to-face for their March 2023 meeting.
- Two new independent members joined the committee in August 2022. Their skills will add strength to the committee, particularly with regard to risk management.
- Agenda: Committee members were able to request items to be included in meetings. Each quarter the draft agenda was discussed with the independent Chair prior to finalising and distributing. Sufficient time was allowed to address complex and critical issues.
- Meeting papers: Comprehensive meeting papers continue to be circulated a week prior. Members were able to make enquiries of senior management prior to the meetings, to enable researched answers at the meeting if necessary. The quality of the papers submitted to the committee continues to improve.
- Conduct of meetings: Meetings usually commenced at 10.00 am and in camera sessions utilised to check with auditors that they were being afforded all cooperation. In camera sessions also continue to provide an opportunity for the CEO to raise any confidential issues that emerge during the year.
- Minutes of meetings were approved at the following meeting and maintained by the Secretariat.  
They were also provided to Council for endorsement in an open session of the meeting.
- Communication with management of Latrobe City Council: The management team members have been made available for consultation with members of the Committee at any time during the year. Management have been very supportive of the activities of the committee.

**Recommendations for Improvement**

1. The number of outstanding Committee Actions has reduced significantly with only 2 overdue items at the November meeting. However, despite a continued focus on overdue Audit Actions, there is more to do especially in closing out older actions e.g. from audits in 2017, 2018, 2019 etc. The Committee urges management to continue to resolve these actions.
2. An Internal Control Environment Plan has been developed which assist the committee discharge its accountabilities with respect to the monitoring of the Internal Control Environment and identifying the key policies and controls that Council relies on to achieve compliance. This needs further development.

**[AUDIT AND RISK COMMITTEE BI-ANNUAL REPORT]**

2 March 2022

**Conclusion**

It is the independent view of the Committee that the governance culture of the Council remains strong. There is ongoing support for the development of a robust risk, control and compliance framework and evidence that Risk Management is being actively used to improve performance across the Council.

I believe the committee continues to add significant value to the governance of Latrobe City Council. The committee works well and has maintained a very cooperative relationship with management.

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

*Bev Excell, FAICD  
External Chair  
Audit & Risk Committee, Latrobe City Council  
2 March 2023*

1



**Audit and Risk  
Committee  
Annual Self-  
Assessment  
2022 Year**



**[AUDIT AND RISK COMMITTEE ANNUAL SELF-ASSESSMENT]**

2 March 2023

Dear Councillors,

As part of the Audit and Risk Committee Charter, and as a requirement of the *Local Government Act 2020*, I am pleased to present to you the Annual Self-Assessment of the Audit and Risk Committee for the period ending December 2022.

**Ms. Beverley Excell**

Chair, Audit and Risk Committee

2 March 2023



### **Purpose of the Assessment**

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

### **Results**

The results of the survey are attached. Seven participants completed the survey, four committee members and 3 executives. This is an increase on responses from last year (three committee members and one executive). Although it is noted that given turn over within the committee and within the council executives, the self-assessment included perspectives from responders that may not have attended three or more meetings for the year.

Similar to other years, relatively strong scores provided in response to questions about the internal audit function, external audit function and meeting procedures.

The level and effectiveness of appropriate Business Continuity and Disaster Recovery Planning was the lowest score with the results and an area for attention in 2023. This can be examined as part of the committees review of BCP later in 2023.

### **Conclusion**

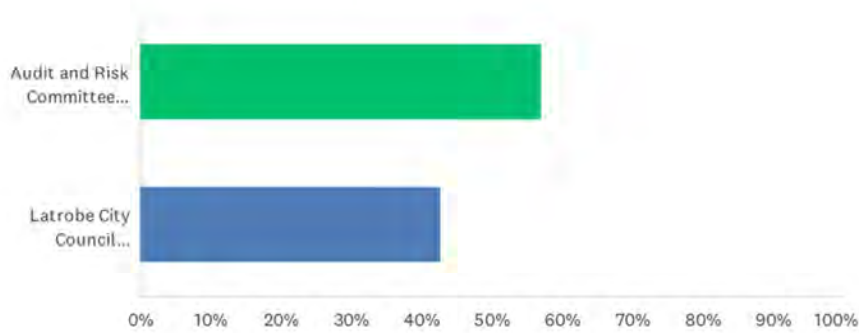
The survey indicates a level of satisfaction amongst it's with the activities of the Audit and Risk Committee.

*Bev Excell, FAICD External  
Chair  
Audit & Risk Committee, Latrobe City Council  
2 March 2023*

Latrobe City Council Audit and Risk Committee Annual Assessment 2022

Q1 Are you:

Answered: 7 Skipped: 0

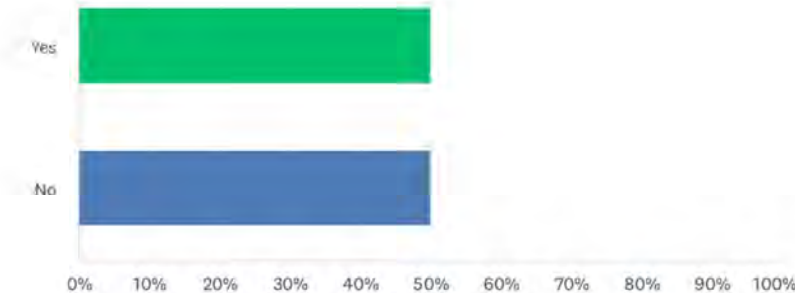


ANSWER CHOICES	RESPONSES	
Audit and Risk Committee Member	57.14%	4
Latrobe City Council Executive management representative (CEO/General Manager)	42.86%	3
<b>TOTAL</b>		<b>7</b>

Latrobe City Council Audit and Risk Committee Annual Assessment 2022

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

Answered: 4 Skipped: 3

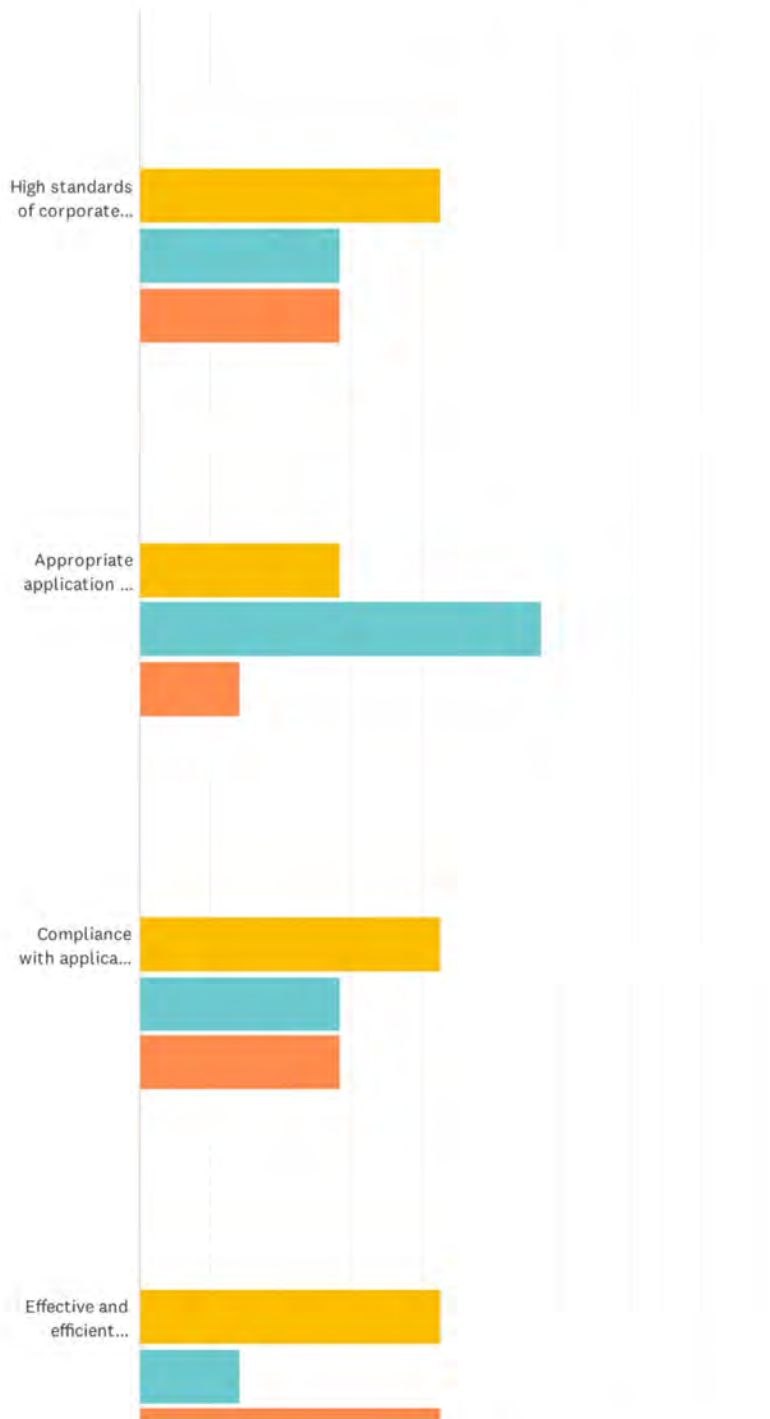


ANSWER CHOICES	RESPONSES	
Yes	50.00%	2
No	50.00%	2
TOTAL		4

Latrobe City Council Audit and Risk Committee Annual Assessment 2022

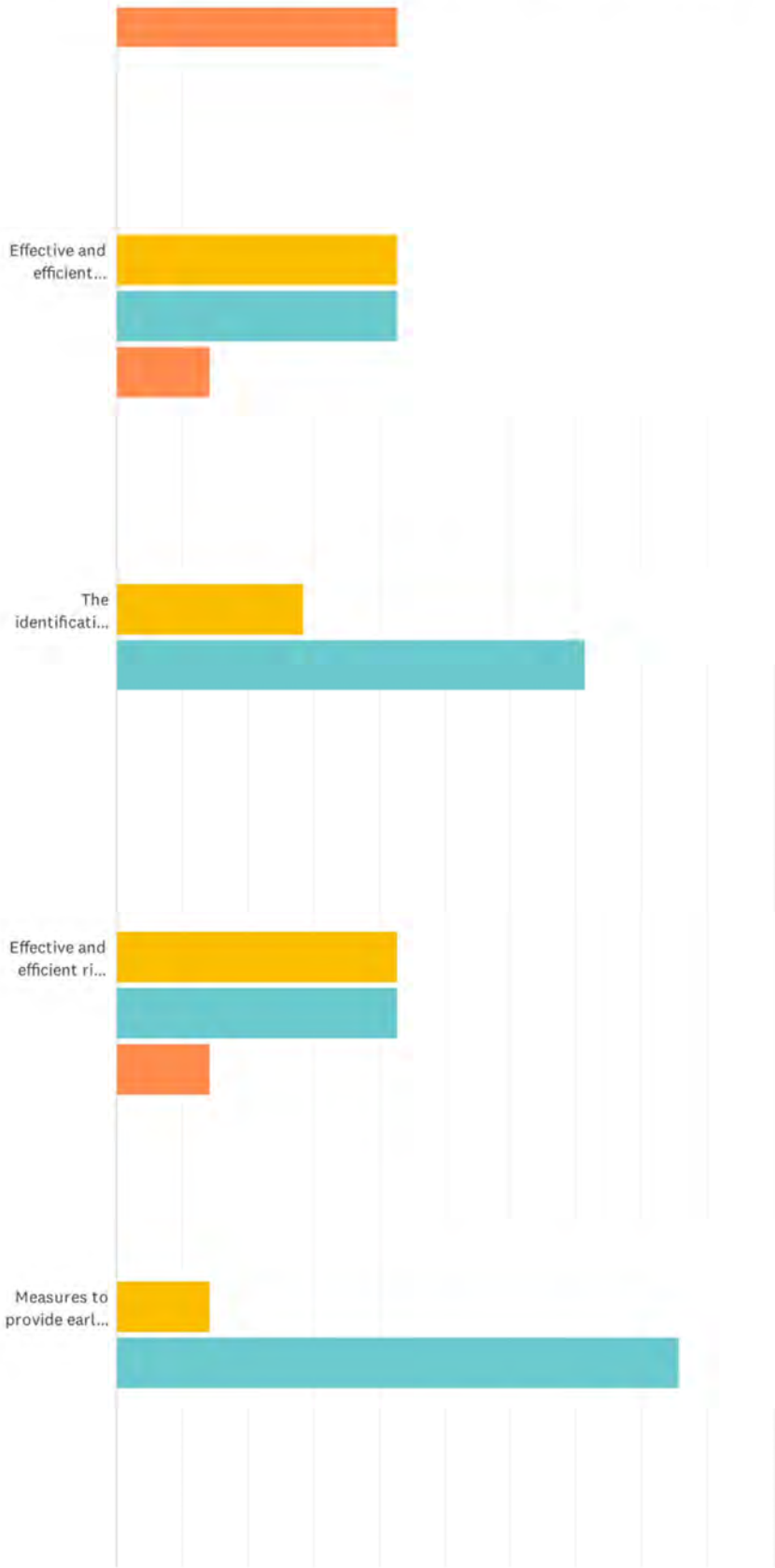
### Q3 The Audit and Risk Committee has monitored the systems and activities of Council in ensuring reliable financial reporting and management information

Answered: 7 Skipped: 0

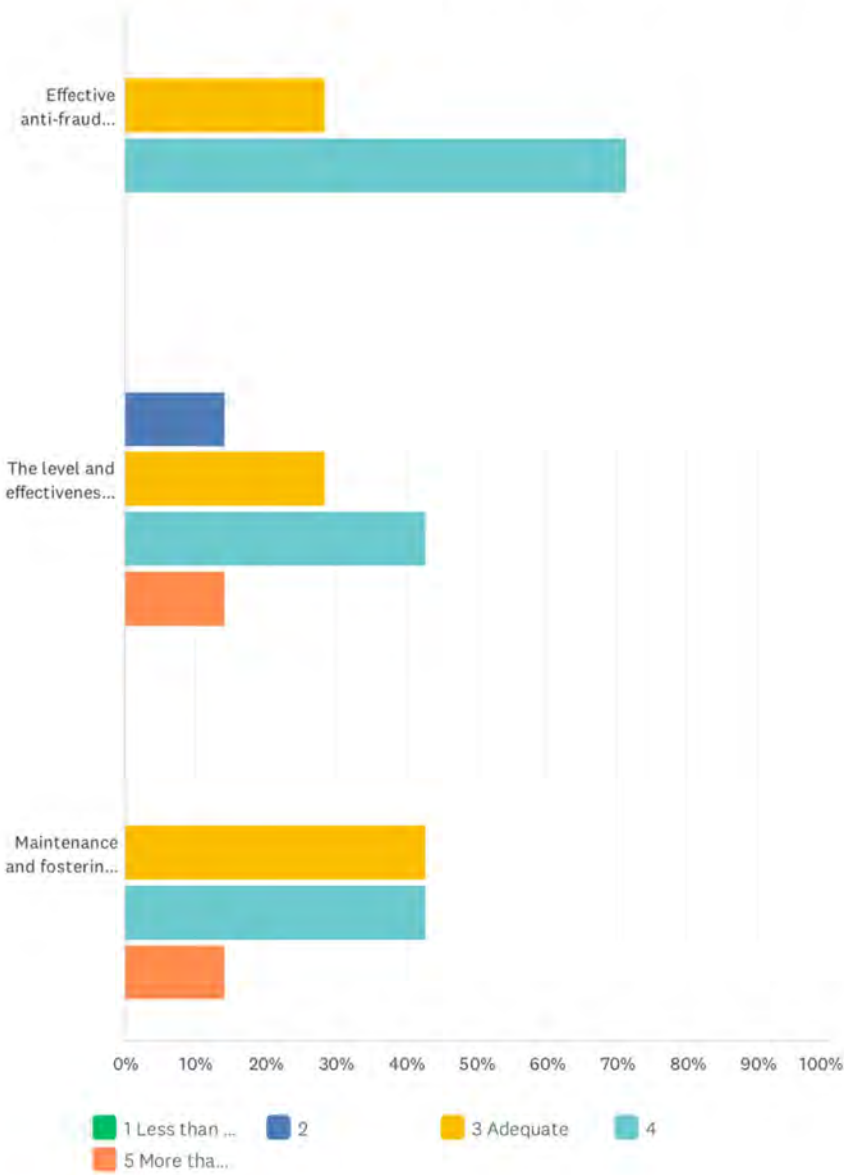




Latrobe City Council Audit and Risk Committee Annual Assessment 2022



Latrobe City Council Audit and Risk Committee Annual Assessment 2022



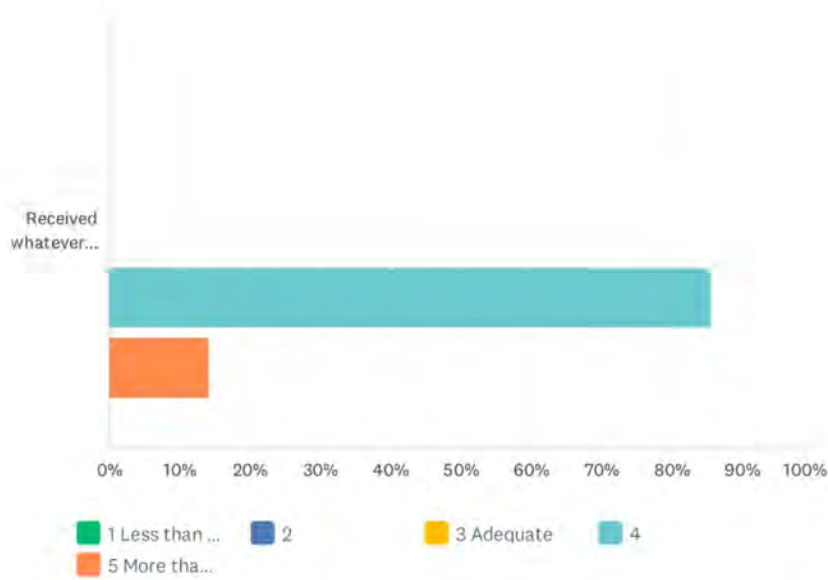
## Latrobe City Council Audit and Risk Committee Annual Assessment 2022

	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5 MORE THAN ADEQUATE	TOTAL	WEIGHTED AVERAGE
High standards of corporate governance	0.00% 0	0.00% 0	42.86% 3	28.57% 2	28.57% 2	7	3.86
Appropriate application of accounting policies	0.00% 0	0.00% 0	28.57% 2	57.14% 4	14.29% 1	7	3.86
Compliance with applicable laws and regulations	0.00% 0	0.00% 0	42.86% 3	28.57% 2	28.57% 2	7	3.86
Effective and efficient internal audit functions	0.00% 0	0.00% 0	42.86% 3	14.29% 1	42.86% 3	7	4.00
Effective and efficient external audit functions	0.00% 0	0.00% 0	42.86% 3	42.86% 3	14.29% 1	7	3.71
The identification, assessment and response to risk that is in accordance with Council's risk appetite	0.00% 0	0.00% 0	28.57% 2	71.43% 5	0.00% 0	7	3.71
Effective and efficient risk management processes	0.00% 0	0.00% 0	42.86% 3	42.86% 3	14.29% 1	7	3.71
Measures to provide early warning of any issues affecting the organisation's financial well-being	0.00% 0	0.00% 0	14.29% 1	85.71% 6	0.00% 0	7	3.86
Effective anti-fraud strategies and programs	0.00% 0	0.00% 0	28.57% 2	71.43% 5	0.00% 0	7	3.71
The level and effectiveness of appropriate Business Continuity and Disaster Recovery Planning	0.00% 0	14.29% 1	28.57% 2	42.86% 3	14.29% 1	7	3.57
Maintenance and fostering an ethical environment	0.00% 0	0.00% 0	42.86% 3	42.86% 3	14.29% 1	7	3.71

Latrobe City Council Audit and Risk Committee Annual Assessment 2022

Q4 The Audit and Risk Committee has:

Answered: 7 Skipped: 0

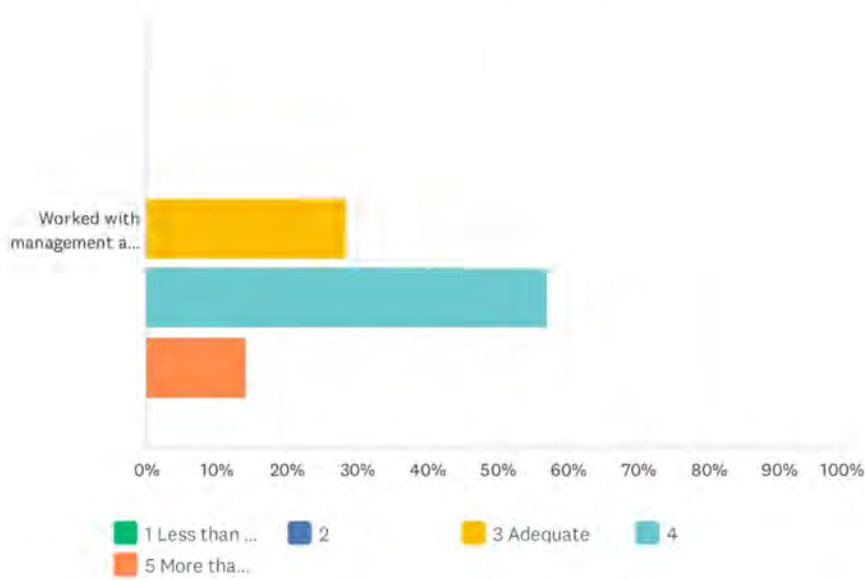


	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5 MORE THAN ADEQUATE	TOTAL	W A
Received whatever information, presentations, or explanations it considers necessary to fulfil its responsibilities	0.00%	0.00%	0.00%	85.71%	14.29%	7	
	0	0	0	6	1		

Latrobe City Council Audit and Risk Committee Annual Assessment 2022

Q5 The Audit and Risk Committee has:

Answered: 7 Skipped: 0



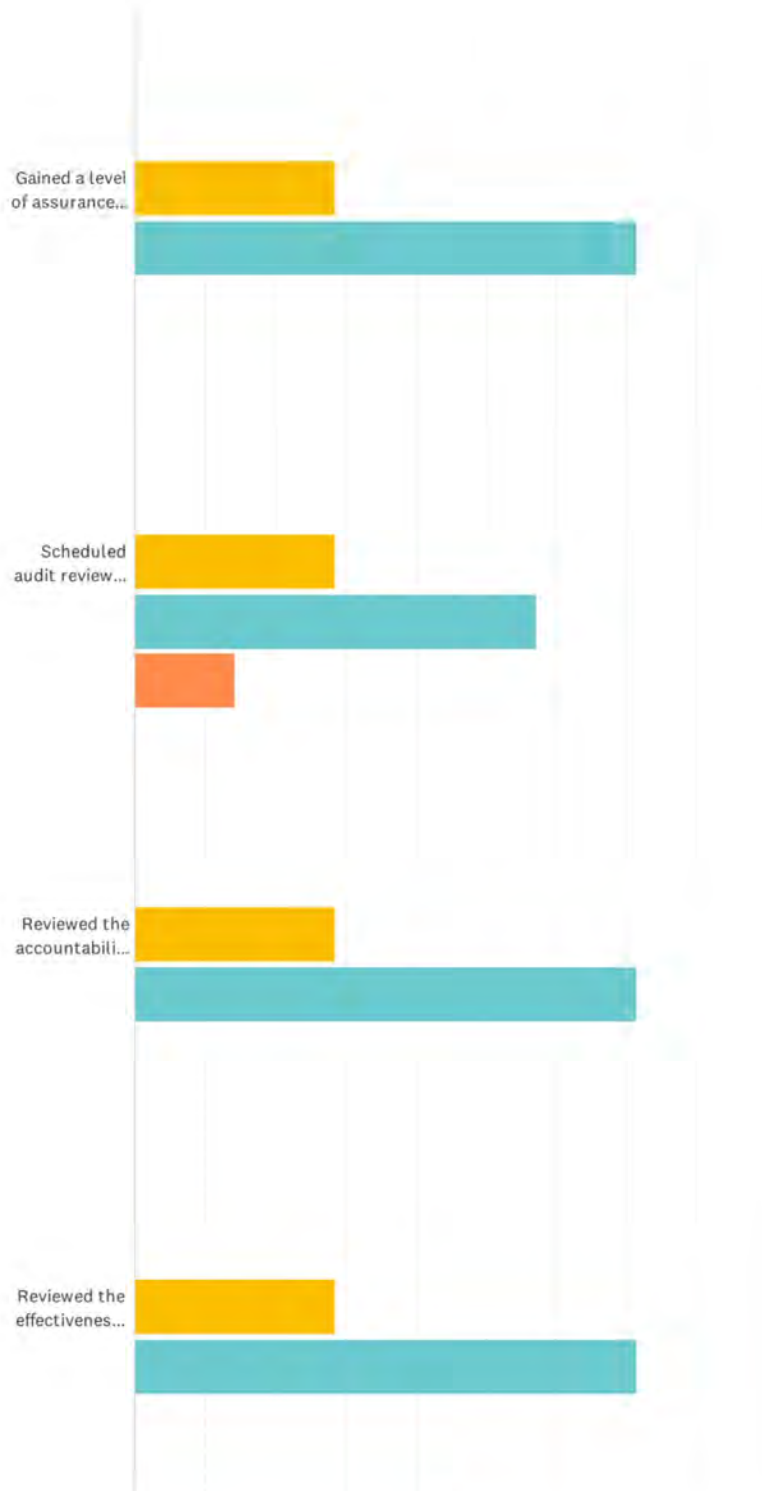
	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5 MORE THAN ADEQUATE	TOTAL	WEIGHTED AVERAGE
Worked with management and internal audit to develop a framework for monitoring the multi dimensional elements of corporate governance	0.00% 0	0.00% 0	28.57% 2	57.14% 4	14.29% 1	7	3.86



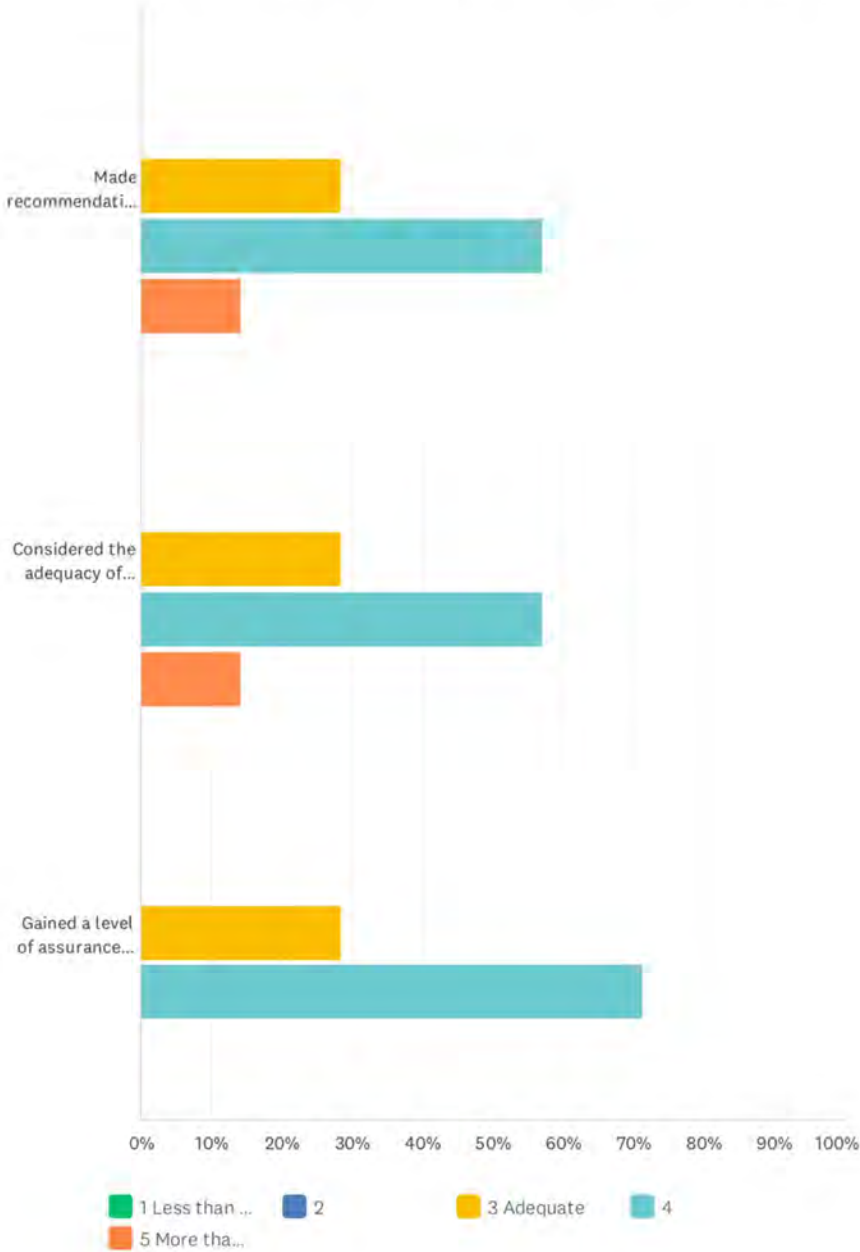
Latrobe City Council Audit and Risk Committee Annual Assessment 2022

Q6 The Audit and Risk Committee has:

Answered: 7 Skipped: 0



Latrobe City Council Audit and Risk Committee Annual Assessment 2022



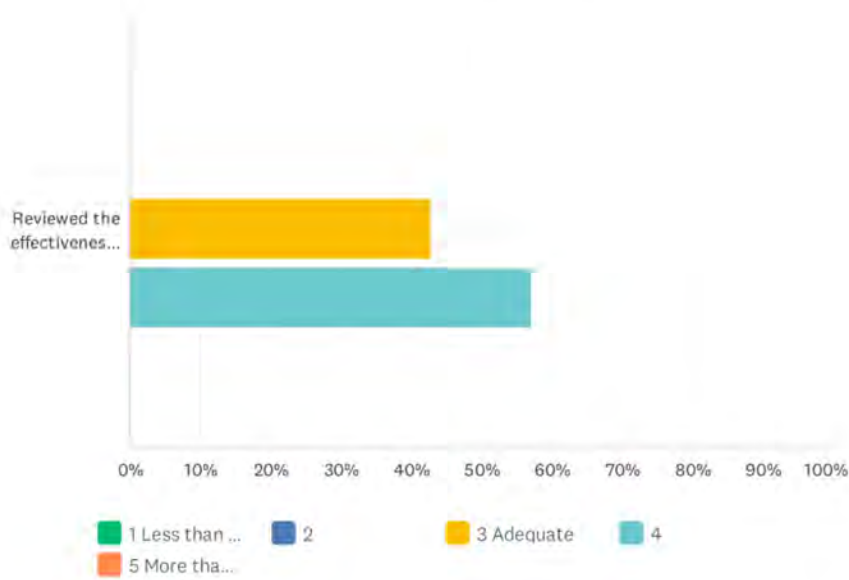
## Latrobe City Council Audit and Risk Committee Annual Assessment 2022

	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5 MORE THAN ADEQUATE	TOTAL	WEIGHTI AVERAG
Gained a level of assurance that systems are in place within Council to identify material business risks	0.00% 0	0.00% 0	28.57% 2	71.43% 5	0.00% 0	7	3.
Scheduled audit reviews in accordance with risk assessments	0.00% 0	0.00% 0	28.57% 2	57.14% 4	14.29% 1	7	3.
Reviewed the accountability of Council's corporate governance arrangements	0.00% 0	0.00% 0	28.57% 2	71.43% 5	0.00% 0	7	3.
Reviewed the effectiveness of internal control systems in place	0.00% 0	0.00% 0	28.57% 2	71.43% 5	0.00% 0	7	3.
Made recommendations to address control deficiencies	0.00% 0	0.00% 0	28.57% 2	57.14% 4	14.29% 1	7	3
Considered the adequacy of actions taken to ensure that material risks are dealt with in a timely manner to mitigate exposures	0.00% 0	0.00% 0	28.57% 2	57.14% 4	14.29% 1	7	3.
Gained a level of assurance that material business risks are appropriately reflected in the risk profile	0.00% 0	0.00% 0	28.57% 2	71.43% 5	0.00% 0	7	3.

Latrobe City Council Audit and Risk Committee Annual Assessment 2022

Q7 The Audit and Risk Committee has:

Answered: 7 Skipped: 0

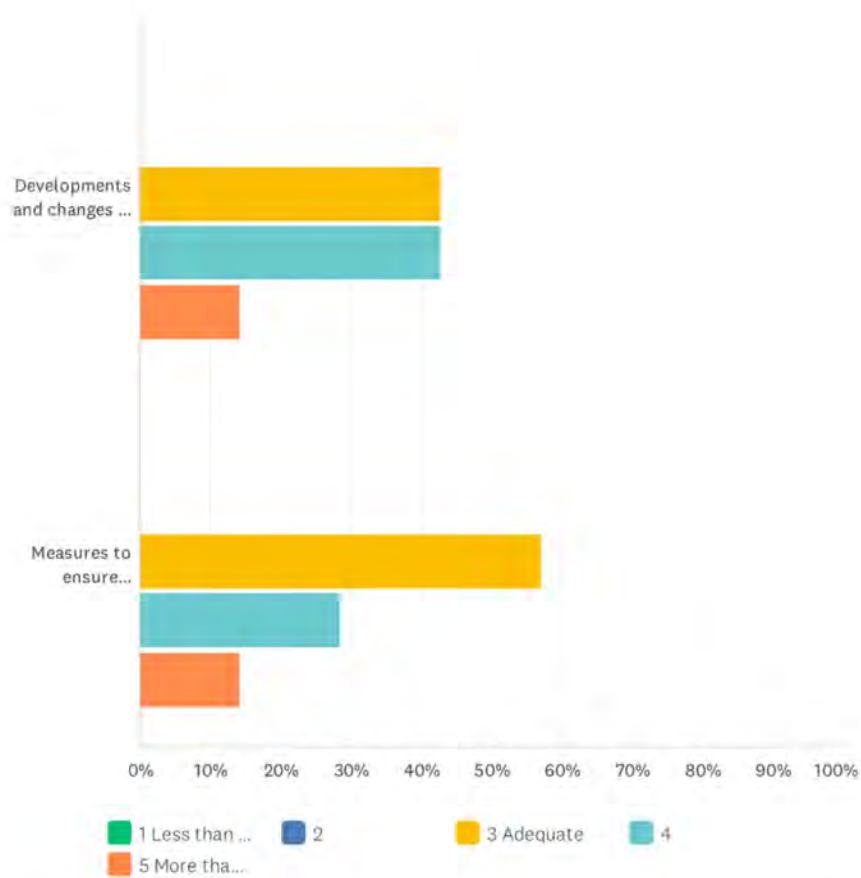


	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5 MORE THAN ADEQUATE	TOTAL	WEIGHTED AVERAGE
Reviewed the effectiveness of management information including financial controls and reporting	0.00% 0	0.00% 0	42.86% 3	57.14% 4	0.00% 0	7	3.57

Latrobe City Council Audit and Risk Committee Annual Assessment 2022

Q8 The Audit and Risk Committee has:

Answered: 7 Skipped: 0



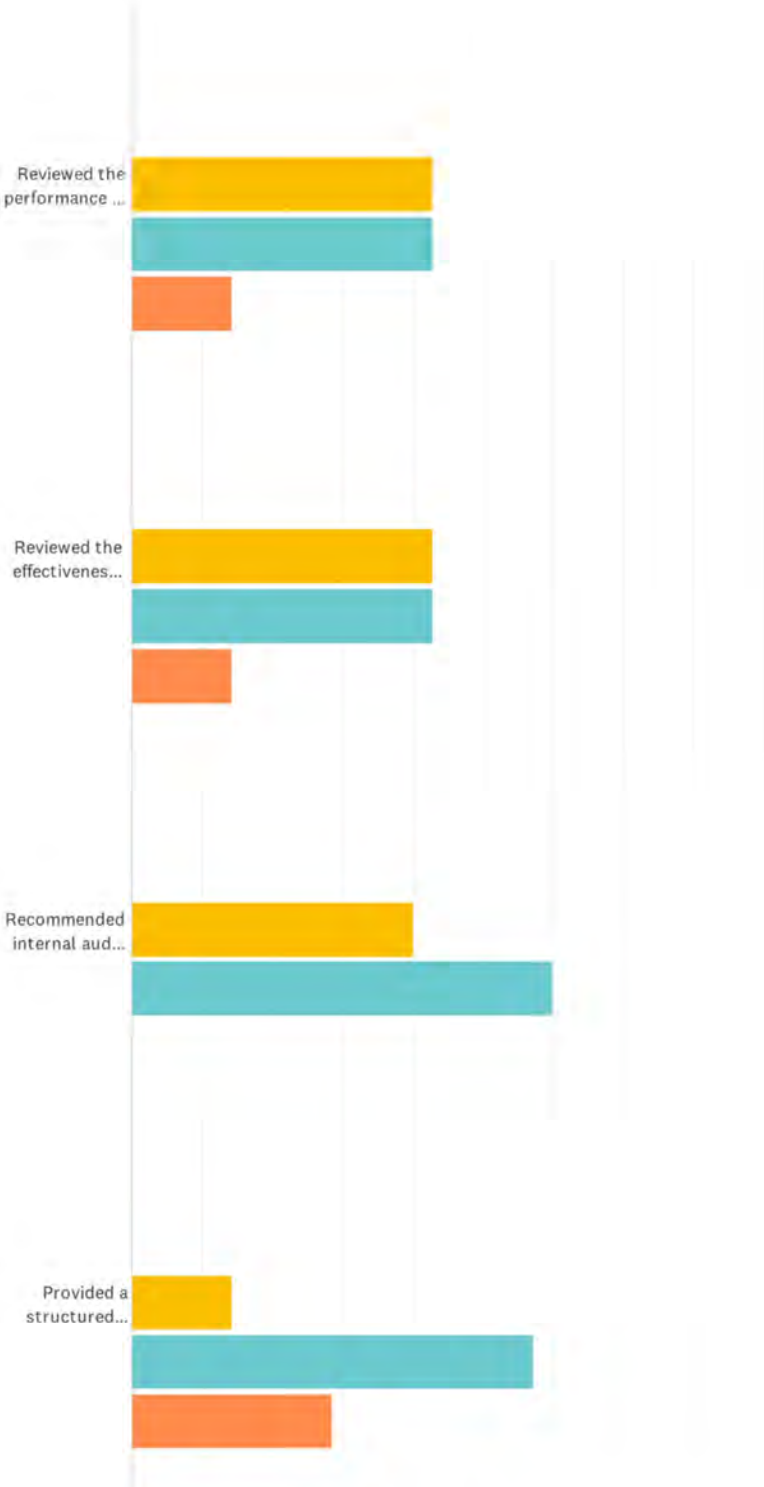
	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5 MORE THAN ADEQUATE	TOTAL	WEIGHTED AVERAGE
Developments and changes in the various rules, regulations and laws which relate generally to Council's business operations	0.00% 0	0.00% 0	42.86% 3	42.86% 3	14.29% 1	7	3.71
Measures to ensure Council's compliance with legislation.	0.00% 0	0.00% 0	57.14% 4	28.57% 2	14.29% 1	7	3.57



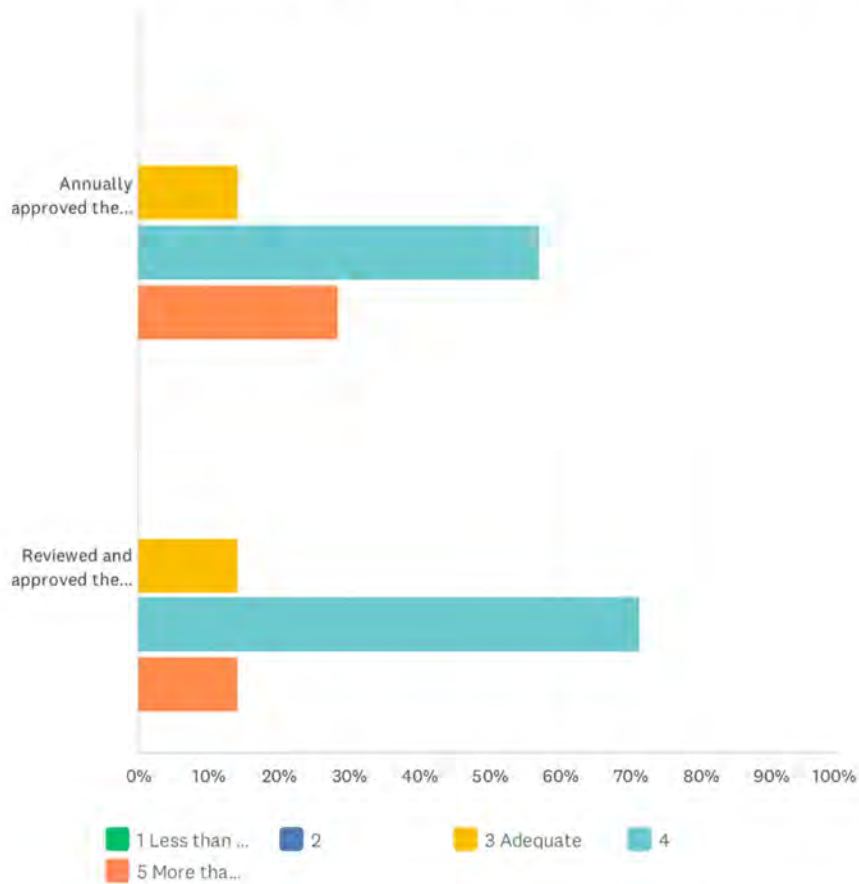
Latrobe City Council Audit and Risk Committee Annual Assessment 2022

Q9 The Audit and Risk Committee has:

Answered: 7 Skipped: 0



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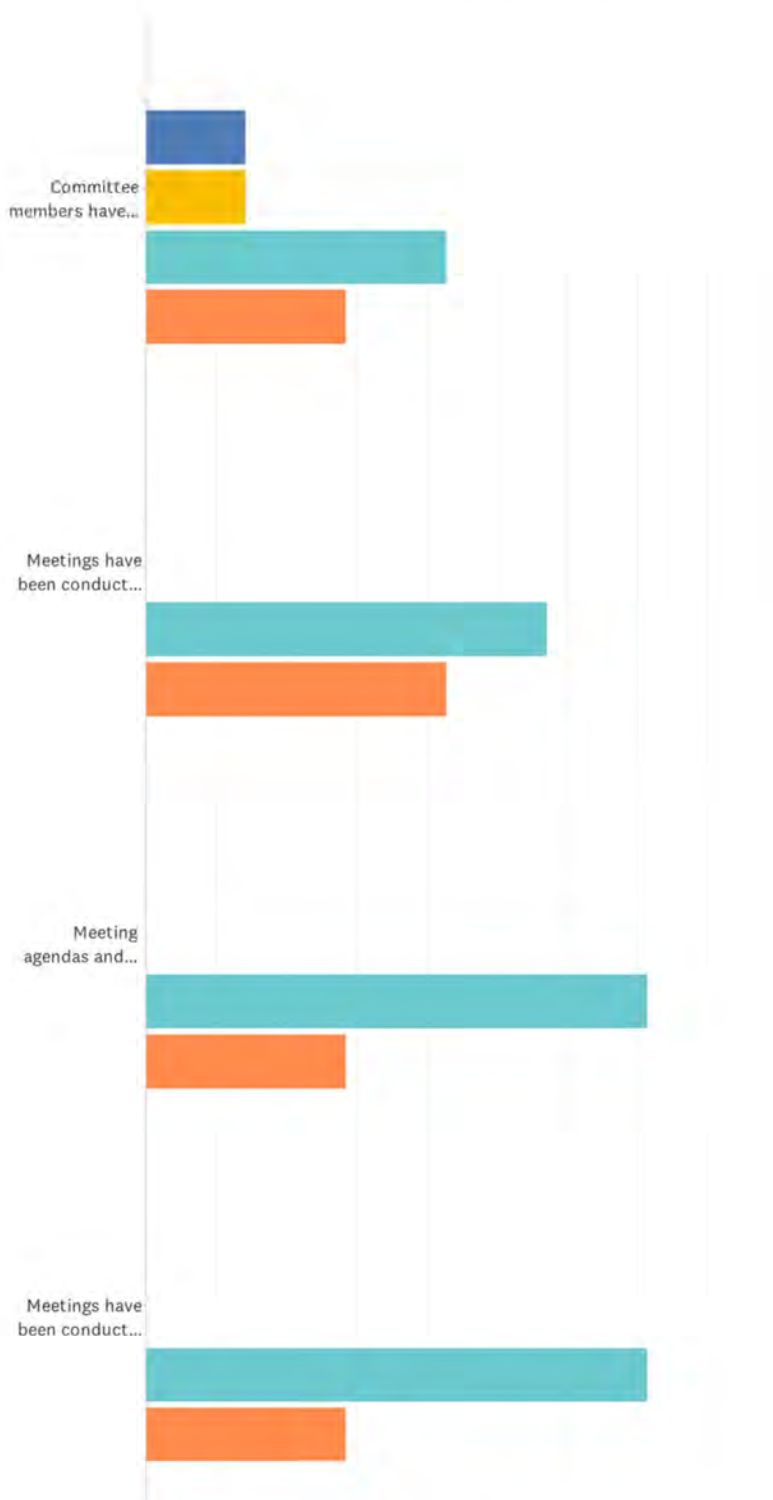


	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5 MORE THAN ADEQUATE	TOTAL	WEIGHTED AVERAGE
Reviewed the performance of internal audit	0.00% 0	0.00% 0	42.86% 3	42.86% 3	14.29% 1	7	3.71
Reviewed the effectiveness of the annual external audit	0.00% 0	0.00% 0	42.86% 3	42.86% 3	14.29% 1	7	3.71
Recommended internal audit appointments to Council	0.00% 0	0.00% 0	40.00% 2	60.00% 3	0.00% 0	5	3.60
Provided a structured reporting line for internal and external audit	0.00% 0	0.00% 0	14.29% 1	57.14% 4	28.57% 2	7	4.14
Annually approved the Internal Audit Program and rolling three year plan	0.00% 0	0.00% 0	14.29% 1	57.14% 4	28.57% 2	7	4.14
Reviewed and approved the Audit and Risk Committee Annual Plan	0.00% 0	0.00% 0	14.29% 1	71.43% 5	14.29% 1	7	4.00

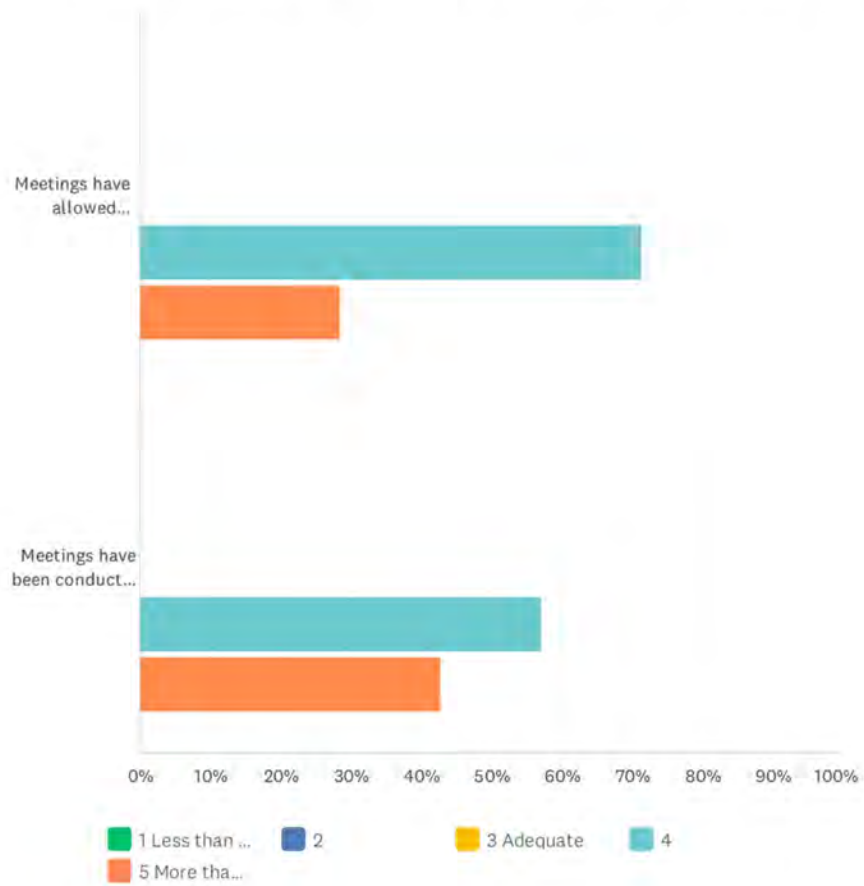
Latrobe City Council Audit and Risk Committee Annual Assessment 2022

Q10 The Audit and Risk Committee has:

Answered: 7 Skipped: 0



Latrobe City Council Audit and Risk Committee Annual Assessment 2022



## Latrobe City Council Audit and Risk Committee Annual Assessment 2022

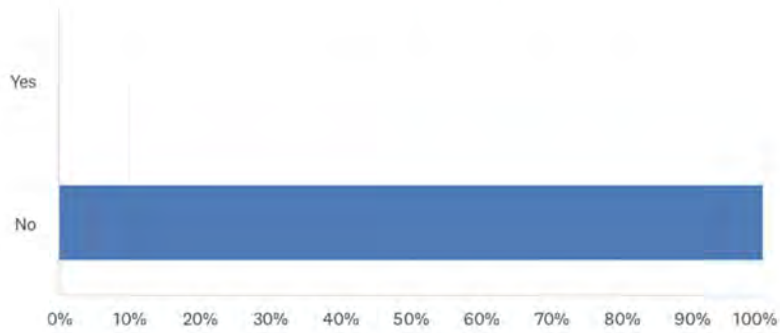
	1 LESS THAN ADEQUATE	2	3 ADEQUATE	4	5 MORE THAN ADEQUATE	TOTAL	WEIGHTED AVERAGE
Committee members have attended meetings on a regular basis	0.00% 0	14.29% 1	14.29% 1	42.86% 3	28.57% 2	7	3.86
Meetings have been conducted in accordance with the agenda issued	0.00% 0	0.00% 0	0.00% 0	57.14% 4	42.86% 3	7	4.43
Meeting agendas and supporting papers have been well structured and well written	0.00% 0	0.00% 0	0.00% 0	71.43% 5	28.57% 2	7	4.29
Meetings have been conducted to allow for full participation by all members	0.00% 0	0.00% 0	0.00% 0	71.43% 5	28.57% 2	7	4.29
Meetings have allowed Committee members to raise any issue they believe relevant	0.00% 0	0.00% 0	0.00% 0	71.43% 5	28.57% 2	7	4.29
Meetings have been conducted to allow for open, frank and robust discussion of all matters raised.	0.00% 0	0.00% 0	0.00% 0	57.14% 4	42.86% 3	7	4.43



Latrobe City Council Audit and Risk Committee Annual Assessment 2022

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

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	7
TOTAL		7

## **15. 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**

**16. 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.

Nil reports