



LATROBE CITY COUNCIL

MINUTES FOR THE ORDINARY COUNCIL MEETING HELD VIA AUDIO-VISUAL LINK AT 6PM ON 03 AUGUST 2020

CM552

PRESENT:

Councillors:	Cr Dan Clancey, Mayor	East Ward
	Cr Alan McFarlane, Deputy Mayor	Central Ward
	Cr Graeme Middlemiss	Central Ward
	Cr Darren Howe	East Ward
	Cr Dale Harriman	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Darrell White OAM	South Ward
	Cr Brad Law	West Ward
	Cr Sharon Gibson	West Ward
Officers:	Steven Piasente	Chief Executive Officer
	Suzanne Miller	General Manager Community Health & Wellbeing
	Gail Gatt	General Manager Regional City Growth & Investment
	Greg Drumm	General Manager Organisational Performance
	Larry Sengstock	General Manager Assets & Presentation
	Kieran Stewart	Governance Officer

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COUNCILLOR AND PUBLIC ATTENDANCE

PLEASE NOTE

The Victorian Government's *COVID-19 Omnibus (Emergency Measures) Act 2020* has introduced into the Local Government Act 2020 new mechanisms that allow for virtual Council Meetings to ensure local government decision-making can continue during the coronavirus pandemic.

Pursuant to section 394 of the *COVID-19 Omnibus (Emergency Measures) Act 2020*, a Councillor may attend this Ordinary Council Meeting remotely by electronic means of communication; and

Pursuant to section 395 *COVID-19 Omnibus (Emergency Measures) Act 2020* this Ordinary Council Meeting may be closed to the attendance by members of the public by making available access to a live stream of the Meeting on the Council's internet site.

1. OPENING PRAYER

The Mayor read the opening prayer.

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

3. APOLOGIES AND LEAVE OF ABSENCE

Nil

4. DECLARATION OF INTERESTS

Deputy Mayor McFarlane declared a direct interest under Section 77B of the *Local Government Act 1989* in respect to Item 10.1 Adoption of 2020/21 Budget, 2020-2024 Strategic Resource Plan and Declaration of 2020/21 Rates & Charges.

5. ADOPTION OF MINUTES

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Middlemiss

That Council confirm the minutes of the Ordinary Council Meeting held on 6 July 2020 and Special Council Meeting held on 20 July 2020.

CARRIED UNANIMOUSLY

6. ACKNOWLEDGEMENTS

Cr O'Callaghan – acknowledge all workers providing COVID-19 response and support, as well as service and supply. Thanks to broader community for supporting “Mask Up Latrobe” by wearing masks and for providing access to facemasks for the community.

7. PUBLIC PARTICIPATION TIME

Attend as an observer

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

Therefore this Meeting was closed to physical participation by members of the public. To meet legislated obligations and in the spirit of open, accessible and transparent governance, the Council Meeting was livestreamed.

Public Questions on Notice

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

There were no questions lodged.

Public Speakers

Members of the public who registered before 12noon were invited to speak to an item on the agenda.

Mark Smith attended the meeting via audio-visual link to speak to agenda item 15.1 Branding and Naming Strategy for new Major Venues.

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

Date of Council Meeting	Item	Notes
Regional City Growth and Investment		
23 October 2017	<p>Development Proposal - Expression of Interest</p> <p><i>Previously declared confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i></p>	<p>Councillor Briefing reports presented 26 March 2018 and 24 July 2018.</p> <p>Report will be scheduled once an update is available.</p> <p>30 April 2020</p> <p>Council report to be presented at a future meeting that outlines a proposal wasn't forthcoming. We will continue to market the Airport in line with our investment prospectus in line with the investment roadmap.</p>
5 February 2018	Signage on Overhead Bridges on Freeway	<p>8 March 2018</p> <p>A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p>Response from Vic Roads indicated their position is electronic signage on bridges is not permitted at this time.</p> <p>Further investigations being undertaken in 2018 and 2019.</p> <p>31 October 2019</p> <p>A future report to be presented to Council late 2020.</p> <p>22 April 2020</p> <p>A briefing is to be provided in June 2020.</p> <p>16 June 2020</p>

Date of Council Meeting	Item	Notes
		Additional information is still being gathered for the report; it is now expected a report will be made to Council later in 2020.
3 April 2018	Future Use of the Visitor Information Centre Building	<p>4 April 2018</p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct).</p> <p>20 July 2018</p> <p>No further updates - Update to be provided as the opening of the LCP approaches.</p> <p>28 November 2019</p> <p>A decision on the future use of the VIC building pending relocation to the foyer of the Latrobe Creative Precinct. This is scheduled for March/April 2021.</p> <p>New target date set at September 2020 so the process of identifying options and presenting them to Council can begin.</p> <p>11 June 2020</p> <p>A report is being prepared to present options to Councillors.</p>
2 September 2019	<p>SEA Electric: Request for Land at the Gippsland Logistics Precinct</p> <p><i>Previously declared confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed</i></p>	<p>30 April 2020</p> <p>A further report to be prepared for Council consideration following work undertaken over the coming months.</p> <p>12 June 2020</p> <p>Draft lease being prepared.</p> <p>7 July 2020</p> <p>Discussions continuing with State Government in</p>

Date of Council Meeting	Item	Notes
	<i>developments.</i>	relation to milestones for the lease agreement
3 June 2019	Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct	<p>11 February 2020</p> <p>The expression of interest (EOI) is being publicly released on 17/2/2020. Timelines have allowed for a briefing to Councillors on 20 April 2020, followed by a report on 4 May 2020.</p> <p>9 April 2020</p> <p>The deadline for submissions of EOI extended at the request of potential submitters due to the COVID-19 pandemic. The deadline extended to 30 April 2020; a Councillor briefing report will be scheduled after this.</p> <p>10 June 2020</p> <p>Submissions currently being assessed.</p>
11 November 2019	Celebrating the 20th Anniversary of the Sister City Relationship with Taizhou - Taizhou Garden in Latrobe	<p>Present the final design for consideration at a future Council meeting.</p> <p>1 May 2020</p> <p>Survey work continues.</p> <p>11 June 2020</p> <p>The Infrastructure team provided a site survey map and photos to Taizhou on 23 March. Due to the lockdown in China, Taizhou Foreign Affairs Office returned to work in May.</p> <p>Taizhou indicated that the process may take longer than expected due to the COVID-19 pandemic. Once a draft design is received from Taizhou, a further meeting with interested parties will be arranged and an update will be provided.</p>
2 December 2019	2019/17: NIEIR Report <i>Previously declared confidential under</i>	<p>6 May 2020</p> <p>Data will be finalised following an analysis of the impact of the COVID-19 situation on information</p>

Date of Council Meeting	Item	Notes
	<i>Section 89(2) (h) of the Local Government Act 1989, as it deals with a matter which the Council or special committee considers would prejudice the Council or any person.</i>	previously presented.
Community Health and Wellbeing		
5 August 2019	2018/19 Outdoor Pool Season Review	<p>12 May 2020</p> <p>Report scheduled for Briefing 1 on 20 July 2020 and Council Meeting 3 August 2020.</p>
4 May 2020	Reconciliation Action Plan Conditional Endorsement	<p>8 May 2020</p> <p>Draft RAP sent to Reconciliation Australia for conditional endorsement.</p> <p>17 June 2020</p> <p>Response received from Reconciliation Australia on 16 June. Officers are currently working through the feedback and preparing the design work for the final version to present to Council for endorsement.</p> <p>13 July 2020</p> <p>Officers met with Reconciliation Australia today to discuss the draft. Additional information is required to be included and resent to Reconciliation Australia this week. They have indicated we are on track to have final endorsement by the end of the July allowing for the RAP to be submitted for final endorsement at the September Council Meeting.</p>

Date of Council Meeting	Item	Notes
01 June 2020	Managing Camping at the Lake Narracan Foreshore Reserve	A further report presenting data collected from security and maintenance patrols to inform options for future utilisation of the area to its full potential.
Organisational Performance		
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p>20 September 2017 Pending further discussions before a report is rescheduled for decision.</p> <p>9 August 2018 A report for Council to consider the submissions received is being prepared for the September Meeting.</p> <p>17 September 2018 A further report will be determined after Councillor speaks with property owner.</p> <p>17 January 2019 Report expected to council in April 2019.</p> <p>13 February 2019 Report pending scheduling.</p> <p>8 August 2019 Proposed road renaming to be referred to Road Naming Committee for consideration when convened.</p> <p>14 April 2020 Report considered at Councillor Briefing held on 23 March 2020.</p> <p>7 May 2020 Letters sent to all property owners in Ashley Avenue advising of potential name change and</p>

Date of Council Meeting	Item	Notes
		<p>inviting preliminary feedback.</p> <p>23 June 2020</p> <p>Feedback received from property owners to be considered at future meeting of the Road & Place Names Committee following which a Briefing Report will be presented to Council with recommendation as to how to proceed.</p> <p>13 July 2020</p> <p>Road & Place Names Committee meeting to be held on Monday, 13th July to considered the proposed renaming of Ashley Avenue. Report to be presented to a subsequent Councillor Briefing based upon recommendation from the committee as to which road should be renamed.</p>
6 July 2020	Englobo Land Valuations	<p>Requests a report at the next available Council Meeting following receipt of this information from the Valuer-General Victoria.</p> <p>21 July 2020</p> <p>A letter has been sent to The Valuer General Victoria non 13 July 2020 requesting the value of each parcel of current englobo land previously zoned farm land as if it had remained zoned as farm land.</p>
6 July 2020	Release of draft Governance Rules (including Election Period Policy) and draft Local Law for Public Consultation	<p>13 July 2020</p> <p>Notice for local law lodged in 9 July 2020 Government Gazette and Latrobe Valley Express</p> <p>Local law with required accompanying documents made available at all service centres and included in Have Your Say on Council's website</p> <p>Governance Rules included in Have Your Say on Council's website</p>
6 July 2020	Consideration of Draft Public	

Date of Council Meeting	Item	Notes
	Transparency Policy for Public Consultation	
Assets and Presentation		
3 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	<p>Matter was researched and considered during 2018/19.</p> <p>14 August 2019</p> <p>A briefing report will be presented to Council in September 2019.</p> <p>16 January 2020</p> <p>A further Briefing Report will be presented in 2020.</p> <p>7 May 2020</p> <p>A further report will be presented to Council in July for information</p>
1 April 2019	Moe Keenagers - Project Update	<p>9 January 2020</p> <p>This funding application is still waiting for approval from the Federal Department of Infrastructure.</p> <p>6 March 2020</p> <p>A Council report will be provided in due course.</p>
2 March 2020	2020/02 Review of Council Position 2010	Presents a discussion paper to a council briefing session related to a future position on climate change and then presents a report to a future Council Meeting.
6 July 2020	Shared Path Network	Officers prepare a report for the August 2020 Ordinary Council Meeting.

Any proposed timings of reports listed above advised up to 22 July 2020, have been included in the above table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

NOTICES OF MOTION

9. NOTICES OF MOTION

9.1 2020/09 VICTORIAN LOCAL GOVERNMENT ASSOCIATION

Cr Dale Harriman

I, Cr Dale Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 3 August 2020:

MOTION

Moved: Cr Harriman

Seconded: Cr Gibson

That Council immediately give notice of resignation from the Victorian Local Government Association (VLGA).

CARRIED UNANIMOUSLY

Signed
Cr Dale Harriman
27 July 2020

Attachments
Nil

9.2 LAKE NARRACAN FORESHORE LANDSCAPE MASTERPLAN

Cr Sharon Gibson

I, Cr Sharon Gibson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 3 August 2020:

MOTION

Moved: Cr Gibson

Seconded: Cr Law

That Council:

- 1. Reviews the existing Lake Narracan Foreshore Landscape Masterplans (June 2017) to ensure they are still relevant and provide the most effective outcome for the community and Latrobe City Council;**
- 2. Aligns the masterplans to ensure they are positioned to attract potential external funding or be adaptable and ready to accept external funding should it become available; and**
- 3. Reviews the cost plans associated with the existing masterplans to reflect any cost escalations that may have occurred.**

CARRIED UNANIMOUSLY

Signed
Cr Sharon Gibson
29 July 2020

Attachments
Nil

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

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

Agenda Item: 10.1

**Agenda Item: Adoption of 2020/21 Budget, 2020-2024 Strategic
Resource Plan and Declaration of 2020/21 Rates &
Charges**

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

Cr Alan McFarlane left the meeting, the time being 6.51 PM

MOTION

Moved: Cr Middlemiss

Seconded: Cr Harriman

That Council:

- 1. Adopts the Salaries and Wages budget in the Early Learning and Care service included within the 2020/2021 Budget.**

CARRIED UNANIMOUSLY

Cr Alan McFarlane returned to the meeting, the time being 6.58 PM

MOTION

Moved: Cr McFarlane

Seconded: Cr White

That Council:

- 1. Having regard to the submissions made and in accordance with Section 130 of the *Local Government Act 1989 (Act)* adopts the 2020/2021 Budget (including fees and charges), *annexed to this report*;**
- 2. Adopts the Strategic Resource Plan 2020/2024, annexed to this report;**

3. In accordance with the provisions of the Act, declares that the amounts that it intends to raise by way of general rates, municipal charges and service charges for the period 1 July 2020 to 30 June 2021 are as follows:

General Rates	\$54,464,597
Municipal Charge	\$ 5,415,480
Service Charges	\$12,606,636
EPA Landfill Levy Charge	\$ 820,645
Payments in lieu of rates	\$ 7,938,057

4. Declares that the general rates will be raised in 2020/2021 by the application of the following differential rates calculated on the Capital Improved Value of rateable property:

- 4.1. General rate of 0.00450056 cents in the dollar on lands as defined in paragraph 7.1.1
- 4.2. Farm rate of 0.00337542 cents in the dollar on farm land as defined in paragraph 8.1.1
- 4.3. Derelict Properties rate of 0.01350168 cents in the dollar on lands as defined in paragraph 9.2

5. Declares the general rates for a twelve month period commencing 1 July 2020 and that the rates be levied in respect of each portion of rateable land for which the Council has a separate valuation;

6. Is of the opinion that the differential rates to be levied in 2020/2021 will contribute to the equitable and efficient carrying out of its functions;

7. Specifies in relation to the General Rate for 2020/2021 the following in accordance with Section 161 of the Act:

- 7.1. The objectives of the general rate as:

7.1.1. the types and classes of land to which the rate will apply is all other rateable land that is not defined as farm land as described in paragraph 8.1.1 or derelict properties as described in paragraph 9.2;

7.1.2. the level of the general rate is 0.00450056 cents in the dollar on the capital improved value of land as defined;

7.1.3. the reasons for the use and level of that rate are that:

7.1.3.1. the types and classes of land to which the rate applies can be easily identified;

7.1.3.2. it is appropriate to have a general rate so as to

fairly rate lands other than derelict properties, recreational and farm lands;

7.1.3.3. the level of the general rate is appropriate having regard to all relevant matters including the use to which the land is put and the amount to be raised by Council's Municipal Charge;

7.1.3.4. the level of the general rate is appropriate to ensure that the burden of the payment of rates is fairly apportioned across all rateable land within the Municipal district;

7.1.3.5. it meets the objectives the Council considers are consistent with the economical and efficient carrying out of its functions, and

7.1.4. the characteristics of the land which are the criteria for declaring the general rate are as set out in subparagraph 7.1.1 above;

8. Specifies in relation to the farm rate for 2020/2021 the following in accordance with Section 161 of the Act:

8.1. The objectives of the farm rate as:

8.1.1. the types and classes of land to which the rate will apply is farm land 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:

grazing (including agistment);

dairying;

pig farming;

poultry farming;

fish farming;

tree farming;

bee keeping;

viticulture;

horticulture;

fruit growing;

the growing of crops of any kind;

and that is used by a business:

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

8.1.2. the level of the farm rate is 0.00337542 cents in the dollar on the capital improved value of farm land as defined;

8.1.3. the reasons for the use and level of that rate are that:

8.1.3.1. the types and classes of land to which the rate applies can be easily identified;

8.1.3.2. it is appropriate to have a farm rate so as to fairly rate farm land;

8.1.3.3. 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;

8.1.3.4. 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;

8.1.4. the types and classes of land to which the rate will apply can be identified as farm land as defined in paragraph 8.1.1;

8.1.5. it meets the objectives the Council considers are consistent with the economical and efficient carrying out of its functions;

9. Specifies in relation to the derelict properties rate for 2020/2021 the following in accordance with Section 161 of the Act:

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

9.2 The types and classes of land to which the rate will apply is properties where 9.2.1 and 9.2.2 both apply;

9.2.1. 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

9.2.2 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.**

9.3. The level of the derelict properties rate is 0.01350168 cents in the dollar on the capital improved value of derelict properties land as defined.

9.4. the reasons for the use and level of that rate are that:

9.4.1. the 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 Act;

- 9.5. the types and classes of land to which the rate will apply can be identified as derelict land and/or buildings as defined in paragraph 9.2.1 and 9.2.2;
- 9.6. it meets the objectives the Council considers are consistent with the economical and efficient carrying out of its functions;
10. Specifies that the general rate continue to be applied to Retirement Villages as defined under the *Retirement Villages Act 1986* having given due consideration to the implementation of a differential rate for such lands as required by the *Ministerial Guidelines on Differential Rating*
11. Declares a Municipal charge at the annual rate of \$140.00 for rateable land in respect of which a Municipal charge may be levied to recover some of the administrative costs of the Council for a period of 12 months from 1 July 2020 to 30 June 2021;
12. Declares an annual service charge of \$352.00 per premises for the weekly collection and disposal of refuse in respect of premises to which the service is provided (whether or not the owner or occupier of such premises avails himself or herself of the service provided) for a twelve month period from 1 July 2020 to 30 June 2021;
13. Declares an annual EPA Landfill Levy charge of \$23.00 per garbage bin to cover the costs levied by the Environmental Protection Authority on the operation of landfills for the period 1 July 2020 to 30 June 2021;
14. Where exemptions are granted, waste services will be charged for services utilised for the period 1 July 2020 to 30 June 2021 as follows:
- Garbage 120L bin \$225.00 pa
- Garbage 240L bin \$332.00 pa
- Garbage 240L bin Special \$256.00 pa
- Recycling 240L bin \$ 77.00 pa
- Organics 240L bin \$ 50.00 pa
15. Cultural and Recreational Land, in accordance with Section 4 of the *Cultural and Recreational Lands Act 1963*, the following amounts be specified as the amounts payable in respect of recreational lands described as:

Morwell Bowling Club	52 Hazelwood Road, Morwell	\$16,877.13
Traralgon Bowling Club	45-57 Gwalia Street, Traralgon	\$22,682.86
Moe Racing Club	Waterloo Road, Moe	\$19,037.40

Newborough Bowling Club	1-5 Coach Road, Newborough	\$2,767.85
Traralgon Golf Club	Princes Street, Traralgon	\$6,089.89
Yallourn Golf Club	Golf Links Road, Moe	\$3,973.19
Morwell Golf Club	Fairway Drive, Morwell	\$2,531.57
Boolarra Bowling Club	22 Duke Street, Boolarra	\$753.84
Yinnar Bowling Club	Main Street, Yinnar	\$607.58
Yallourn North Bowls Club	Reserve Street, Yallourn North	\$900.11
LV Water Ski Club	Hall Road, Yallourn North	\$270.03
Glenview Park	McNairn Road, Traralgon	\$10,126.26
Moe Golf Club	26 Thompsons Road, Newborough	\$2,925.36
Moe Bowling Club	Waterloo Road, Moe	\$1,732.72
Victorian Field & Game Association	Scales Road, Flynn Creek	\$444.43

16. **These amounts have regard to the services provided by the Council in relation to such lands and the benefit to the community derived from such recreational lands.**
17. **Directs that copies of the information required by Section 161(3) of the Act be made available for inspection at Council's office during office hours;**
18. **Having considered submissions received in relation to the 2020/2021 Budget, directs that the rates and charges as declared for 2020/2021 be levied by sending notices to the persons who are liable to pay, in accordance with Section 158 of the Act;**
19. **Resolves that the rates and charges for 2020/2021 must be paid by the dates fixed under Section 167 of the Act, namely:**

in full by 15 February 2021; or

by equal instalments on the following dates:

- 30 September 2020;
 - 30 November 2020;
 - 28 February 2021; and
 - 31 May 2021;
- 20. Directs and authorises the Chief Executive Officer to demand payment of and recover the rates and charges as declared in relation to the 2020/2021 Budget;**
- 21. Rate of Interest – Section 172 of the Act:**
- 21.1. That for the 2020/2021 financial year Council resolves to require a person to pay interest on any outstanding amounts of rates and charges:**
- 21.1.1 which that person is liable to pay; and**
- 21.1.2 which have not been paid by the date specified under Section 167 for their payment except where the Council has agreed to waive the whole or part of any such interest;**
- 21.2 That for the 2020/2021 financial year Council resolves in accordance with Section 172 of the Act that the rate of interest will be as specified under Section 2 of the *Penalty Interest Rates Act 1983* (Currently 10%);**
- 22. Authorises the Chief Executive Officer to sign and seal any loan and financial documents relating to the proposed borrowings of \$10,000,000 in the 2020/2021 Budget.**
- 24. Write to all submitters thanking them and advising Council’s response to their submission.**
- For** Crs White, O’Callaghan, Harriman, McFarlane, Howe, Clancey and Law
- Against:** Cr Middlemiss
- Abstain:** Cr Gibson
- CARRIED**

Executive Summary:

- In accordance with the *Local Government Act 1989*, (Act) Council must adopt a budget, strategic resource plan and declare its rates and charges for the following financial year by 30 June. Due to the COVID-19 pandemic the State Government has extended the date to 31 August 2020 for the 2020/21 budget.

- Council's Strategic Resource Plan has been updated to reflect the current budget and is included for adoption.
- Council has now complied with the legislative requirements for the preparation and public notification of its 2020/21 Budget, which includes the proposed rates and charges.
- A total of 19 submissions were received at the special council meeting held on 20 July 2020. A number of minor amendments to the advertised Budget have been made and are detailed under the Internal/External Consultation section of this report.
- It is recommended that Council adopt the 2020/2021 Budget and Strategic Resource Plan 2020-2024 documents and declare the rates and charges to be applied in the 2020/21 financial year.

Background:

On 15 June 2020, Council resolved to give notice of preparation of the proposed 2020/2021 Budget, including proposed rates and charges for the year, and invited submissions on the Budget in accordance with Section 129 of the Act.

Public notice of the preparation of the 2020/2021 Budget was subsequently advertised in the Latrobe Valley Express on 18 June, 22 June, 25 June, 2 July and 9 July 2020, advising that both documents were available for inspection at Council's service centres and on Council's website.

Submissions in relation to the Budget were receivable up to 5pm on 15 July 2020. A total of 19 written submissions were received in relation to the draft 2020/2021 Budget. All those who made submissions were provided with the opportunity to speak at the Special Council Meeting held on 20 July 2020. Subsequently representatives from the Alliance for Gambling Reform, the Traralgon Railway Reservoir Conservation Reserve Special Committee, Mathison Park Special Committee, and the Latrobe City Farm Ratepayers Association took the opportunity to speak to their submissions.

The 2020/2021 Budget has been prepared utilising financially prudent principles and measures, and clearly articulate the resources required to deliver the 2017-2021 Council Plan.

The Budget has been drafted to provide for delivery of actions within the draft Council Plan 2017-2021 and the continued provision of the large range of services and programs.

The Budget includes a 0% increase in overall rates and charges (excluding the State Government Landfill Levy) which is below the increase in rates permissible under State Government legislation of 2%. Due to this legislation limiting the amount by which councils may increase general rates in any year, Council is unlikely to be able to recover the amount foregone this year by not increasing rates to the maximum amount permissible, at a cost of approximately \$13.3 million over 10 years.

The Landfill Levy is proposed to increase from 1 January 2021 by \$9.92 (30%) per tonne in line with the increase imposed by the State Government on waste disposed into landfills.

The Ministerial Guidelines on Differential Rating require Council to consider the application of a differential rate for Retirement Villages. Council has given consideration to this and it is not proposed to introduce a differential rate in 2020/2021.

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

The Strategic Resource Plan information is included within the budget document, however a separate document is also created for individual adoption so that it can be exhibited with the current Council Plan as per the requirements of the Act.

The Budget provides for the continued delivery of services at current levels, whilst incorporating the capital works program of \$85.335 million.

The budget contains new borrowings of \$10.00 million from the State Government's Community Infrastructure Loan program for the 2020/2021 financial year to undertake the Moe Rail Precinct Revitalisation Stage 2 (\$7.5M) and Kernot Hall Upgrade (\$2.5M) projects.

The proposed schedule of Fees and Charges has been prepared to reflect the impacts of the COVID-19 pandemic on the community with fees held at 2019/2020 levels with the exception of Transfer Station fees which are escalated on an annual basis and are retained by the facility operator as part of the contract remuneration.

The COVID-19 pandemic has had a significant impact on the business sector in Latrobe City. While businesses in some sectors have been able to maintain operations or even increase turnover, many others have been adversely impacted and even had to close. The full impacts to the local economy are only now beginning to be assessed, it appears likely that effects will be evident for some time into the future.

There have also been a number of impacts on individuals and community groups. For individuals there is a level of ongoing fear about exposure to COVID-19 and in areas affected by previous disasters there is evidence of the effects of cumulative trauma. For community groups, which are vehicles for community activity and belonging, the most persistent concerns relate to ongoing viability to inability to undertake usual fund raising and how to modify their activities to comply with social distancing requirements.

Following the business and community impacts of the pandemic, the draft budget also includes an allowance of \$1.528 million for business and community support related to the current COVID-19 pandemic and the State of Emergency declared in Victoria, in addition to \$0.2 million provided for in the 2019/20 financial year. The support includes waiver of permits and fees, a grants program for small business and an extension to Council's community grants program.

Council's ability to set (and rebate) rates is highly regulated by legislation. It is important to bear in mind that any rates increase (including, as here no increase) applies to Council's total rate revenue and not individual properties. In many cases, an individual's rates bill may increase or decrease by more (or less) than a declared increase, including no increase. This happens because the value of the property has increased or decreased relative to the value of other properties in the municipality.

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

This report forms part of the statutory process for the adoption of the 2020/2021 Budget.

Issues:

Strategy Implications

The adoption of the draft budget, strategic resource plan and declaration of rates and charges supports the Council Plan objective 'Ensure Council operates openly, transparently and responsibly'.

Communication

The community has been provided with the opportunity to provide feedback and make submissions to the budget at a Special Council meeting held on Monday 13 May 2020.

Upon adoption of the budget and SRP a further public notice will be issued in accordance with the requirements of the Act, and the documents will be made available on Council's website and at its service centres.

Financial Implications

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

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Legal/Regulatory Risk</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</p>	<p>Unlikely</p>	<p>Adhere to budget timetable.</p>

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

Legal and Compliance

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

Community Implications

The Budget includes a 0% increase in overall rates and charges (excluding the State Government Landfill Levy) which provides an ongoing annual benefit to ratepayers estimated at approximately \$13.3 million over 10 years.

Environmental Implications

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

Consultation

Following public consultation 19 written submissions were received in relation to the Draft Budget. Council considered these submissions at a Special Council Meeting held on 13 May 2018.

The following table includes a summary and comment on each of the submissions received.

Submitter	Summary of submission	Assessment of Submission
Anonymous 1	<p>Council should provide genuine financial relief to Latrobe City residents through a reduction of fees associated with Childcare, Leisure and Transfer Station, along with a freeze on payment of rates for home owners. A rolling program to seal all dirt roads should be implemented, and funding should be increased for library book purchases. Further investment in smaller towns such as Yinnar, Boolarra & Churchill to improve livability, along with a reduction in non-essential positions within council.</p>	<p>The budget incorporates fees and charges held at the same level as 2019/20 and include a business and community support package of \$1.5M. Transfer stations fees have been moderately increased in line with CPI and contract provisions. Council has an adopted hardship policy for ratepayers in genuine need of financial assistance, however a complete freeze on rates payments would result in significant interruption to council services and has not been considered.</p> <p>There is no program in place to seal all existing dirt roads, however council does offer a special charge scheme for residents, where majority agree, to have access roads sealed.</p> <p>Council will continue to prioritise investment opportunities based on the best outcomes for the entire community and ratepayers.</p> <p>The staffing of the organisation is constantly being reviewed and is consummate with the services expected of the community.</p>
Anonymous 2	<p>School crossing for the safety of the kids of Lumen Christi P.S.</p>	<p>Council officers have reviewed the traffic and pedestrian count for this crossing on 3 occasions over the last 7 years. On each review, the numbers have fallen well short of the threshold for funding a crossing supervisor. If there has been a significant, sustained increase in traffic and pedestrian count, the school may request Council undertake a further review.</p>

Submitter	Summary of submission	Assessment of Submission
Anonymous 3	Installation of a bus shelter opposite Gaskin Rise Estate, Churchill.	Bus shelters are provided by Public Transport Victoria (PTV), council can lodge a request with PTV, where there is broad public support, otherwise the submitter may approach PTV individually with their request.
Anonymous 4	Request for upgrade to Church & Buckley Streets Morwell to include additional parking and increased appeal and safety.	<p>There are currently no plans to upgrade Church & Buckley Streets.</p> <p>The open space at the rear of the Post Office is considered a valuable community asset which contributes to the amenity and attractiveness of Church Street and there are no plans to convert this space to parking.</p> <p>Council officers will undertake to review the signage in Church Street to ensure that it complies with standards and is effectively located however council has no appetite to install business directory boards for individual streets within the municipality.</p> <p>Council officers have met with the submitter to discuss safety concerns and are in the process of exploring solutions.</p>
Anonymous 5	Connecting path between Yallourn North to Newborough and Moe via Rail Trail	This request is to be referred to the next review of the Tracks & Trails Strategy for consideration and prioritisation.
Lauren Whitehead	Stage 2 of Moe Precinct and Latrobe Leisure Moe upgrade with kids splash area and/or waterslide	Moe Precinct Stage 2 is included within the draft budget. There are no current plans to upgrade the Moe/Newborough Leisure Centre to include a kids splash area and water slide.

Submitter	Summary of submission	Assessment of Submission
Mathison Park Special Committee	Request consideration for providing \$300,000 in the budget to fund the first stage of the proposed upgrade to the play space at Mathison Park in accordance with the Mathison Park Management Plan.	Council officers will continue to monitor grant opportunities for the funding of capital components of the Matheson Park Management Plan. It should be noted that the capital component of the management plan is considered to be aspirational.
Alliance for Gambling Reform	Request for funds towards advocacy for reforms to the gambling industry.	Council considered a request to contribute to the alliance in 2019, Council indicated at this time their preference was to remain as an "Alliance Supporter" of the Alliance for Gambling Reform which did not require a financial contribution.
Latrobe City Farm Ratepayers Association	Support for the Farm Rate Differential and an increase in the Municipal charge to the maximum allowable.	<p>The 2020/21 budget supports the retention of the Farm rate differential set at 75% of the general rate in accordance with previous years.</p> <p>Property values are determined by the Valuer General Victoria in accordance with the Valuation of Land Act 1960.</p> <p>There are no current plans to increase the Municipal Charge to the maximum allowable under the Local Government Act, being 20% of rate revenue.</p>

Submitter	Summary of submission	Assessment of Submission
Julie Wilson	<p>Recommend a public vote to increase residential rates by 1% in order to ensure no further decline in services and to reduce debt.</p> <p>Ensure that the costs to run GRAC and LCP do not result in the closure of other leisure centres in Morwell, Newborough and Churchill.</p>	<p>Council has recognised the decision to not increase rates will have a significant financial impost into the future, however Council remains confident that we can meet our debt servicing obligations while maintaining existing service levels for the 20/21 financial year.</p>
Barry Stuckey	<p>Request to bring forward works for the upgrading of Marshall's Road Traralgon and its intersection with Heyfield Rd due to safety concerns.</p>	<p>Marshalls Road between The Strand and Lighthorse Avenue (The Rise development entrance road) is included in the 2020/21 Road Rehabilitation Program draft budget.</p> <p>The upgrade of the section of Marshalls Road from Lighthorse Avenue to Traralgon Maffra Road (a Regional Roads Victoria road) including the intersection as indicated by the submitter is on hold awaiting confirmation that the adjacent development will proceed.</p> <p>The intersection cost is estimated at \$3.5M and there is currently no funding available to bring forward these works.</p>

Submitter	Summary of submission	Assessment of Submission
Yvonne Wink	Request for extension of footpath in Wirraway Street to Comans Way Moe for accessibility and remediation works to the Scorpio Drive convergence from road to footpath	An amount of \$60K has been included within the 2020/21 budget for the construction of a pathway, design of the pathway is yet to be undertaken and it has been recognised that there are some significant native vegetation issues to overcome, which could result in there being insufficient funds to proceed. Works to the pram crossing are included within the draft 20/21 budget.
Traralgon Railway Reservoir Conservation Reserve Special Committee	Request for upgrades at Traralgon Railway Reservoir Conservation <ol style="list-style-type: none"> 1. Replace Deane's Bridge 2. Bollards to be installed at the East end of South Government Road 3. Planning for the future silt removal from the reservoir. 4. Design and construction of a bus turning area at the end of Hickox Street. 5. Design and construct a carpark at the southern end of Hyde Park Road. 6. Construct a fence around the 94A block. 	Council acknowledges the items presented by the Traralgon Railway Reservoir Conservation Reserve Special Committee, and advises that these will be listed for consideration in future budgets.
Tom Wolf	Request for updated concrete Skate Park in Moe	Moe Precinct Stage 2 includes a skate park and is funded within the draft 20/21 budget.

Submitter	Summary of submission	Assessment of Submission
Yinnar Recreation Reserve	Seeking funding to resurface the Reserves southern multi-purpose (tennis & netball) courts and to address urgent issues.	Recreational renewal/upgrade works are prioritised in accordance with the recreation needs assessment framework. Currently the resurfacing of the multipurpose courts at Yinnar Rec Reserve is not considered a priority item in the 2020/21 budget and there is no funding allocation. Council Officers will continue to monitor the condition of the courts for consideration in future budgets.
Adam Cassar	Request for upgrade to play park in Smallburn Avenue, Newborough.	<p>The Play Space Improvement Plan 2016-2021 identified Smallburn Avenue play space for consideration in the next plan which is due for development in the 2020/21 financial year.</p> <p>Play Spaces in Latrobe City are developed/renewed in accordance with a hierarchy system that sits within the LCC Play Space Strategy. Smallburn Avenue Newborough is categorised as a “local park”, meaning should this park be prioritised in the next plan, the core service levels for that space will be aligned with the “local park” as outlined in the plan.</p>
Victorian Farmers Federation	Request for a fair and balanced rating strategy	The budget incorporates a fair and balanced rating strategy which includes a generous differential rate for farm properties.

Submitter	Summary of submission	Assessment of Submission
Lisa Cassar	Request upgrade to Explorers Park	Explorers Park play space will be considered for prioritisation as part of the next Play Space Improvement Plan which is scheduled for development in the 20/21 financial year. LCC has 124 play spaces within the municipality, the plan will consider each play space and prioritise future renewal/upgrade works
Anonymous 6	Request for the current budget to include an allocation for a review of traffic management in Yinnar	This is not funded in the current budget, officers will continue to seek funding opportunities to undertake these works.

Based on the officer comments the officer recommendation regarding the Budget is that it is adopted by Council with no change to the drafts having now considered the submissions received during the community consultation period.

Other

Identified Updates to the draft 2020/21 Budget document.

During the display of the budget, the following minor amendments to the draft budget document have been identified and made;

Page No/s	Item	Change
27	Statement of Capital Works	An error was identified in years 2 to 4 of the Strategic Resource Plan in which the impact of a zero per cent rate increase in 2020/21 was not flowing through to recognise the reduced funds available in the outer years. This impact has been allocated against the Buildings asset class and is also reflected in the totals. The reductions were \$1.1M in years 2-3 and \$1.2M in year 4.

Page No/s	Item	Change
30-36	Note 4.1.1 Rates and Charges	Subsequent to the release of the draft budget a review of Council's 2019/20 financial year growth in rateable valuations has been undertaken and the final 2020/21 revaluation data has been received from Council's property valuer. Some minor adjustments to valuations and property numbers has led to required minor increases in the proposed rates in the dollar for 2020/21 in order to rebalance maintain at 2019/20 levels. There is no overall change to the total amount of rates and charges revenue to be received.
55	Financial Performance Indicators	Asset Renewal Ratios have had minor changes (max +/- 0.2%) in the last 3 years of the Strategic Resource Plan in accordance with the changes to the Statement of Capital Works.
101	Fees and Charges	Strategic Planning Administration Charges the fee for <i>General written advice of planning scheme amendment histories</i> was incorrectly listed as \$64.50 per hour in 2019/20. The actual charge was \$66.30. The figures have been amended to this amount in both years.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1 [↓](#). 2020/21 Budget

2 [↓](#). Strategic Resource Plan 2020-2024

10.1

Adoption of 2020/21 Budget, 2020-2024 Strategic Resource Plan and Declaration of 2020/21 Rates & Charges

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2	Strategic Resource Plan 2020-2024	149

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LatrobeCity
Budget
2020/2021



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2020/21 Budget Executive Summary

Executive Summary

This document outlines the broad range of services provided by council and builds upon our community's strategic vision, Latrobe 2026, and the Council Plan 2017-2021 which focus on the following seven key strategic objectives:

- Supporting job creation and industry diversification to enable economic growth.
- Encouraging improved education and training outcomes.
- Improving liveability and connectedness.
- Improving amenity and accessibility of Council services.
- Providing a connected, engaged and safe community environment, which is improving the well being of all Latrobe City citizens.
- Ensure Council operates openly, transparently and responsibly.
- Growing the civic pride of our municipality and solidifying Latrobe City's image as a key regional city.

It also details the funding that is required to deliver these services and maintain and improve community infrastructure.

The draft budget has been prepared on the basis of a 0% increase in overall rates and charges (excluding the transfer station fees and State Government Landfill Levy) which is below the increase in rates permissible under the Victorian Government's Fair Go Rates System (FGRS) which caps annual rates increases to 2% for the 2020/21 financial year. Due to the legislation limiting the amount by which councils may increase general rates in any one year, council is unable to recover the amount foregone in a future year without applying to the Essential Services Commission for an above rate cap increase, therefore by not increasing rates to the maximum amount permissible, council is foregoing approximately \$13.3 million of revenue over the next 10 years.

The draft budget provides for the continued delivery of services at current levels, whilst incorporating the proposed capital works program of \$86.06 million. New borrowings of \$10.00 million from the State Government's Community Infrastructure Loan program are proposed for the 2020/2021 financial year to undertake the Moe Rail Precinct Revitalisation Stage 2 (\$7.5M) and Kernot Hall Upgrade (\$2.5M) projects.

The COVID-19 pandemic has had a significant impact on business and the community, in recognition of this, the draft budget includes a Business & Community Support Package of \$1.56 million which includes waiver of permits and fees, and additional grants funding for small business and community groups. This package is to be funded through the reallocation of cash reserves and accumulated cash surpluses from previous financial years.

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

2020/21 Budget Executive Summary

The 2020/21 budget presented in this report has been developed through a rigorous process of consultation and review with Council and Council officers. It is Council's opinion that the budget is financially responsible and contributes to the achievement of the Council Plan objectives and strategic directions included in the 2017-2021 Council Plan.

The 2020/21 Operating Budget predicts an operating surplus of \$16.1 million, after raising rates and charges of \$81.4 million and capital grants income of \$19.7 million. When excluding non recurrent capital funding and developer contributions, an underlying operating deficit of \$5.2 million is projected for 2020/21.

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

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

Council operations are expected to be impacted by unavoidable increased costs associated with the opening of the Gippsland Regional Aquatic Centre and provision for the impending cessation of Aged Care Services. In addition, revenue sources will be constrained by Council's decision to implement a 0% rate increase, meaning that it will be necessary to achieve income growth whilst containing costs in order to achieve a positive underlying operating position into the future.

New borrowings of \$10.0M are proposed in the 2020/21 budget year, whilst loan principal repayments for the year are expected to be \$2.6 million. As a result, Council borrowings will increase from \$18.5 million to \$25.9 million at the end of the financial year.

The 2020/21 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.

2020/21 Budget Budget Reports

Budget Reports

The following reports include all statutory disclosures of information and are supported by the analysis contained in sections 4 and 5 of this report.

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

- 1 Links to Council Plan
- 2 Services and service performance indicators
- 3 Financial statements
- 4 Notes to the financial statements
- 5 Financial performance indicators

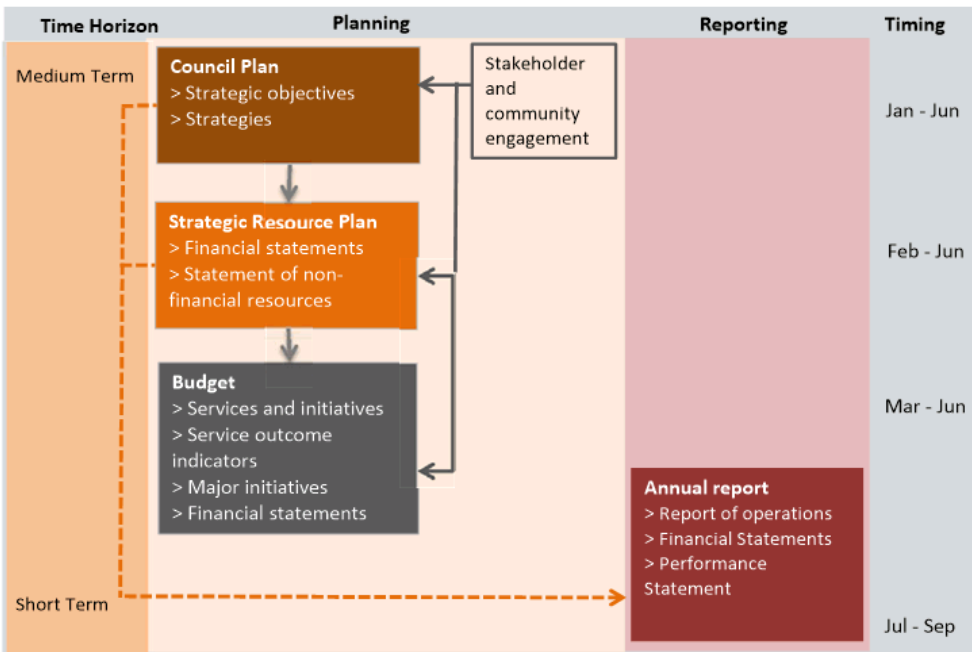
2020/21 Budget Link to the Council Plan

1. Link to the Council Plan

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

1.1 Planning and accountability framework

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



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

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

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

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 should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

2020/21 Budget Link to the Council Plan

1.2 Our vision

The Community vision

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

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

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

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

Our mission

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

Our values

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

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

2020/21 Budget Link to the Council Plan

1.3 Strategic Objectives

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

Strategic Objectives

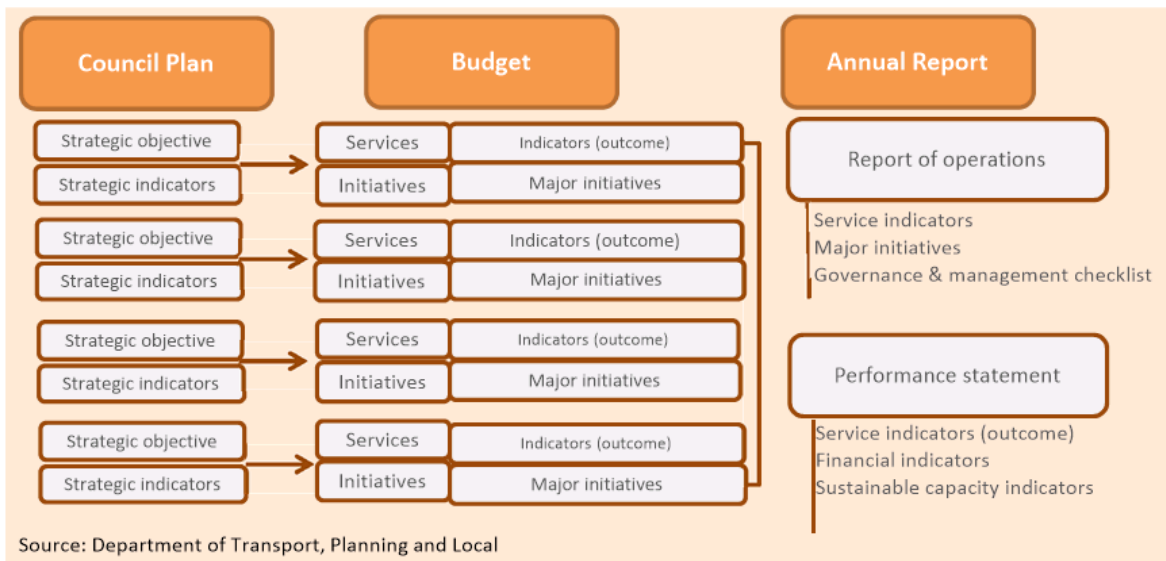
1. Support job creation and industry diversification to enable economic growth in Latrobe City.
2. Encourage improved education & training outcomes in Latrobe City.
3. Improve the liveability and connectedness of Latrobe City.
4. Improve the amenity and accessibility of Council services.
5. Provide a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

2020/21 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 2020/21 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



2020/21 Budget

Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Business Development	Provide business development advice, services and programs in accordance with the Latrobe City Council Economic Development Strategy 2016-2020.	1,760 (15) 1,745
Employment Development	Promote, coordinate and providing training and employment opportunities for aboriginal people.	335 (339) (4)
Latrobe Regional Airport	Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.	400 (397) 2
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.	363 (10) 353
International Relations	Deliver International Relations services in accordance with the Latrobe City International Relations Plan.	239 0 239
Regional Partnerships	Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future.	155 0 155
Total		2,490

Major Initiative

MI1) Implement the updated Economic Development Strategy to maximise investment, support existing businesses and enhance job opportunities

MI2) Implement the adopted Advocacy Strategy to raise the profile of Latrobe as a Regional City and maximise effective partnerships with state and federal governments to deliver projects on a financially sustainable basis for ratepayers.

MI3) Continue to progress the development of Gippsland Logistics Precinct to attract investment

Service Performance Outcome Indicators

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

2020/21 Budget

Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Library services	Deliver Library services and programs.	3,747 (560) 3,187
Early Learning & Care	Deliver early Learning, Family Day Care, and Preschool services in accordance with Council adopted policies, and work with other providers to improve and integrate support services for all children in the municipality.	6,934 (5,893) 1,041
Total		4,228

Major Initiative

MI4) Continue to progress the Latrobe Creative Precinct Project which includes the Creative Industries Training Centre

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library members	[Number of active library

2020/21 Budget

Services & Service Performance Indicators

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

To achieve our objective to improve the liveability and connectedness of Latrobe City, we will

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Arts	Deliver the Annual Latrobe Regional Gallery Exhibitions program and deliver Education and Public Participation programs across all arts facilities. Deliver the Annual Performing Arts Performances program. Manage and maintain Halls and Venues across the City.	2,650 (414) <u>2,236</u>
Civil Works Projects	Deliver Civil works projects across Latrobe City in accordance with relevant legislation and guidelines.	839 <u>0</u> 839
Infrastructure Design	Design civil works projects in consultation with the Latrobe City community.	988 <u>0</u> 988
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.	7,012 <u>0</u> 7,012
Building Services	Provide building advice, statutory services and enforcement action in accordance with the Building Act.	749 (499) <u>250</u>
Environment Sustainability	Provide Environmental planning, advice and services to internal and external stakeholders.	907 (53) <u>854</u>
Landfill Services	Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.	3,107 (2,343) <u>764</u>
Statutory Planning	Provide statutory planning services, advice and enforcement action in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,510 (261) <u>1,250</u>
Strategic Planning	Provide strategic planning services and advice in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	638 <u>0</u> 638
Urban Growth	Develop, assess and coordinate the implementation of Development Plans and Development Contribution Plans for growth areas of Latrobe City.	385 <u>0</u> 385
Total		15,215

2020/21 Budget

Services & Service Performance Indicators

Major Initiatives

MI5) Complete the design and tender for the construction of the Moe Rail Revitalisation Project - Stage 2

MI6) Advocate with State Government regarding the construction of 800 new carparking spaces across the municipality

MI7) Complete the construction of the Gippsland Regional Aquatic Centre

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

2020/21 Budget

Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Community Information	Deliver professional customer service at all Latrobe City Council service centres and libraries.	1,038 <u>(67)</u> 971
Aboriginal Liaison	Strengthen the relationship between the local Aboriginal Community and Latrobe City Council by delivering on the Statement of Commitment.	47 <u>0</u> 47
Communications	Provide communications, marketing and public relations services on behalf of Latrobe City Council.	945 <u>0</u> 945
Community Engagement	Provide community engagement support services to Latrobe City Council.	789 <u>0</u> 789
Community Grants	Assist local community groups through the coordination and delivery of the annual Latrobe City community grants program.	624 <u>0</u> 624
Total		3,376

Major Initiative

M18) Deliver the refurbishment of Kernot Hall

2020/21 Budget

Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Aged and Disability Services	Deliver the Home and Community Care (HACC) program in accordance with Department of Health guidelines and Disability Service programs.	7,030 (6,558) 472
Early Childhood Health & Development	Deliver enhanced maternal and child health services in accordance with Council adopted policies.	6,895 (5,292) 1,604
Leisure Facilities	Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums together with managing and maintaining caravan park and day visitor facilities.	6,215 (3,249) 2,966
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.	7,114 (99) 7,015
Recreation and Open Space Planning	Provide Recreation and Open Space Planning advice for Latrobe City.	266 0 266
Recreation Liaison	Manage and maintain sporting reserves and work with community groups across Latrobe City.	795 (33) 762
Social support	Deliver the Planned Activity Group and Meals on Wheels Programs to eligible clients.	168 (122) 46
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.	941 (446) 495
Infrastructure Planning	Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.	1,560 (310) 1,250
Local Laws	Deliver customer focussed Local Law services across the municipality in accordance with Local Law No. 2 and other relevant legislation.	2,476 (1,083) 1,393
Property and Statutory	Administer property management, advice and services of Latrobe City Council.	755 (235) 520
Community Strengthening	Build community leadership, connectedness, inclusiveness and wellbeing by advocating on behalf of the community, and partnering with them to deliver and facilitate a range of projects, programs, strategies and action plans.	2,294 0 2,294
Emergency Management	Provide Emergency Management services including preparedness, planning, response and recovery.	478 (126) 352
Total		19,434

2020/21 Budget

Services & Service Performance Indicators

Major Initiatives

MI9) Utilise service delivery and demographic data to reorient services for greater equity of access and outcomes.

Service Performance Outcome Indicators

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

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Services & Service Performance Indicators

Service Performance Outcome Indicators (cont.)

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

2020/21 Budget

Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Performance & Innovation	Administer corporate planning and reporting of Latrobe City Council and implement Council's innovation and continuous improvement programs.	1,203 0 <u>1,203</u>
Mayoral & Council Support	Council Operations, provision of support services to Councillors, deliver civic functions and events across for Latrobe City Council.	639 0 <u>639</u>
Governance	Council meeting management, Freedom of Information, internal audit, committee management, statutory registers and legal support functions.	966 (79) <u>888</u>
Financial Services	Administer financial management, advice and services of Latrobe City Council, administer procurement processes for goods and services within Latrobe City Council, administer payroll for Latrobe City Council staff and administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection.	3,456 (405) <u>3,051</u>
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.	4,174 0 <u>4,174</u>
Office of the CEO	Actively participate in the Gippsland Local Government Network.	697 0 <u>697</u>
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.	2,565 0 <u>2,565</u>
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.	2,182 (51) <u>2,132</u>
Total		<u>15,348</u>

2020/21 Budget

Services & Service Performance Indicators

Major Initiative

MI10) Long term Financial Plan (Ensuring financial sustainability of Council).

Service Performance Outcome Indicators

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

2020/21 Budget

Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure (Revenue)
		Net Cost \$'000
Events	Facilitate the attraction of new events and support existing events across Latrobe City and deliver Latrobe City Council's annual Australia Day program.	1,237 (60) 1,177
Major Projects	Deliver major infrastructure projects from the Annual Capital Works Program.	520 0 520
Building Maintenance	This unit is to deliver the cyclic maintenance program on Latrobe City Council buildings.	5,532 0 5,532
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, barbecues, rotundas and picnic shelters in accordance with specified standards and schedules.	5,127 (2,688) 2,440
Total		9,669

Major Initiatives

MI11) Continue the Latrobe City Branding Project including a focus on opportunities for vulnerable communities and people (local and visitors).

Service Performance Outcome Indicators

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

2020/21 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 2020/21 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
Support job creation and industry diversification to enable economic growth in Latrobe City.	2,490	3,251	(761)
Encourage improved education & training outcomes in Latrobe City.	4,228	10,681	(6,453)
Improve the liveability and connectedness of Latrobe City	15,215	18,784	(3,569)
Improve the amenity and accessibility of Council services	3,376	3,443	(67)
Provide a connected, engaged and safe community environment, which is improving the the well-being of all	19,434	36,987	(17,553)
Ensure Council operates openly, transparently and responsibly	15,348	15,882	(534)
Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.	9,669	12,416	(2,748)
Total	69,760	101,444	(\$31,684)

Expenses added in:

Depreciation and amortisation 30,435

Finance costs 651

Deficit before funding sources 100,846

Funding sources added in:

Rates & charges revenue (\$67,949)

Waste charge revenue (\$13,428)

Capital Grants & Contributions (\$19,734)

Victoria Grants Commission General Purpose funding (\$9,700)

Developer contributions (\$4,090)

Interest income (\$2,000)

Total funding sources (\$116,901)

Operating (surplus)/deficit for the year (\$16,055)

2020/21 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 2020/21 has been supplemented with projection to 2023/24 extracted from the Strategic Resource Plan.

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

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

2020/21 Budget Financial Statements

3.1 Comprehensive Income Statement

For the four years ending 30 June 2024

	Notes	Forecast		Strategic Resource Plan		
		Actual 2019/20 \$'000	Budget 2020/21 \$'000	Projections		
				2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Income						
Rates and charges	4.1.1	80,464	81,377	83,139	84,939	86,778
Statutory fees & fines	4.1.2	2,363	2,126	2,726	2,781	2,837
User fees	4.1.3	12,899	12,277	13,146	11,369	11,596
Grants - Operating	4.1.4	20,509	25,274	25,527	22,247	22,469
Grants - Capital	4.1.4	54,931	19,734	1,717	1,751	1,786
Contributions - Monetary	4.1.5	557	90	92	94	96
Contributions - Non-Monetary	4.1.5	3,000	4,000	4,080	4,162	4,245
Net gain on disposal of property, infrastructure, plant & equipment		-	-	-	-	-
Other Income	4.1.6	5,344	3,707	3,828	3,874	3,922
Total income		180,067	148,585	134,255	131,217	133,729
Expenses						
Employee costs	4.1.7	58,112	60,030	63,153	57,491	58,756
Materials and services	4.1.8	41,715	37,216	37,904	37,948	37,785
Depreciation and amortisation	4.1.9	28,397	30,435	33,803	34,365	34,939
Bad and doubtful debts		8	9	10	10	10
Borrowing Costs		389	651	591	534	479
Other Expenditure	4.1.10	3,251	4,189	3,388	3,456	3,525
Total expenses		131,872	132,530	138,849	133,804	135,494
Surplus (deficit) for the year		48,195	16,055	(4,594)	(2,587)	(1,765)
Other comprehensive income						
Net Asset Revaluation movement		23,358	25,395	26,347	26,487	26,616
Total comprehensive result		71,553	41,450	21,753	23,900	24,851

2020/21 Budget Financial Statements

3.2 Balance Sheet

For the four years ending 30 June 2024

	Notes	Forecast		Strategic Resource Plan		
		Actual 2019/20 \$'000	Budget 2020/21 \$'000	Projections		
				2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Current assets						
Cash and cash equivalents		23,982	15,914	17,260	20,333	24,803
Trade and other receivables		8,242	10,028	9,540	9,571	9,747
Other financial assets		65,712	39,427	39,427	39,427	39,427
Other Assets		3,403	3,403	3,404	3,403	3,403
Total current assets	4.2.1	101,339	68,772	69,631	72,734	77,380
Non-current assets						
Trade and other receivables		10	10	10	11	11
Other financial assets		2	2	2	2	2
Property, infrastructure, plant and equipment		1,269,726	1,348,750	1,365,944	1,382,155	1,399,273
Intangible assets		701	89	1,496	793	90
Total non-current assets	4.2.1	1,270,439	1,348,851	1,367,452	1,382,961	1,399,376
Total assets		1,371,778	1,417,623	1,437,083	1,455,695	1,476,756
Current liabilities						
Trade and other payables		9,661	9,465	9,761	9,228	9,315
Trust funds & deposits		2,693	2,747	2,802	2,858	2,915
Provisions		15,870	15,270	15,270	14,470	13,220
Interest bearing liabilities	4.2.3	1,643	2,453	2,510	2,434	2,486
Total current liabilities	4.2.2	29,867	29,935	30,343	28,990	27,936
Non-current liabilities						
Provisions		18,151	15,851	15,661	14,161	13,911
Interest bearing liabilities	4.2.3	16,833	23,460	20,950	18,516	16,030
Total non-current liabilities	4.2.2	34,984	39,311	36,611	32,677	29,941
Total liabilities		64,851	69,246	66,954	61,667	57,877
Net assets		1,306,927	1,348,377	1,370,129	1,394,028	1,418,880
Equity						
Accumulated surplus		792,319	808,284	803,598	800,916	799,055
Reserves		514,608	540,093	566,531	593,112	619,825
Total equity		1,306,927	1,348,377	1,370,129	1,394,028	1,418,880

2020/21 Budget
Financial Statements

3.3 Statement of Changes in Equity

For the four years ending 30 June 2024

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2020 Forecast Actual					
Balance at beginning of the financial year		1,235,374	744,259	487,586	3,529
Surplus for the year		48,195	48,195	-	-
Net asset revaluation increment		23,358	-	23,358	-
Transfer to other reserves		-	(141)	-	141
Transfer from other reserves		-	6	-	(6)
Balance at end of the financial year		1,306,927	792,319	510,944	3,664
2021					
Balance at beginning of the financial year		1,306,927	792,319	510,944	3,664
Surplus for the year		16,055	16,055	-	-
Net asset revaluation increment		25,395	-	25,395	-
Transfer to other reserves	4.3.1	-	-	-	-
Transfer from other reserves	4.3.1	-	(90)	-	90
Balance at end of the financial year	4.3.2	1,348,377	808,284	536,339	3,754
2022					
Balance at beginning of the financial year		1,348,377	808,284	536,339	3,754
Deficit for the year		(4,594)	(4,594)	-	-
Net asset revaluation increment		26,347	-	26,347	-
Transfer to other reserves		-	(92)	-	92
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,370,130	803,598	562,686	3,845
2023					
Balance at beginning of the financial year		1,370,129	803,598	562,686	3,845
Deficit for the year		(2,587)	(2,587)	-	-
Net asset revaluation increment		26,487	-	26,487	-
Transfer to other reserves		-	(94)	-	94
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,394,029	800,917	589,173	3,939
2024					
Balance at beginning of the financial year		1,394,029	800,917	589,173	3,939
Deficit for the year		(1,765)	(1,765)	-	-
Net asset revaluation increment		26,616	-	26,616	-
Transfer to other reserves		-	(96)	-	96
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,418,880	799,056	615,789	4,035

2020/21 Budget Financial Statements

3.4 Statement of Cash Flows

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual	2020/21	Projections		
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		80,308	81,775	84,299	86,036	87,800
Statutory fees & fines		2,363	2,136	2,764	2,817	2,870
User Fees		12,899	12,337	13,329	11,515	11,733
Grants - operating		20,509	25,398	25,883	22,534	22,734
Grants - capital		54,931	19,830	1,741	1,774	1,807
Contributions - monetary		557	90	92	94	96
Interest received		1,905	1,500	1,500	1,500	1,500
Trust funds and deposits taken		53	54	55	56	57
Other Receipts		3,439	2,218	2,361	2,406	2,451
Net GST refund/payment		3,069	9,172	4,461	4,056	4,136
Employee costs		(57,794)	(62,348)	(65,267)	(60,007)	(60,924)
Materials and services		(44,671)	(38,653)	(39,172)	(39,609)	(39,179)
Trust funds and deposits repaid				-		
Other payments		(10,553)	(7,251)	(5,802)	(5,907)	(5,155)
Net cash provided by operating activities	4.4.1	67,015	46,258	26,244	27,265	29,926
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(103,834)	(88,067)	(22,538)	(21,844)	(23,253)
Proceeds from sale of property, infrastructure, plant and equipment		662	670	683	697	711
Payments for investments		(150,000)	(150,000)	(50,000)	(50,000)	(50,000)
Proceeds from sale of investments		181,000	176,285	50,000	50,000	50,000
Net cash used in investing activities	4.4.2	(72,172)	(61,112)	(21,855)	(21,147)	(22,542)
Cash flows from financing activities						
Finance costs		(389)	(651)	(591)	(534)	(479)
Proceeds from borrowings		12,650	10,000	-	-	-
Repayment of borrowings		(9,239)	(2,563)	(2,453)	(2,510)	(2,434)
Net cash used in financing activities	4.4.3	3,022	6,786	(3,044)	(3,044)	(2,913)
Net increase/(decrease) in cash & cash equivalents		(2,135)	(8,068)	1,345	3,074	4,471
Cash & cash equivalents at beginning of year		26,117	23,982	15,914	17,260	20,333
Cash & cash equivalents at end of year		23,982	15,914	17,260	20,333	24,803

2020/21 Budget Financial Statements

3.5 Statement of Capital Works

For the four years ending 30 June 2024

	Notes	Forecast		Strategic Resource Plan		
		Actual	Budget	Projections		
		2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Property						
Land		300	0	0	0	0
Buildings		69,765	44,717	3,446	3,399	3,335
Heritage Buildings		1	0	200	0	0
Total property		70,066	44,717	3,646	3,399	3,335
Plant and Equipment						
Plant, Machinery & Equipment		2,534	2,987	2,057	2,099	2,140
Fixtures, Fittings & Furniture		10	10	10	10	11
Computers & Telecommunications		507	600	606	618	630
Artworks		15	15	15	15	16
Total Plant and Equipment		3,066	3,612	2,688	2,742	2,797
Infrastructure						
Roads		13,418	13,778	10,935	11,153	11,376
Bridges & Culverts		582	530	535	546	1,273
Footpaths & Cycleways		2,747	1,248	1,091	1,113	1,201
Drainage		433	150	152	155	215
Recreational, Leisure & Community Facilities		8,309	2,604	0	0	0
Waste Management		68	2,638	707	0	0
Parks, Open Space & Streetscapes		4,620	8,205	525	536	617
Aerodromes		0	0	0	0	0
Off Street Carparks		50	208	210	214	325
Other Infrastructure		475	2,370	0	0	0
Total Infrastructure		30,702	31,731	14,155	13,717	15,007
Total capital works expenditure	4.5.1	103,834	80,060	20,489	19,858	21,139
Represented by:						
New asset expenditure		56,174	50,984	526	478	380
Asset renewal expenditure		22,810	21,112	19,686	19,127	20,553
Asset expansion expenditure		217	0	0	0	0
Asset upgrade expenditure		24,633	7,965	277	253	206
Total capital works expenditure	4.5.1	103,834	80,060	20,489	19,858	21,139
Funding sources represented by:						
Grants		54,931	19,733	1,717	1,751	1,786
Contributions		416	0	0	0	0
Council cash		35,837	50,327	18,772	18,107	19,353
Borrowings		12,650	10,000	0	0	0
Total capital works expenditure	4.5.1	103,834	80,060	20,489	19,858	21,139

2020/21 Budget Financial Statements

3.6 Statement of Human Resources

For the four years ending 30 June 2024

	Forecast		Strategic Resource Plan		
	Actual	Budget	Projections		
	2019/20	2020/21	2021/22	2022/23	2023/24
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	58,112	60,030	63,153	57,491	58,756
Employee costs - capital	4,740	2,117	2,164	2,211	2,260
Total staff expenditure	62,852	62,147	65,317	59,702	61,016
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	606.0	609.6	608.1	544.0	544.0
Total staff numbers	606.0	609.6	608.1	544.0	544.0

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

Division	Budget	Comprises	
	2019/20	Full Time	Part Time
	\$'000	\$'000	\$'000
Office of the CEO	2,474	1,977	497
Regional City Growth and Investment	5,992	4,887	1,106
Organisational Performance	8,450	7,223	1,227
Assets and Presentation	11,892	11,634	258
Community Health and Wellbeing	25,832	11,276	14,556
Total	54,640	36,997	17,643
Casuals and other	5,390		
Total Operating Employee Costs	60,030		
Capitalised labour costs	2,117		
Total Employee Costs	62,147		

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

Division	Budget	Full Time	Part Time
	2019/20	FTE	FTE
	\$'000		
Office of the CEO	21.9	16.1	5.7
Regional City Growth and Investment	53.5	42.0	11.5
Organisational Performance	77.9	64.2	13.7
Assets and Presentation	122.3	119.1	3.3
Community Health and Wellbeing	295.0	107.8	187.2
Total	570.6	349.2	221.4
Casuals and other	18.0		
Total Operating FTE	588.6		
Capitalised FTE	20.9		
Total FTE	609.5		

2020/21 Budget Notes to the financial statements

4. Notes to the financial statements

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

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

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

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2020/21 the FGRS cap has been set at 2.0%. 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 taking into consideration the impacts of COVID-19, maintaining service levels and a strong capital expenditure program, Council has determined that a 0% general increase will be applied for the 2020/21 financial year. Therefore revenue will increase by growth only which is equivalent to 1.4%.

A 0% increase in the garbage charge means that the rates have been maintained at the same level as 2019/20, however the State Government Landfill Levy has increased by 8% or \$1.70 in line with the State Government announced levy increase.

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.

Total rates and charges for 2020/21 equate to \$81.4 million.

2020/21 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:

	2019/20 Budget	2020/21 Budget	Change	%
	\$'000	\$'000	\$'000	
General Rates*	53,716	54,376	660	1.2%
Municipal Charges*	5,389	5,415	26	0.5%
Garbage Charges	12,437	12,607	170	1.4%
Landfill Levy	751	821	70	9.3%
Cultural & Recreational Land Rates	84	92	8	9.5%
Payments in lieu of rates	7,765	7,938	173	2.2%
Supplementary rates & charges	108	128	20	18.5%
Total rates and charges	80,250	81,377	1,127	1.4%

* 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	2019/20 cents/\$CIV	2020/21 cents/\$CIV	Change
General rate for rateable residential properties	0.00466836	0.00450056	(3.6%)
General rate for rateable commercial properties	0.00466836	0.00450056	(3.6%)
General rate for rateable industrial properties	0.00466836	0.00450056	(3.6%)
General rate for rateable farm properties	0.00350127	0.00337542	(3.6%)
General rate for rateable derelict properties	0.01400508	0.01350168	(3.6%)
Rate concession for rateable recreational properties	0.00233418	0.00225028	(3.6%)
Rate concession for rateable recreational properties with gaming facilities	0.00280102	0.00270034	(3.6%)

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	2019/20 \$'000	2020/21 \$'000	Change \$'000	%
General	51,154	51,908	754	1.5%
Farm	2,532	2,435	(97)	(3.8%)
Derelict properties	30	33	3	10.0%
Recreational 1*	31	31	0	0.0%
Recreational 2	53	61	8	15.1%
Total amount to be raised by general rates	53,800	54,468	668	1.2%

*Includes additional rate rebates totalling \$25,005 to be applied to two Recreational 1 properties.

2020/21 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	2019/20	2020/21	Change	
	Number	Number	No.	%
General	37,703	37,902	199	0.5%
Farm	1,026	959	(67)	(6.5%)
Derelict properties	8	8	0	0.0%
Recreational 1	11	11	0	0.0%
Recreational 2	4	4	0	0.0%
Total number of assessments	38,752	38,884	132	0.3%

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	2019/20	2020/21	Change	
	\$'000	\$'000	\$'000	%
General	10,957,584	11,533,579	575,995	5.3%
Farm	723,138	721,396	(1,742)	(0.2%)
Derelict properties	2,174	2,472	298	13.7%
Recreational 1	23,135	24,610	1,475	6.4%
Recreational 2	18,923	22,725	3,802	20.1%
Total value of land	11,724,954	12,304,782	579,828	4.9%

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	
	2019/20	2020/21	\$	%
Municipal	\$ 140.00	\$ 140.00	\$ 0.00	0.0%

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

Type of Charge	2019/20	2020/21	Change	
	\$	\$	\$	%
Municipal	5,389,020	5,415,480	26,460	0.5%

2020/21 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	
	2019/20	2020/21	\$	%
Garbage collection	352.00	352.00	-	0.0%
Landfill levy	21.30	23.00	1.70	8.0%
Total	373.30	375.00	1.70	0.5%

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	2019/20	2020/21	Change	
	\$	\$	\$	%
Garbage collection	12,436,569	12,606,636	170,067	1.4%
Landfill levy	748,689	820,645	71,956	9.6%
Total	13,185,258	13,427,281	242,023	1.8%

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2019/20	2020/21	\$	%
Garbage 120L Bin.	225.00	225.00	-	0.0%
Garbage 240L Bin	332.00	332.00	-	0.0%
Garbage 240L Bin - Special	256.00	256.00	-	0.0%
Recycling	77.00	77.00	-	0.0%
Organics/Green Waste	50.00	50.00	-	0.0%

2020/21 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

	2019/20 \$'000	2020/21 \$'000	Change \$'000	%
General Rates	53,716	54,376	660	1.2%
Municipal Charges	5,389	5,415	26	0.5%
Garbage Charges	12,437	12,607	170	1.4%
Landfill Levy	751	821	70	9.3%
Cultural & Recreational Land Rates	84	92	8	9.5%
Payments in lieu of rates	7,765	7,938	173	2.2%
Supplementary rates and charges	108	128	20	18.5%
Total Rates and charges	80,250	81,377	1,127	1.4%

4.1.1(l) Fair Go Rates System Compliance

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

	2019/20	2020/21
Total Base Rates & Municipal Charge*	\$ 57,664,297	\$ 59,799,495
Number of rateable properties*	38,737	38,869
Base Average Rates	1,488.61	1,538.49
Maximum Rate Increase (set by the State Government)	2.50%	2.00%
Capped Average Rate	\$ 1,525.83	\$ 1,569.26
Maximum General Rates and Municipal Charges Revenue	\$ 59,106,077	\$ 60,995,567
Budgeted General Rates and Municipal Charges Revenue	\$ 59,105,000	\$ 59,791,000

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 (2020/21: estimated \$0.128 million and 2019/20:\$0.108 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.

2020/21 Budget

Notes to the financial statements

4.1.1(n) Differential rates

Rates to be levied

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

- A farm rate of 0.00337542 for all rateable farm properties.
- A derelict properties rate of 0.01350168 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.

2020/21 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.

2020/21 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 0.01350168 and will generate \$33,383, which represents 0.04% of total rates and charges revenue.

Recreational Land

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

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

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

General Rate

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

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

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

2020/21 Budget Notes to the financial statements

4.1.2 Statutory fees and fines

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Infringements and costs	620	808	188	30.3%
Town planning fees	10	9	(1)	(10.0%)
Land information certificates	54	62	8	14.8%
Permits	634	55	(579)	(91.3%)
Other	150	136	(14)	(9.3%)
Health Registrations	477	485	8	1.7%
Pool / Spa Registrations	79	200	121	153.2%
Animal Registrations	339	371	32	9.4%
Total statutory fees and fines	2,363	2,126	(237)	(10.0%)

4.1.3 User fees

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Aged and health services	1,839	2,007	168	9.1%
Leisure centre and recreation	2,221	1,863	(358)	(16.1%)
Child care/children's programs	5,481	5,239	(242)	(4.4%)
Waste management services	2,202	2,343	141	6.4%
Other fees and charges	1,156	825	(331)	(28.6%)
Total user fees	12,899	12,277	(622)	(4.8%)

2020/21 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 2019/20 \$'000	Budget 2020/21 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	21,847	24,097	2,250	10.3%
State funded grants	53,593	20,911	(32,682)	(61.0%)
Total grants received	75,440	45,008	(30,432)	(40.3%)
(a) Operating Grants				
Recurrent - Commonwealth Government				
	9,641	15,721	6,080	63.1%
Financial Assistance Grants	6,294	12,388	6,094	96.8%
Aged and Disability Programs	2,975	2,988	13	0.4%
Employment Facilitation Programs	318	339	21	6.6%
Family & Childrens Programs	48	-	(48)	(100.0%)
Maternal & Child Health Program	6	6	0	0.0%
Recurrent - State Government	8,866	9,442	576	6.5%
Aged and Disability Programs	1,669	1,688	19	1.1%
Arts Programs	155	155	0	0.0%
Emergency Management	16	-	-	-
Environment Sustainability	33	33	-	-
Family & Childrens Programs	4,372	5,407	1,035	23.7%
Libraries	553	529	(24)	(4.3%)
Maternal & Child Health Program	1,796	1,452	(344)	(19.2%)
Rural Access Program	68	-	(68)	(100.0%)
School Crossings	204	178	(26)	(12.7%)
Total recurrent grants	18,507	25,163	6,656	36.0%
Non-recurrent - Commonwealth Government				
	31	20	(11)	(35.5%)
Environment Sustainability	31	20	(11)	(35.5%)
Non-recurrent - State Government				
	1,971	91	(1,880)	(95.4%)
Arts Programs	10	-	(10)	(100.0%)
Recreational, Leisure & Community Facilities	149	-	(149)	(100.0%)
Community Support & Development Programs	17	-	(17)	(100.0%)
Economic Development	127	15	(112)	(88.2%)
Education & Training	-	-	0	0.0%
Emergency Management	80	76	(4)	(5.0%)
Events And International Relations	222	-	(222)	(100.0%)
Family & Childrens Programs	5	-	(5)	(100.0%)
Public Lighting	81	-	(81)	(100.0%)
Other Infrastructure	30	-	(30)	(100.0%)
Other Recreation Facilities	1,250	-	(1,250)	(100.0%)
Total non-recurrent grants	2,002	111	(1,891)	256.0%
Total operating grants	20,509	25,274	4,765	23.2%

2018/19 Budget

Notes to the financial statements

4.1.4 Grants (contd.)

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
(b) Capital Grants				
Recurrent - Commonwealth Government	2,550	2,550	0	0.0%
Roads to recovery	2,550	2,550	0	0.0%
Recurrent - State Government	0	0	-	-
Total recurrent grants	2,550	2,550	0	0.0%
Non-recurrent - Commonwealth Government	9,625	5,806	(3,819)	(39.7%)
Buildings	5,830	5,000	(830)	(14.2%)
Footpaths and Cycleways	328	-	(328)	(100.0%)
Parks, Open Space and Streetscapes	1,634	-	(1,634)	(100.0%)
Recreational, Leisure & Community Facilities	1,833	806	(1,027)	(56.0%)
Non-recurrent - State Government	42,756	11,378	(31,378)	(73.4%)
Buildings	4,745	5,000	255	5.4%
Footpaths and Cycleways	803	-	(803)	(100.0%)
Parks, Open Space and Streetscapes	1,471	-	(1,471)	(100.0%)
Recreational, Leisure & Community Facilities	34,545	2,079	(32,466)	(94.0%)
Roads	666	2,102	1,436	215.6%
Other Infrastructure	526	2,197	1,671	317.7%
Total non-recurrent grants	52,381	17,184	(35,197)	(67.2%)
Total capital grants	54,931	19,734	(35,197)	(64.1%)
Total Grants	75,440	45,008	(30,432)	(40.3%)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of grants and contributions is expected to increase by 23.2% (or \$4.765 million) compared to 2019/20. This increase primarily relates to the expectation of not receiving any advance payments for Financial Assistant Grants in 2019/20 for 2020/21 (the expected funding of \$12.388 million reflects the usual annual allocation). Non-recurrent grant funding is expected to decrease as generally only funding confirmed at the time of budget preparation is included in operating budgets.

2020/21 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 64.1% (or \$35.197 million) compared to 2019/20 mainly associated with funding received from the State and Federal Governments in relation to various Major Recreational facilities as these major projects are coming to their completion. "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2020/21 year.

4.1.5 Contributions

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Monetary	557	90	(467)	(83.8%)
Non-monetary	3,000	4,000	1,000	33.3%
Total contributions	3,557	4,090	533	15.0%

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 2020/21 budget is lower compared to 2019/20 due to reduced capital, open space and special charge scheme contributions.

Non-Monetary Contributions relate to expected infrastructure assets handed over to Council from developers of new subdivisions and occasionally may also include any other assets that are gifted to Council e.g. donated artworks. An increase is projected in the 2020/21 budget to closer reflect recent historic levels.

4.1.6 Other income

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Interest	2,435	2,000	(435)	(17.9%)
Other Rent	917	666	(251)	(27.4%)
Sales	643	657	14	2.2%
Contributions other	236	217	(19)	(8.1%)
Other	1,113	167	(946)	(85.0%)
Total other income	5,344	3,707	(1,637)	(30.6%)

Other income is projected to be lower in 2020/21 mainly due to reimbursements related to the 2019 Yinnar South Bushfires recognised in 2019/20 together with reduced interest income as Council spends money that has been received in advance primarily relating to capital grants.

2020/21 Budget Notes to the financial statements

4.1.7 Employee costs

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Salaries & Wages	49,287	51,531	2,244	4.6%
Superannuation	4,809	4,791	(18)	(0.4%)
Workcover	1,189	1,227	38	3.2%
Fringe Benefits tax	344	360	16	4.7%
Other	2,483	2,121	(362)	(14.6%)
Total employee costs	58,112	60,030	1,918	3.3%

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, WorkCover, etc. Employee costs are forecast to increase by 3.3% or \$1.92 million compared to 2019/20 forecast. Salary and Wages have been budgeted in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff.

4.1.8 Materials and services

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Contract Payments	25,076	21,954	(3,122)	(12.5%)
Building Maintenance	235	371	136	57.9%
General Maintenance	4,537	4,545	8	0.2%
Utilities	3,186	3,267	81	2.5%
Office Administration	2,091	2,576	485	23.2%
Information Technology	2,303	2,231	(72)	(3.1%)
Insurance	948	1,039	91	9.6%
Consultants	2,273	966	(1,307)	(57.5%)
Other	1,066	267	(799)	(75.0%)
Total materials and services	41,715	37,216	(4,499)	(10.8%)

Materials and Services are forecast to decrease by 10.9% or \$4.499 million compared to 2019/20. This is mainly a result of higher levels of spending in 2019/20 as a result of funds carried forward from previous financial years and non-recurrent operating grants received.

2020/21 Budget

Notes to the financial statements

4.1.9 Depreciation and amortisation

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Property	5,962	7,186	1,224	20.5%
Plant & equipment	2,143	2,248	105	4.9%
Infrastructure	19,615	20,389	774	3.9%
Intangible Assets	677	612	(65)	(9.6%)
Total depreciation and amortisation	28,397	30,435	2,038	7.2%

Depreciation and amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. The projected increase of \$2.038 million is mainly due to the completion of the 2019/20 capital works program and the projected completion of the Gippsland Regional Aquatic Facility in December 2020.

Refer to section 12. "Analysis of Capital Budget" for a more detailed analysis of Council's capital works program for the 2020/21 year.

4.1.10 Other expenses

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Auditors remuneration - VAGO	60	62	2	3.3%
Auditors remuneration - Internal	193	125	(68)	(35.2%)
Audit other	25	25	0	0.0%
Councillors' Allowances	316	323	7	2.2%
Operating lease rentals	80	70	(10)	(12.5%)
Grants	1,402	2,054	652	46.5%
Levies	1,175	1,530	355	30.2%
Total other expenses	3,251	4,189	938	28.9%

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 increase by \$0.94 million in 2020/21 predominantly due to the planned COVID-19 Business & Community support grants package and an increase in landfill levy fees payable to the State Government as a result of recently announced levy increases.

2020/21 Budget Notes to the financial statements

4.2 Balance Sheet

4.2.1 Assets

Current assets (\$32.567 million decrease) - mainly due to reduced cash and other financial assets (being cash investments) as a result of capital funding received in advance in 2019/20 that will be spent in the 2020/21 financial year. A more detailed analysis of this change is included in section 3.4. "Statement of Cash Flows".

Non current assets (\$78.412 million increase) - net result of the capital works program, asset revaluation movements, the depreciation of non-current assets and the disposal through sale of property, plant and equipment. Intangible assets will decrease due to amortisation of landfill rehabilitation costs.

4.2.2 Liabilities

Current liabilities (\$0.068 million increase) - the increase in current liabilities (that is, obligations council must pay within the next year) is mainly due increased interest bearing liabilities to be repaid within 12 months as a result of new borrowings. This is partially offset by landfill provisions decreasing as Council rehabilitates its legacy landfill sites.

Non current liabilities (\$4.327 million increase) - the increase in non current liabilities (that is, obligations council must pay beyond the next year) is predominantly as result of new borrowings for capital works in 2020/21. Provisions decrease by a net of \$2.300 million due to landfill rehabilitation works to be carried out partially offset by a marginal increase in employee benefits.

4.2.3 Borrowings

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

	2019/20 \$'000	2020/21 \$'000
Amount borrowed as at 30 June of the prior year	15,065	18,476
Amount proposed to be borrowed	12,650	10,000
Amount projected to be redeemed	(9,239)	(2,563)
Amount of borrowings as at 30 June	18,476	25,913

2020/21 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 \$25.395 million.

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

4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$15.965 million results directly from the surplus for the year together with the movement in statutory reserves.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

A decrease in cash flows from operating activities of \$20.757 million is mainly due to decreased inflow of capital grants \$35.110 million due to one off grants received mainly for the major recreation projects.

4.4.2 Net cash flows provided by/used in investing activities

Decreased net outflows from investing activities of \$11.060 million mainly due to decreased outflows (\$15.767 million) for property, plant and equipment (capital works) as a result of reduced external funding as the major recreation projects are completed.

4.4.3 Net cash flows provided by/used in financing activities

An increase in net inflows of \$3.764 million compared to 2019/20 is mainly the result of the principal repayment of an \$8.215 million interest only loan in the 2019/20 year leading to a reduced outflow of \$6.676 million. New borrowings of \$10.000 million (\$12.650 million in 2019/20) are budgeted for 2020/21 thus creating a reduction in cash inflows from new loans of \$2.650 million compared to the 2019/20 financial period.

2020/21 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 2020/21 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	Budget 2020/21 \$'000	Change	
	Actual 2019/20 \$'000		\$'000	%
Property	70,066	44,717	(25,349)	(36.2%)
Plant and equipment	3,066	3,612	546	17.8%
Infrastructure	30,702	31,731	1,029	3.4%
Total	103,834	80,060	(23,774)	(22.9%)

	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Property	44,717	39,219	2,456	3,043	-	11,832	-	30,385	2,500
Plant and equipment	3,612	15	3,597	-	-	-	-	3,612	-
Infrastructure	31,731	11,751	15,059	4,922	-	7,901	-	16,330	7,500
Total	80,060	50,984	21,112	7,965	-	19,733	-	50,327	10,000

2020/21 Budget Capital Works Program

Capital works program
For the year ending 30 June 2021

4.5.2 Current Budget

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
PROPERTY									
Buildings									
Kernot Hall Refurbishment	2,738	-	-	2,738	-	-	-	238	2,500
Safe Roof Access	200	-	-	200	-	-	-	200	-
Building Renewal Program	2,126	-	2,126	-	-	-	-	2,126	-
Traralgon Courthouse Toilet Upgrade	105	-	-	105	-	-	-	105	-
Victory Park Toilet Block	98	98	-	-	-	-	-	98	-
Bus Shelter	30	-	30	-	-	-	-	30	-
Latrobe Leisure Maintenance and Upgrade Program	300	-	300	-	-	-	-	300	-
Total Buildings	5,596	98	2,456	3,043	-	-	-	3,096	2,500
TOTAL PROPERTY	5,596	98	2,456	3,043	-	-	-	3,096	2,500

2020/21 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
Plant Replacement Program	2,115	-	2,115	-	-	-	-	2,115	-
Fleet Replacement Program	822	-	822	-	-	-	-	822	-
Latrobe Leisure Equipment Replacement Program	50	-	50	-	-	-	-	50	-
Total Plant, Machinery and Equipment	2,987	-	2,987	-	-	-	-	2,987	-
Fixtures, Fittings and Furniture									
Office Furniture & Equipment Replacement Program	10	-	10	-	-	-	-	10	-
Total Fixtures, Fittings and Furniture	10	-	10	-	-	-	-	10	-
Computers and Telecommunications									
IT Equipment Replacement Program	600	-	600	-	-	-	-	600	-
Total Computers and Telecommunications	600	-	600	-	-	-	-	600	-
Artworks									
Artwork Acquisitions	15	15	-	-	-	-	-	15	-
Total Artworks	15	15	-	-	-	-	-	15	-
TOTAL PLANT AND EQUIPMENT	3,612	15	3,597	-	-	-	-	3,612	-

2020/21 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
INFRASTRUCTURE									
Roads									
Gravel Road Resheet Program	905	-	905	-	-	-	-	905	-
Local Road Reseal Program	6,261	-	6,261	-	-	-	-	6,261	-
Difficult to Maintain Pavements Program	25	-	-	25	-	-	-	25	-
Road Rehabilitation Program	4,395	-	4,395	-	-	2,550	-	1,845	-
Traffic and Pedestrian Safety Program	90	68	-	23	-	-	-	90	-
Total Roads	11,676	68	11,561	48	-	2,550	-	9,126	-
Bridges									
Bridge and Major Culvert works	530	-	530	-	-	-	-	530	-
Total Bridges	530	-	530	-	-	-	-	530	-
Footpaths and Cycleways									
Footpath Replacement Program	1,050	-	1,050	-	-	-	-	1,050	-
Rose Garden Replacement of Gravel Paths	168	-	-	168	-	-	-	168	-
Gravel Path Renewal Project	30	-	30	-	-	-	-	30	-
Total Footpaths and Cycleways	1,248	-	1,080	168	-	-	-	1,248	-

2020/21 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Drainage									
Minor Drainage Renewal Program	100	-	100	-	-	-	-	100	-
Stormwater Management/Outfall Renewal Program	50	-	50	-	-	-	-	50	-
Total Drainage	150	-	150	-	-	-	-	150	-
Recreational, Leisure and Community Facilities									
Community Sports Infrastructure Stimulus Program	200	-	-	200	-	-	-	200	-
Total Rec, Leisure and Comm'y Facilities	200	-	-	200	-	-	-	200	-
Waste Management									
Landfill Cell development	1,060	-	1,060	-	-	-	-	1,060	-
Total Waste Management	1,060	-	1,060	-	-	-	-	1,060	-

2020/21 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
Parks, Open Space and Streetscapes									
Play Space Implementation Plan Program	280	-	280	-	-	-	-	280	-
Moe Rail Precinct Revitalisation Stage 2	7,685	7,685	-	-	-	-	-	185	7,500
Streetscape design	50	50	-	-	-	-	-	50	-
Retaining Wall Renewal Program	190	-	190	-	-	-	-	190	-
Total Parks, Open Space and Streetscapes	8,205	7,735	470	-	-	-	-	705	7,500
Off Street Car Parks									
Offstreet carpark renewal	208	-	208	-	-	-	-	208	-
Total Off Street Car Parks	208	-	208	-	-	-	-	208	-
TOTAL INFRASTRUCTURE	23,277	7,803	15,059	416	-	2,550	-	13,227	7,500
TOTAL NEW CAPITAL WORKS FOR 2020/21	32,485	7,915	21,112	3,459	-	2,550	-	19,935	10,000

2020/21 Budget Capital Works Program

4.5.3 Works carried forward from the 2019/20 year

Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
PROPERTY									
Buildings									
Latrobe Creative Precinct Design	26,201	26,201	-	-	-	10,000	-	16,201	-
Gippsland Regional Aquatics Centre	12,920	12,920	-	-	-	1,832	-	11,088	-
Total Buildings	39,121	39,121	-	-	-	11,832	-	27,289	-
TOTAL PROPERTY	39,121	39,121	-	-	-	11,832	-	27,289	-
INFRASTRUCTURE									
Roads									
Safe Traffic in Local Streets Program	2,102	-	-	2,102	-	2,102	-	-	-
Total Roads	2,102	-	-	2,102	-	2,102	-	-	-

2020/21 Budget Capital Works Program

4.5.3 Works carried forward from the 2019/20 year

Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
Recreational, Leisure and Community Facilities									
Morwell Recreation Reserve	2,404	-	-	2,404	-	1,053	-	1,351	-
Total Rec, Leisure and Community Facilities	2,404	-	-	2,404	-	1,053	-	1,351	-
Waste Management									
Landfill Biogas to Energy Project	1,578	1,578	-	-	-	-	-	1,578	-
Total Waste Management	1,578	1,578	-	-	-	-	-	1,578	-
Other Infrastructure									
Logistics Precinct and Intermodal Freight Terminal	2,370	2,370	-	-	-	2,196	-	174	-
Total Other Infrastructure	2,370	2,370	-	-	-	2,196	-	174	-
TOTAL INFRASTRUCTURE	8,454	3,948	-	4,506	-	5,351	-	3,103	-
TOTAL CARRIED FWD WORKS FROM 2019/20	47,575	43,069	-	4,506	-	17,183	-	30,392	-
TOTAL CAPITAL WORKS	80,060	50,984	21,112	7,965	-	19,733	-	50,327	10,000

2020/21 Budget Capital Works Program

4.6 CAPITAL WORKS (OPERATING)

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

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

4.6.1 Current Budget

PROPERTY									
Buildings									
Taxi Rank and Bus Terminal Renewal	20	-	-	-	-	-	-	20	-
Demolition of Dilapidated Council Buildings	100	-	-	-	-	-	-	100	-
Total Buildings	120	-	-	-	-	-	-	120	-
TOTAL PROPERTY	120	-	-	-	-	-	-	120	-
INFRASTRUCTURE									
Roads									
Traffic and Pedestrian Safety Program	235	-	-	-	-	-	-	235	-
Total Roads	235	-	-	-	-	-	-	235	-
Drainage									
Piped Systems Enhancement & Stormwater Quality Improvement	100	-	-	-	-	-	-	100	-
Total Drainage	100	-	-	-	-	-	-	100	-
Public Lighting									
New Street Lights installations	75	-	-	-	-	-	-	75	-
Public Lighting Replacement Program	135	-	-	-	-	-	-	135	-
Total Public Lighting	210	-	-	-	-	-	-	210	-

2020/21 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Parks, Open Space and Streetscapes									
Unserviceable Street Furniture Replacement Program	50	-	-	-	-	-	-	50	-
Bollard Installation	16	-	-	-	-	-	-	16	-
Taizhou Garden	63	-	-	-	-	-	-	63	-
Total Parks, Open Space and Streetscapes	129	-	-	-	-	-	-	129	-
Off Street Car Parks									
Upgrade to DDA compliance	50	-	-	-	-	-	-	50	-
Total Off Street Car Parks	50	-	-	-	-	-	-	50	-
Waste Management									
Transfer Station Upgrades	100	-	-	-	-	-	-	100	-
Landfill Rehabilitation	2,900	-	-	-	-	-	-	2,900	-
Transfer to Waste Reserve	2,045	-	-	-	-	-	-	2,045	-
Total Waste Management	5,045	-	-	-	-	-	-	5,045	-
Other Infrastructure									
Major Town Entry Signs replacement	100	-	-	-	-	-	-	100	-
Fire Hydrants	10	-	-	-	-	-	-	10	-
Total Other Infrastructure	110	-	-	-	-	-	-	110	-
TOTAL INFRASTRUCTURE	5,879	-	-	-	-	-	-	5,879	-
TOTAL CAPITAL WORKS (OPERATING)	5,999	-	-	-	-	-	-	5,999	-
TOTAL CAPITAL WORKS PROGRAM FOR 2020/21	86,060	50,984	21,112	7,965	-	19,733	-	56,327	10,000

2020/21 Budget Financial Performance Indicators

5. Financial performance indicators

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

Indicator	Measure	Notes	Actual 2018/19	Forecast 2019/20	Budget 2020/21	Strategic Resource Plan Projections			Trend +/-
						2021/22	2022/23	2023/24	
Operating Position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	(5.0%)	(6.2%)	(4.1%)	(6.8%)	(5.4%)	(4.8%)	-
Liquidity									
Working Capital	Current assets / current liabilities	2	324.7%	339.3%	229.7%	229.5%	250.9%	277.0%	+
Unrestricted Cash	Unrestricted cash / current liabilities	3	(71.2%)	71.3%	44.0%	47.6%	60.3%	78.4%	+
Obligations									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	4	19.3%	23.0%	31.8%	28.2%	24.7%	21.3%	+
Loans & Borrowings	Interest and principal repayments / rate revenue		2.9%	12.0%	3.9%	3.7%	3.6%	3.4%	+
Indebtedness	Non-current liabilities / own source revenue		26.9%	34.6%	39.5%	35.6%	31.7%	28.5%	+
Asset renewal	Asset renewal expenditure / depreciation	5	57.5%	82.3%	70.8%	59.3%	56.9%	60.0%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	6	60.1%	64.8%	63.9%	63.9%	66.9%	67.1%	-
Rates effort	Rate revenue / property values (CIV)		0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	o

2020/21 Budget Financial Performance Indicators

Indicator	Measure	Notes	Forecast		Budget 2020/21	Strategic Resource Plan Projections			Trend +/-
			Actual 2018/19	Actual 2019/20		2021/22	2022/23	2023/24	
Efficiency									
Expenditure level	Total expenditure / no. of assessments		\$3,534	\$3,403	\$3,408	\$3,546	\$3,393	\$3,412	-
Revenue level	Residential rate revenue / No. of residential assessments		\$1,675	1,731	\$1,745	\$1,780	\$1,816	\$1,852	+
Workforce turnover	No. of resignations & terminations / average no. of staff		12.5%	10.0%	10.0%	10.0%	10.0%	10.0%	o

Key to Forecast Trend:

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

Notes to indicators

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

2 Working Capital – The proportion of current liabilities represented by current assets. Working capital is forecast to decrease significantly in 2020/21 year due to reduced cash and investments mainly resulting from expenditure of funds on major capital works projects received/allocated in 2019/20.

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

4 Debt compared to rates - Trends indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt based on no new borrowings currently forecasted after the 2020/21 financial year.

5 Asset renewal - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. The current level of renewal expenditure is determined by asset management plans and condition assessments of existing assets. The current ratio of just over 70% and subsequent falling to just under 60% is an indicator that there may be challenges for Council in the future as groups of assets become due for renewal within a short period of time.

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

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COMMUNITY HEALTH AND WELLBEING			
<i>Direct Care</i>			
SERVICE TYPE DIRECT CARE	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Home Care/Personal Care			
Low Income	<i>Per hour - gst free</i>	7.00	7.00
Couple Low Income	<i>Per hour - gst free</i>	9.60	9.60
Medium Income	<i>Per hour - gst free</i>	15.50	15.50
Couple Medium Income	<i>Per hour - gst free</i>	19.40	19.40
Full Cost (Non Public Holiday)	<i>Per hour - gst inc</i>	55.20	60.70
Full Cost (Non Public Holiday)	<i>Per 1/2 hour - gst inc</i>	30.60	33.70
Full Cost (Public Holiday)	<i>Per hour - gst inc</i>	112.20	123.40
Full Cost (Overtime)	<i>Per hour - gst inc</i>	82.80	91.10
Full Cost (Overtime)	<i>Per 1/2 hour</i>	53.00	58.30
Full Cost (Same Day Service)	<i>Per hour - gst inc</i>	112.20	123.40
Veterans Respite	<i>Fee as per agreement with DVA</i>	as per agreement	as per agreement
Veterans HCPC	<i>Fee as per agreement with DVA</i>	as per agreement	as per agreement
Respite Care			
Subsidised	<i>Per hour - gst free</i>	4.60	4.60
Full Cost (Non Public Holiday)	<i>Per hour - gst inc</i>	55.20	60.70
Full Cost (Public Holiday)	<i>Per hour - gst inc</i>	112.20	123.40
Full Cost (Overtime)	<i>Per hour - gst inc</i>	82.80	91.10
Meals on Wheels Service <i>(includes all costs of providing meals)</i>			
Subsidised	<i>Per meal</i>	9.50	9.50
Full cost meals	<i>Per meal.</i>	15.70	15.70
Home Maintenance			
Single	<i>Per hour - gst free</i>	12.40	12.40
Couple	<i>Per hour - gst free</i>	18.60	18.60
Full Cost (Non Public Holiday)	<i>Per hour (Mon - Fri) - gst inc</i>	70.90	78.00
Landfill Fees.	<i>*refer waste disposal fees schedule.</i>		

COMMUNITY HEALTH AND WELLBEING			
			<i>Direct Care</i>
SERVICE TYPE			
DIRECT CARE	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Social Support Group			
Subsidised with Meal (Centre Based)	<i>Per session</i>	11.40	11.40
Subsidised without Meal (Outing)	<i>Per session</i>	6.30	6.30
Morning Melodies (plus cost of event paid at entry)	<i>Per session</i>	11.20	11.20
Special Events (costs to be advertised with notification of the event)	<i>Per session</i>		
Full Cost (Level 1 & 2 Funding)	<i>Per session</i>	29.10	32.00
Full Cost (Level 3 & 4 Funding)	<i>Per session</i>	55.20	60.70
Residing in Supported Accommodation	<i>Per session</i>	112.20	112.20
Cancellation Fees			
Full Cost CHSP/HACC PYP Clients	Less than 24 hours notice Less than 24 hours notice	Full Service Fee Service Fee	Full Service Fee Service Fee
Travel			
Full Cost	<i>Per Km</i>	1.10	1.10
Senior Citizens Centres Hire			
HACC eligible organisation/groups.		No Charge	No Charge
Community organisations/groups:			
Per hour.	<i>8am – 5pm.</i>	18.30	18.30
Evening.	<i>5pm – midnight.</i>	148.60	148.60
Full Day & Evening.	<i>8am – midnight.</i>	245.60	245.60
Commercial organisations			
Per hour	<i>8am – 5pm.</i>	30.90	30.90
Evening	<i>5pm – midnight.</i>	242.40	242.40
Full Day & Evening	<i>8am – midnight.</i>	400.00	400.00
Security Deposit:			
Without alcohol.		306.00	306.00
With alcohol.		561.00	561.00

COMMUNITY HEALTH AND WELLBEING			
<i>Public Libraries</i>			
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Consumables	USB Drive – 2GB	9.50	9.50
	Individual Head Sets	6.50	6.50
Research Fee	Public Request.	14.70	14.70
	Commercial/Community Group Request.	29.50	29.50
Library Meeting Room	Community and Not For Profit Groups.	No Charge	No Charge
	Commercial.	31.00	31.00
	Commercial.	150.00	150.00
Fees	Replacement Cards.	3.70	3.70
	Inter Library Loan	No Charge POA POA	No Charge POA POA
Damaged or Lost Items	Replacement Cost	7.90	7.90
	Beyond Repair Magazine	4.00	4.00
	Talking Books	17.00	17.00

COMMUNITY HEALTH AND WELLBEING			
<i>Public Libraries</i>			
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Photocopying	Black & White A4	<i>Per side</i>	0.20
	Black & White A3	<i>Per side</i>	0.40
	Colour Printing A4	<i>Per side</i>	0.70
	Colour Printing A3	<i>Per side</i>	0.90
Laminating	A4	<i>Per sheet.</i>	2.70
	A3	<i>Per sheet.</i>	3.70
Calico Library Bags	New Member		No Charge
	Additional/Replacement	<i>Per bag</i>	2.70
Events	Author Talk (standard)	<i>Per Event</i>	5.00
	Author Talk (Special, Literary Festival, high profile) - Member	<i>Per Event</i>	25.00
	Author Talk (Special, Literary Festival, high profile) - Non Member	<i>Per Event</i>	30.00
	Adult Workshops Library Member	<i>Per Half Day</i>	10.00
	Adult Workshops Non Library Member	<i>Per Half Day</i>	15.00
	Adult Workshops Library Member	<i>Full Day</i>	25.00
Adult Workshops Non Library Member	<i>Full Day</i>	30.00	

COMMUNITY HEALTH AND WELLBEING			
<i>Children Services</i>			
SERVICE TYPE	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Family Day Care			
Fees During Core Hours	<i>(8am–6pm weekdays)</i>	8.50	8.50
Fees Outside of Core Hours	<i>Per child/hour weekdays</i>	9.00	9.00
Fee for weekend care	<i>Per child/hour weekend</i>	10.00	10.00
Public Holidays	<i>Per child/hour.</i>	11.50	11.50
Administration Fee	<i>Per hour of care provided.</i>	1.35	1.35
Communication Fee		13.00	13.00
Induction Training	<i>New care providers pp.</i>	37.00	37.00
Travel Charges	<i>Per km</i>	1.20	1.20
Holding Fee	<i>% of fee per child per hour.</i>	100%	100%
Meal Charges Per Child (Carers' home)			
Breakfast	<i>Each</i>	3.50	3.50
Lunch	<i>Each</i>	4.00	4.00
Dinner	<i>Each</i>	4.50	4.50
Snacks	<i>Each</i>	2.00	2.00
Early Learning Centre			
<i>(includes Carinya, Moe Place and Traralgon)</i>			
Full Time Care	<i>5 full days/child/week.</i>	460.00	460.00
Full Day Care	<i>Per day</i>	97.00	97.00
Half Day Care	<i>Per half day</i>	61.50	61.50
Holding Fee	<i>% Per place</i>	100%	100%
After Kinder Care	<i>Hourly</i>	16.00	16.00

COMMUNITY HEALTH AND WELLBEING			
<i>Children Services</i>			
SERVICE TYPE		2019/20	2020/21
CHILDRENS SERVICES	BASIS	\$ (GST Inc)	\$ (GST Inc)
Moe PLACE			
Moe Early Learning Centre			
Moe Vacation Care	<i>Full Day Care</i>	74.00	74.00
	<i>Excursion Levy -Local</i>	15.50	15.50
	<i>Excursion Levy - Out of Gippsland</i>	20.50	20.50
Basketball Stadium			
Court Hire - General	<i>Per hour</i>	50.00	50.00
Half Court Hire - General	<i>Per hour</i>	26.00	26.00
Court Hire - Schools	<i>Per hour</i>	40.60	40.60
Half Court Hire - Schools	<i>Per hour</i>	20.80	20.80
Court Hire	<i>Per Day (9am - 6pm)</i>	218.50	218.50
Community Kitchen			
Kitchen Hire	<i>Per hour</i>	14.60	14.60
Kitchen Hire	<i>Per day</i>	52.00	52.00
Meeting Rooms (Moe Place, Churchill Hub)			
Meeting Rooms			
Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
Commercial	<i>Per hour</i>	26.50	26.50
	<i>Per Day</i>	159.20	159.20
Preschools			
Enrolment administration fee	<i>3 & 4 year old programs</i>	30.00	30.00
Preschool – 4 yr old program	<i>Per Term (effective Jan 2021)</i>	280.00	280.00
Prekinder – 3 yr old program	<i>Per Term (effective Jan 2021)</i>	240.00	240.00

COMMUNITY HEALTH AND WELLBEING				
<i>Family Health Services</i>				
SERVICE TYPE		BASIS	2019/20	2020/21
FAMILY HEALTH SERVICES			\$ (GST Inc)	\$ (GST Inc)
Vaccinations Purchases				
	Hep B.	<i>Per dose.</i>	32.00	32.00
	Twinrix.	<i>Per dose.</i>	109.00	109.00
	Flu.	<i>Per dose.</i>	31.00	31.00
	Hep A.	<i>Per dose.</i>	98.00	98.00
	Boostrix.	<i>Per dose.</i>	52.00	52.00
Nurse	Attend Corporate Sessions	<i>Per nurse per hour</i>	62.50	62.50

COMMUNITY HEALTH AND WELLBEING				
<i>Leisure Facilities</i>				
SERVICE TYPE LEISURE FACILITIES		BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Indoor Pool – Swims	Adult	<i>16 years and over.</i>	6.60	6.60
	Child	<i>Child 5–15 yrs & High School Student</i>	4.70	4.70
	Concession	<i>Pension, Seniors & Health Care Card</i>	4.90	5.00
	Family*	<i>*As listed on Medicare Card</i>	17.60	17.60
	Schools	<i>Per child</i>	4.00	4.00
	Children	<i>4 years and under with adult swim.</i>	No Charge	No Charge
Visit Pass – Indoor pools 12 Month expiry from date of issue	Adult	<i>Visits x 10 – 10% discount</i>	59.40	59.40
	Child	<i>Visits x 10 – 10% discount</i>	42.30	42.30
	Concession	<i>Visits x 10 – 10% discount</i>	44.10	45.00
	Family	<i>Visits x 10 – 10% discount</i>	158.40	158.40
Indoor Pool – Swim Sauna Spa	Adult	<i>Each</i>	10.90	10.90
	Concession	<i>Each</i>	8.20	8.20
	After Entry/Class	<i>Each</i>	5.50	5.50
	Adult	<i>Multipass x 10 – 10% discount</i>	98.00	98.00
	Concession	<i>Multipass x 10 – 10% discount</i>	73.80	73.80
Indoor pool – swim sauna (CHURCHILL ONLY)	Adult	<i>Each</i>	9.50	9.50
	Concession	<i>Each</i>	7.10	7.10
	After Entry/class	<i>Each</i>	4.50	4.50

COMMUNITY HEALTH AND WELLBEING				
<i>Leisure Facilities</i>				
SERVICE TYPE LEISURE FACILITIES		BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Swim Lessons - Group	Infants	<i>Per class - Supervision 1:8</i>	13.40	13.40
	Preschool	<i>Supervision 1:5</i>	14.10	14.10
	School Age	<i>Per class</i>	14.80	14.80
	Adult	<i>Per class</i>	14.80	14.80
	Transition/Lap It Up Aust Swim Teacher	<i>Per class Per instructor, per hour</i>	9.00 58.90	9.00 58.90
Swim Lessons - Group Concession (25% Discount)	Health Care Card	Infants	<i>Per class - Supervision 1:8</i>	10.10
	Health Care Card	Preschool	<i>Supervision 1:5</i>	10.60
	Health Care Card	School Age	<i>Per class</i>	11.10
	Health Care, Pension & Senior Card	Adult	<i>Per class</i>	11.10
Swim Lessons - Private	1:1	<i>Per half hour class, per person</i>	39.20	39.20
	1:2	<i>Per half hour class, per person</i>	29.50	29.50
	1:3	<i>Per half hour class, per person</i>	24.00	24.00
Swim Lessons - Private - Concession (25% Discount)	Concession – Health Care Card	1:1	<i>Per half hour class, per person</i>	29.40
	Concession – Health Care Card	1:2	<i>Per half hour class, per person</i>	22.10
	Concession – Health Care Card	1:3	<i>Per half hour class, per person</i>	18.00
Other - Indoor Pools	Lane Hire	<i>Per hour.</i>	48.00	48.00
	Carnival Hire	<i>Per day 9am – 5pm</i>	975.00	975.00
	School Carnival Hire	<i>Per day 9am - 3pm</i>	918.00	918.00
	Wet Out of Hours – incl 1 Lifeguard plus 1 Duty Manager	<i>Per hour plus entry fee</i>	84.30	84.30
	Carnival Fee – incl 1 Lifeguard plus 1 Duty Manager	<i>Per hour.</i>	202.00	202.00

COMMUNITY HEALTH AND WELLBEING				
<i>Leisure Facilities</i>				
SERVICE TYPE LEISURE FACILITIES		BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Fitness Program	Group Fitness.	<i>Per class</i>	13.20	13.20
	Concession	<i>Pension, Seniors & Health Care Card</i>	9.90	9.90
	Personal Training.	<i>½ hour.</i>	37.40	37.40
		<i>1 hour.</i>	N/A	65.00
	Casual Gym.	<i>Per person</i>	16.00	16.00
	Casual Concession Gym.	<i>Pension, Seniors & Health Care Card</i>	12.00	12.00
	Youth Fit	<i>Class for specific ages</i>	8.80	8.80
	Life Fit Gym		6.50	6.50
Visit Pass – Group Fitness (12 Months Expiry from date of issue)	Adult.	<i>Visits x 10 – 10% discount</i>	118.80	118.80
	Concession.	<i>Visits x 10 – 10% discount</i>	89.10	89.10
	Youth Fit 13-15	<i>Visits x 10 – 10% discount</i>	79.20	79.20
	1/2 hr Personal Training	<i>Visits x 10 – 10% discount (half hour session)</i>	337.00	337.00
	1 hr Personal Training	<i>Visits x 10 – 10% discount (one hour session)</i>	n/a	585.00
Visit Pass - Gym (12 Months Expiry from date of issue)	Adult	<i>Visits x 10 – 10% discount</i>	144.00	144.00
	Concession	<i>Visits x 10 – 10% discount</i>	108.00	108.00

COMMUNITY HEALTH AND WELLBEING						
<i>Leisure Facilities</i>						
SERVICE TYPE LEISURE FACILITIES	BASIS	2019/20 \$ (GST Inc)		2020/21 \$ (GST Inc)		
Stadium (1)	Adult Competition.	<i>Per player per game</i>		6.50	6.50	
	Concession Competition.	<i>High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders</i>		4.90	4.90	
	Junior Competition (during competition times only)	<i>Per player per game</i>		4.70	4.70	
	Adult Training	<i>Per player per session #</i>		4.50	4.50	
	Concession Training	<i>High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders</i>		3.40	3.40	
	Junior Training (0-17 years)	<i>Per player per session #</i>		3.60	3.60	
	Schools	<i>Per student</i>		3.60	3.60	
	Court Hire - General	<i>Per court/hour.</i>		50.00	50.00	
	Court Hire - Schools	<i>Per court/hour.</i>		40.60	40.60	
	Tournament Fee*	<i>Per Court per Day (9am – 5pm)</i>		218.50	218.50	
	* Local associations are eligible for a 30% total invoice discount to host their association tournaments within any Latrobe Leisure Facility. Maximum 2 tournaments per year.					
		Dry Out of Hours Fee	<i>Per hour (plus entry fee)</i>		60.40	60.40
	Meeting Room Hire	<i>Per hour</i>		29.50	29.50	
# Session is defined as 1 hour for Domestic basketball teams 2 hours for Squad & Representative basketball teams 2 hours for Badminton / Volleyball (in recognition of set up and pack up times)						
Visit Pass Cards - Stadium				x10 (10% discount)	X20 (15% discount)	
12 Month expiry from date of issue (One visit used per hour or game)				x10 (10% discount)	X20 (15% discount)	
	Adult Stadium Competition	<i>Visit pass – discount</i>		58.50	110.50	
	Concession Competition	<i>Visit pass – discount</i>		44.10	83.30	
	Junior Competition	<i>Visit pass – discount</i>		42.30	79.90	
	Junior Training	<i>Visit pass – discount</i>		N/A	61.20	

COMMUNITY HEALTH AND WELLBEING			
<i>Leisure Facilities</i>			
SERVICE TYPE LEISURE FACILITIES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Membership			
Membership Service Areas		<i>Gym Fitness - as per fitness timetable (including Aqua Aerobics) Pool (including pool, sauna & spa- where applicable)</i>	
Membership Administration Fee (per membership)	Upon joining	70.00	70.00
Bronze Membership			
Any one (1) of the above Membership Service Areas	Non Concession Concession * Off-Peak #	<i>Monthly</i> <i>Monthly</i> <i>Monthly</i>	49.00 36.80 29.40
Silver Membership			
Any two (2) of the above Membership Service Areas	Non Concession Concession * Off-Peak #	<i>Monthly</i> <i>Monthly</i> <i>Monthly</i>	60.00 45.00 36.00
Gold Membership			
All three (3) of the above Membership Service Areas	Non Concession Concession * Off-Peak #	<i>Monthly</i> <i>Monthly</i> <i>Monthly</i>	72.00 54.00 43.20
Corporate			
	21+ people	<i>Discounts valid on full price memberships only. Not valid on concession memberships</i> <i>Discounts off term memberships only</i>	20.00% 20.00%

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

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

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

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

COMMUNITY HEALTH AND WELLBEING				
<i>Leisure Facilities</i>				
SERVICE TYPE LEISURE FACILITIES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)	
Athletic and Cycling Track				
Adult.	<i>Per participant</i>	4.70		4.70
Concession.	<i>Per participant</i>	3.50		3.50
Junior.	<i>Per participant</i>	3.20		2.60
Adult	<i>Visits x 10 – 10% discount</i>	42.30		42.30
Concession.	<i>Visits x 10 – 10% discount</i>	31.50		31.50
Junior.	<i>Visits x 10 – 10% discount</i>	28.80		23.40
School.	<i>Per student</i>	3.20	0	3.20
Club Hire.	<i>Per hour.</i>	46.70		46.70
Other/Athletic Carnival.	<i>Full day 9am – 3pm.</i>	576.40	0	576.40
Cycling / Athletic Club Hire of Bike/ Aths Track.	<i>Per annum / seasonal agreement</i>	995.60		995.60
Squash Courts	Hire.	<i>Per hour.</i>	15.30	15.30
Fitness Room Hire	Hire.	<i>Per hour.</i>	48.90	48.90
Gippsland Regional Cricket Centre				
Lane Hire	<i>Per hour (up to 4 players)</i>			39.00
Ball Machine Hire - includes lane, machine and balls	<i>Per Hour - includes Lane Hire</i>			50.00
Indoor Cricket	<i>Per Participant Per Competition</i>			12.00
School Clinic	<i>Per Clinic (3 hours)</i>			150.00
Parties	<i>Per Party - 2 hrs (up to 10 people)</i>			200.00
Meeting Room	<i>Per Hour</i>			30.00
Facility Hire	<i>Full Facility per Day (8 hours)</i>			1,560.00

COMMUNITY HEALTH AND WELLBEING			
<i>Outdoor Pools</i>			
SERVICE TYPE OUTDOOR POOLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Entry Fees			
Adult.	<i>16 years and over.</i>	5.00	5.00
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	3.90	3.90
Concession.	<i>Pension, Seniors & Health Care Card</i>	4.10	4.10
Family.	<i>As listed on Medicare Card.</i>	14.60	14.60
Schools	<i>Per child</i>	3.90	3.90
Children.	<i>4 years and under with adult swim.</i>	No Charge	No Charge
Season Passes (Multi-venue)			
Single Adult Pass	<i>16 years and over.</i>	101.00	101.00
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	76.20	76.20
Concession.	<i>Pension, Seniors & Health Care Card</i>	78.80	78.80
Family.	<i>As listed on Medicare Card.</i>	245.00	245.00
Competitions – School Swim Carnival Hire			
School Carnival Full Day (9am - 3pm)	<i>Includes 1 Duty Manager.</i>	471.00	471.00
Other Carnival Full Day (9am - 5pm)	<i>Weekends or Public Holidays</i>	800.00	800.00
School Carnival Half Day (9am-12pm / 12pm-3pm)	<i>Mon - Fri</i>	328.00	328.00
Supervision Required at 1:100 ratio.	<i>Per hour.</i>	57.80	57.80
Out Of Advertised Operating Hours Hire			
Includes 1 Life Guard plus 1 Duty Manager.	<i>Per hour + entry fee per person</i>	84.30	84.30

COMMUNITY HEALTH AND WELLBEING				
<i>Caravan Parks</i>				
SERVICE TYPE		BASIS	2019/20	2020/21
CARAVAN PARKS			\$ (GST Inc)	\$ (GST Inc)
Lake Narracan – Caravan & Camping				
Site Fee Schedule	Permanent On Site.	<i>Powered per annum (includes 23 days/nights)</i>	1,571.00	1,571.00
	Powered Site.	<i>Per night (Up to 4 people)</i>	41.00	41.00
	Powered Site.	<i>Weekly (Up to 4 people)</i>	213.00	213.00
	Extra Person.	<i>Per night.</i>	16.50	16.50
	Unpowered Site.	<i>Per night - Family</i>	34.50	34.50
	Unpowered Site.	<i>Weekly - Family</i>	150.00	150.00
	Overnight.	<i>Per person.</i>	13.50	13.50
	Children.	<i>Aged 7 – 17 yrs.</i>	7.50	7.50

COMMUNITY HEALTH AND WELLBEING				
<i>Health Services</i>				
SERVICE TYPE		BASIS	2019/20	2020/21
HEALTH SERVICES			\$ (GST Inc)	\$ (GST Inc)
Septic Tanks – New Installations				
Fees are set by EPA Victoria from 1/7/2020	All System Types	<i>In excess of two.</i>	685.00	TBA
	Inspections.		150.00	TBA
	Alteration – Major.		425.00	TBA
	Alteration – Minor.		190.00	TBA
	Search Fee.	<i>Maximum.</i>	70.00	TBA
	Conveyancing Enquiry.		230.00	TBA
	Extension to Septic Tank Application.	<i>More than two years old.</i>	360.00	TBA
	Septic Tank Report & Consent	<i>Each</i>	685.00	TBA
	Additional Fixtures	<i>Each</i>	150.00	TBA
Health Premises				
	New Premises Registration	<i>Commercial Hairdressing & Low Risk Beauty (eyelashes, spray tans, makeup)</i>	540.00	540.00
	New Premises Registration	<i>Beauty Treatments-Medium</i>	540.00	540.00
	New Premises Registration	<i>Beauty Treatments - Home</i>	360.00	360.00
	New Premises Registration	<i>Mobile Hairdressing & Low Risk Beauty (eyelashes, spray tans, makeup)</i>	245.00	245.00
	New Premises Registration	<i>Comm Skin Pen/Colonic-High</i>	550.00	550.00
	New Premises Registration	<i>Ear-piercing Single Use-Medium</i>	305.00	305.00
	New Premises Registration	<i>Combination or 2 or more services</i>	535.00	535.00
	Renting chair in another premises - New Registration	<i>Skin penetration (incl tattooing, waxing, body piercing) 1-2 days per venue</i>	n/a	310.00
	Renewal Premises Registration	<i>Beauty Treatments-Medium</i>	460.00	460.00
	Renewal Premises Registration	<i>Beauty Treatments - Home</i>	310.00	310.00
	Renewal Premises Registration	<i>Comm Skin Pen/Colonic-High</i>	540.00	540.00
	Renewal Premises Registration	<i>Ear-piercing Single Use-Medium</i>	185.00	185.00
	Renewal Premises Registration	<i>Combination or 2 or more services</i>	525.00	525.00
	Renting chair in another premises - Renewal	<i>Skin penetration (incl tattooing, waxing, body piercing) 1-2 days per venue</i>	n/a	300.00

COMMUNITY HEALTH AND WELLBEING					
<i>Health Services</i>					
SERVICE TYPE		BASIS	2019/20		2020/21
HEALTH SERVICES			\$ (GST Inc)		\$ (GST Inc)
Commercial Accommodation					
	New Registration.	<i>Includes motels and hostels.</i>		630.00	630.00
	Annual Renewal.	<i>Includes motels and hostels.</i>		550.00	550.00
Caravan Parks and Movable Homes <i>(Statutory Fee)</i>		<i>Triennium Fees</i>	1 Fee Unit =	14.81	1 Fee Unit = TBA
	Statutory fees are unable to be amended by Council. This fee is set under the Residential Tenancies Act (Caravan Parks and Movable Dwellings)	<i>1-25 sites</i>	17	251.80	17 TBA
		<i>26-50 sites</i>	34	503.60	34 TBA
		<i>51-100 sites</i>	68	1,007.10	68 TBA
		<i>101-150 sites</i>	103	1,524.00	103 TBA
Transfer of Registration					
	Food Act	<i>Maximum.</i>		455.00	455.00
	Public Health and Wellbeing Act	<i>Maximum.</i>		235.00	235.00
	Residential Tenancies Act	<i>Maximum.</i>		235.00	235.00
Plan Approval Fee <i>(Non-compulsory establishment inspection fee)</i>					
	Food Act Premises.	<i>Per hour</i>		140.00	140.00
	Public Health & Wellbeing Act Premises.	<i>Per hour</i>		115.00	115.00
Food & Water Sample Administration Fee					
	Sample administration fee	<i>2nd non compliant follow up.</i>		210.00	210.00
	Private water supply sample	<i>Per sample + Analyst Fee</i>		205.00	205.00

COMMUNITY HEALTH AND WELLBEING				
<i>Health Services</i>				
SERVICE TYPE HEALTH SERVICES		BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
COMMERCIAL FOOD PREMISES				
Class 1 (Full Time)	New	<i>e.g. Hospitals / Nursing Homes / Childcare Centres</i>	760.00	760.00
	Renewal		695.00	695.00
Class 2A (Full Time)	New	<i>e.g. Restaurants, Fast Food, Deli's</i>	725.00	725.00
	Renewal		670.00	670.00
	New	<i>e.g. Supermarkets / Large Manufacturers</i>	1,425.00	1,425.00
	Renewal		1,150.00	1,150.00
Class 2B (Part Time)	New	<i>Minimal unpacked potential hazardous foods</i>	480.00	480.00
	Renewal		430.00	430.00
Class 3A (Full Time)	New	<i>Minimal unpacked potential hazardous foods</i>	420.00	420.00
	Renewal		365.00	365.00
	New	<i>Water Carters</i>	180.00	180.00
	Renewal		150.00	150.00
Class 3B (Part Time)	New	<i>Food is secondary activity (e.g. B&B)</i>	275.00	275.00
	Renewal		255.00	255.00
Class 3C (Full Time)	New	<i>Food is secondary activity (e.g. B&B)</i>	205.00	205.00
	Renewal		205.00	205.00
Class 4 Low Risk Packaged	New	<i>e.g. Liquor Outlets, Video Stores, Newsagents, Pharmacies etc.</i>	Exempt	Exempt
Once off Short term	New	<i>Temporary food stall - major events</i>	255.00	255.00
Additional Inspection Fee (non compliance after 2 visits)				
Class 1 (Full Time)		<i>Per Hour (Minimum)</i>	205.00	205.00
Class 2A (Full Time)		<i>Per Hour (Minimum)</i>	175.00	175.00
Class 2B (Part Time)		<i>Per Hour (Minimum)</i>	175.00	175.00
Class 3A (Full Time)		<i>Per Hour (Minimum)</i>	150.00	150.00
Class 3B (Part Time)		<i>Per Hour (Minimum)</i>	125.00	125.00

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2019/20	2020/21
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Parking (In accordance with Road Safety Act 1986)	Parking Infringements.		
Penalties will be applied at maximum value, as per Council resolution on 2 December 2019	<i>Section 1</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>		
Dog & Cat Registration Fees (In accordance with Domestic Animal Act 1994)	Full Registration	45.00	45.00
	Pensioner Concession	22.50	22.50
	<i>Where</i> <i>Microchipped and Desexed</i> <i>or</i> <i>Microchipped and Registered with</i> <i>applicable organisations as defined</i> <i>by the Domestic Animal Act 1994</i>		
	Non-Desexed Dog Full Registration	128.00	128.00
	Non-Desexed Dog Pensioner Concession	64.00	64.00
	Domestic Animal Business.	250.00	250.00
	Domestic Animal Business - Animal	25.00	25.00
	Dangerous, Menacing or renewals only for Restricted Dog Breeds	205.00	205.00
	Registration as Foster Carer (81/1994 Part 5B)	55.00	55.00
Dog & Cat Infringements (In accordance with Domestic Animal Act 1994)	<i>Section 1</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>		

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2019/20	2020/21
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Pound Release Fees – Domestic Animals			
Dog or cat release (where owner is identifiable by Council)	<i>Per animal plus charges below</i>	34.00	34.00
Dog or cat release (where owner is unidentifiable by Council)	<i>Per animal plus charges below</i>	115.00	115.00
*In Addition to Release Fees – Where Applicable			
Subsequent Releases	<i>Per animal</i>	123.00	123.00
Food and keep fees	<i>Per animal per day</i>	17.00	17.00
(In accordance with Domestic Animal Act 1994)			
Male dog desexing	<i>Per animal</i>	205.00	205.00
Female dog desexing	<i>Per animal</i>	345.00	345.00
Male cat desexing	<i>Per animal</i>	115.00	115.00
Female cat desexing	<i>Per animal</i>	215.00	215.00
Dog or cat microchipping	<i>Per animal</i>	60.00	60.00
Vaccination fee	<i>Per animal</i>	75.00	75.00
Vet Check fee	<i>Per animal</i>	52.00	52.00
Vet Report	<i>Per animal</i>	91.00	91.00
Animal Sales			
(In accordance with Domestic Animal Act 1994)			
Cat sale (including desexing fee)	<i>Per animal</i>	220.00	220.00
Dog sale (including desexing fee)	<i>Per animal</i>	380.00	380.00
Dog or cat sale (already desexed)	<i>Per animal</i>	170.00	170.00
Livestock			
Pound Release Large (horse, cow, bull, etc).	<i>Per animal</i>	178.50	178.50
Pound Release Small (sheep, pig, goat etc)	<i>Per animal</i>	97.00	97.00
Pound Release (Poultry)	<i>Per animal</i>		10.00
Food and Keep Fees.	<i>Per animal per day.</i>	27.50	27.50
Livestock Infringements	<i>Penalties will be applied as per the Livestock Act.</i>		
Livestock attendance for VicRoads	<i>Per Attendance</i>	617.00	617.00

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2019/20	2020/21
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Other Fees/Infringements			
Disabled Parking First Permit.	<i>Each</i>	No Charge	No Charge
Disabled Parking Additional Permits.	<i>Each.</i>	5.00	5.00
Shopping Trolley Release Fee.	<i>Per trolley</i>	178.50	178.50
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act	<i>Per vehicle Plus tow fee per vehicle if applicable</i>	673.20	673.20
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act.	<i>Per vehicle Plus standard tow fee per vehicle</i>	357.00 200.00	357.00 200.00
	<i>Plus immediate tow fee per vehicle Plus daily storage fee</i>	286.00 15.50	286.00 15.50
School Crossing Flags.	<i>Per set.</i>	92.00	92.00
Fire Hazard Infringement.	<i>Set by Statute (State Government) Per penalty unit Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>		
Impound General - (e.g. political signage, tents, or general items on Council land) Community Amenity Local Law No 2 2016	<i>Per item</i>		100.00
Litter Infringement. (In accordance with the Environment Protection Act 1970)	<i>Set by Statute (State Government) Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	-	-
Local Laws Permit.	<i>All Clauses otherwise specified</i>	55.00	55.00

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE LOCAL LAWS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Other Fees/Infringements (continued)			
Temporary outdoor eating facilities	<i>Per annum fee (inclusive of permit application fee) Consisting of up to 4 tables and a maximum of 12 chairs.</i>	151.00	151.00
Temporary outdoor eating facilities over four tables and/or over 12 chairs.	<i>Per annum fee (inclusive of permit application fee) Consisting of over 4 tables and/or over 12 chairs.</i>	306.00	306.00
Roadside Trading Permit	<i>Clause 82 – Local Law No. 2.</i>	438.00	438.00
Caravans as Temporary Accommodation permit.	<i>Clause 142 – Local Law No. 2 – Incorporates 6 month permit application for Health permit to reside in caravan.</i>	55.00	55.00
Administration Fee	<i>Administration Fee for the reconciliation and generation of an invoice to a property owner which has had force clear works completed by Council.</i>	80.00	80.00

COMMUNITY HEALTH AND WELLBEING						
<i>Building Services</i>						
SERVICE TYPE		BASIS	2019/20		2020/21	
BUILDING PERMITS/FEEs			\$(GST Inc)		\$(GST Inc)	
Permit time extensions and inspections for lapsed permits		Minimum.		150.00		150.00
Preparation of Section 173 Agreements	For building over easements.	Per agreement		450.00		450.00
Building File Search Fee		Linked to statutory fee	1 Fee Unit =	14.81	1 Fee Unit =	TBA
		3.19 fee units	3.19	47.20	3.19 Units	TBA
Building Certificates		Linked to statutory fee	1 Fee Unit =	14.81	1 Fee Unit =	TBA
		3.19 fee units	3.19	47.20	3.19 Units	TBA
Building Permit Lodgement Fees		8.23 fee units	8.23	121.90	8.23 Units	TBA
Pool Registration Fees		Linked to statutory fee	1 Fee Unit =	14.81	1 Fee Unit =	TBA
	Registration Fee	2.15 fee units	2.15	31.80	2.15 Units	TBA
	Pool history Search fee	3.19 fee units	3.19	47.20	3.19 Units	TBA
	Certificate of Compliance lodgement fee	1.38 fee units	1.38	20.40	1.38 Units	TBA
	Certificate of Non-Compliance lodgement fee	26.00 fee units	26.00	384.80	26.00 Units	TBA
Report and Consent		Linked to statutory fee	1 Fee Unit =	14.81	1 Fee Unit =	TBA
	First	19.61 fee units	19.61	290.00	19.61 Units	TBA
	Additional	based on 50% of above fee		145.00		TBA
	Temporary Structure Siting Approvals	Treated as a Report and Consent	19.61	290.00	19.61 Units	TBA
	Pope – Occupancy Permits	Treated as a Report and Consent	19.61	290.00	19.61 Units	TBA
	Demolition	5.75 fee units	5.75	85.20	5.75 Units	TBA
Building Permits (Disbursements excluded)	Value of works					
	Up to \$10,000	Each		850.00		850.00
	\$10,001 to \$100,000	Each	Value/100+	750.00	Value/100+	750.00
	\$100,001 to \$1,000,000	Each	Value/200+	1,250.00	Value/200+	1,250.00
	Greater than \$1,000,000	Each	Value/300+	3,000.00	Value/300+	3,000.00

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

ASSETS & PRESENTATION					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE	BASIS	2019/20		2020/21	
		\$ (GST Inc)		\$ (GST Inc)	
Latrobe City Sports & Entertainment Stadium		* Peak	* Off Peak	* Peak	* Off Peak
Commercial Rate					
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1800 & lighting)	Hourly Hire (8am - 5pm) per hour	307.90	199.70	307.90	199.70
	Hourly Hire (5pm - midnight) per hour	619.00	400.60	619.00	400.60
	Day Hire (8am to 5pm)	1,248.50	624.20	1,248.50	624.20
	Night Hire (5pm to midnight)	2,492.80	1,243.30	2,492.80	1,243.30
	All Day (8am to midnight)	3,735.00	1,867.50	3,735.00	1,867.50
	Additional costs additional bins, cleaning & utility costs				Cost recovery
Commission charges	Percentage of Gross Ticket Sales	10.0%	10.0%	10.0%	10.0%
	Percentage of gross merchandise sales	12.5%	12.5%	12.5%	12.5%
Ticketing service is available through Latrobe Performing Arts & Venues					
Community Rate					
	plus additional bins, cleaning & utility costs				
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1,800, lighting)	Hourly Hire (8am - 5pm) per hour	154.00	96.80	154.00	96.80
	Hourly Hire (5pm - midnight) per hour	310.10	195.60	310.10	195.60
	Day Hire (8am to 5pm)	609.70	310.10	609.70	310.10
	Night Hire (5pm to midnight)	1,214.10	609.70	1,214.10	609.70
	All Day (8am to midnight)	1,817.60	914.70	1,817.60	914.70
	Additional costs additional bins, cleaning & utility costs				Cost recovery

ASSETS & PRESENTATION					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE	BASIS	2019/20 \$ (GST Inc)		2020/21 \$ (GST Inc)	
		# Night	# Day	# Night	# Day
Sporting Use (includes pitches, toilets & change rooms only)					
Schools	<i>Per day or night session</i>	124.80	62.40	124.80	62.40
Latrobe City Clubs & Groups	<i>Per day or night session</i>	245.50	125.90	245.50	125.90
Non Latrobe City Clubs & Groups	<i>Per day or night session</i>	368.30	184.10	368.30	184.10
Sundry Charges		Commercial	Community	Commercial	Community
Kiosk Hire (2 available)	<i>Per kiosk per session</i>	183.10	91.60	183.10	91.60
External Public Address System Hire	<i>Per session</i>	125.90	61.40	125.90	61.40
^ Bar Hire (2 available)	<i>Per bar per session</i>	368.30	184.10	368.30	184.10
Social Club Rooms (excluding bar and kitchen) is available for hire with the cost subject to use of the facility					
Line marking costs, other than soccer, is at the hirers expense					
Waste Management - Additional charges may apply dependant on size and type of event.					

ASSETS & PRESENTATION			
<i>Sports Stadiums, Grounds & Reserves</i>			
SERVICE TYPE	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Synthetic Field / Pitch Hire			
Latrobe City Synthetic Sports Field			
Morwell Recreation Reserve Synthetic Sports Field			
Latrobe City Sports and Entertainment Stadium Synthetic Pitch			
Whole Field	Association / Club	<i>Per season</i>	Seasonal Licence
	Tournaments	<i>Per day</i>	313.10
	Primary Schools (1)	<i>Per annum</i>	608.60
	Secondary Schools (2)	<i>Per annum</i>	1,218.30
	Casual Users	<i>Per hour</i>	66.60
	Lights	<i>Per hour</i>	28.10
Half Field	Tournaments	<i>Per day</i>	156.10
	Casual Users	<i>Per hour</i>	31.20
	Lights	<i>Per hour</i>	22.20
	Additional costs	additional bins, cleaning & utility costs	Cost recovery
Recreation Reserves / Community Room Hire			
Traralgon West Sports Complex Upstairs Pavilion			
Traralgon Railway Reservoir Conservation Reserve Community Room			
Latrobe City Synthetic Sports Field Upstairs Pavilion			
Morwell Recreation Reserve East Pavilion			
Ted Summerton Reserve Upstairs Pavilion			
Morwell Centenary Rose Garden Wing			
Lake Narracan Hovercraft Club Pavilion			
	User Groups	<i>Per hour</i>	No Charge
	Not for Profit Groups	<i>Per hour</i>	15.70
	Commercial Groups	<i>Per hour</i>	31.00
	Additional costs	additional bins, cleaning & utility costs	Cost recovery

ASSETS & PRESENTATION			
<i>Sports Stadiums, Grounds & Reserves</i>			
SERVICE TYPE	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Grounds			
Seasonal Facility Charge (3)			
Senior	Category A	<i>Per Six Month Allocation</i>	3,216.90
	Category B	<i>Per Six Month Allocation</i>	1,273.50
	Category C	<i>Per Six Month Allocation</i>	339.40
Junior	Category A	<i>Per Six Month Allocation</i>	1,604.30
	Category B	<i>Per Six Month Allocation</i>	769.90
	Category C	<i>Per Six Month Allocation</i>	206.00
Casual Use			
	Latrobe City Schools	<i>Per day</i>	No Charge
	Latrobe City Sporting Clubs and Recreation/Community Groups	<i>Per day</i>	38.50
	Non Latrobe City Sporting Clubs and Recreation/Community Groups	<i>Per day</i>	137.30
	For Profit Groups Businesses and Sporting Groups	<i>Per day</i>	514.00
	Additional costs	<i>additional bins, cleaning & utility costs</i>	Cost recovery
Outdoor Netball Centres and Tennis Centres Courts			
	Seasonal allocation - netball and tennis courts	<i>Per court, per annum</i>	106.10
Personal Trainers/Boot Camps			
	All trainers/boot camp	<i>per month</i>	55.20
		<i>6 month - Summer</i>	N/A
		<i>6 month - Winter</i>	150.00

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

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

^ Bar hire is subject to Liquor License and other conditions

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

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

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

ASSETS & PRESENTATION			
<i>Latrobe City Traffic School</i>			
SERVICE TYPE	BASIS	2019/20	2020/21
LATROBE CITY TRAFFIC SCHOOL		\$ (GST Inc)	\$ (GST Inc)
Education Group : Playgroups, kindergartens, special school & school groups No Educator (Bond \$70)	<i>Per hour.</i>	42.00	42.00
Education Group : Playgroups, kindergartens, special school & school groups With Educator (No Bond)	<i>Per hour.</i>	69.00	69.00
Mobile Bike Education Trailer No Educator – Hire of bike trailer (Deposit \$200)	<i>Per day</i>	35.00	35.00
With Educator – Educator Services (No Deposit)	<i>Per hour</i>	33.00	33.00
Plus hire of bike trailer	<i>Per day</i>	35.00	35.00
Hire of Hand Cranked Tricycles With responsibility for repair or replacement of damaged unit	<i>Per bike/day.</i>	2.00	2.00
Private Groups No Educator (Deposit \$70)	<i>Per hour.</i>	66.00	66.00
With Educator (No Deposit)	<i>Per hour.</i>	133.00	133.00

ASSETS & PRESENTATION			
<i>Asset Protection</i>			
SERVICE TYPE		2019/20	2020/21
ASSET PROTECTION FEES	BASIS	\$ (GST Inc)	\$ (GST Inc)
Asset Protection Fees			
Road Openings.	<i>Provision of traffic management.</i>	189.00	189.00
Road Openings.	<i>No traffic management required.</i>	97.00	97.00
Occupation of Parking Bays.	<i>Per bay per day</i>	48.50	48.50
Road Occupations.	<i>Provision of traffic management.</i>	191.50	191.50
Road Occupations.	<i>No traffic management required.</i>	94.50	94.50
Building Site Asset Inspections:			
Urban:			
Cost of Works < \$15,000	<i>Excluding all Reblocking, Urban Front Fencing & Demolitions</i>		
Cost of Works > \$15,000	<i>Including all Reblocking, Urban Front Fencing & Demolitions</i>	189.00	189.00
Rural:		97.00	99.00
Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents			
Road Length less than 100m.		191.50	191.50
Each Additional 100m of Road Length.		102.00	102.00
Asset Protection Fee for Vehicle Crossing Works			
		102.00	102.00
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			
		102.00	102.00
Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy		1,500.00	1,500.00
Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy		3,500.00	3,500.00

ASSETS & PRESENTATION			
<i>Asset Protection</i>			
SERVICE TYPE		2019/20	2020/21
ASSET PROTECTION FEES	BASIS	\$ (GST Inc)	\$ (GST Inc)
Security Bonds as Specified in Local Law No.3			
Cost of Works < \$15,000:	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record; Excluding all Reblocking, Front Fencing & Demolitions.</i>		
	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with an Unsatisfactory Performance Record.</i>	510.00	510.00
Cost of Works > \$15,000:	<i>Including Reblocking, Residential Front Fences & Demolition Works</i>		
Rural Building Site;		510.00	510.00
Residential Building Site;	<i>No adjacent footpaths.</i>	510.00	510.00
Residential Building Site;	<i>With adjacent footpaths.</i>	1,020.00	1,020.00
Residential Building Site;	<i>Corner allotment, adjacent footpaths.</i>	1,530.00	1,530.00
Residential Building Site;	<i>Multiple units, adjacent footpaths.</i>	2,040.00	2,040.00
Industrial Building Site;		2,550.00	2,550.00
Commercial Building Site;		5,355.00	5,355.00
Multiple Building Sites	<i>Builders with a 12 month Satisfactory Performance Record</i>	10,710.00	10,710.00

ASSETS & PRESENTATION				
<i>Asset Protection</i>				
SERVICE TYPE			2019/20	2020/21
ASSET PROTECTION FEES	BASIS		\$ (GST Inc)	\$ (GST Inc)
Enquiries - Legal Point of Discharge or Drainage Information	<i>Set by Statute (State Government)</i>	1 Fee Unit =	14.81	1 Fee Unit = TBA
	Urban Areas	<i>based on 9.77 fee units</i>	34.50	9.77 Units TBA
Charge for Restoration of Road Openings in Urban and Rural Areas		Actual cost plus 10% of the actual cost to cover administration expenses		Actual cost plus 10% of the actual cost to cover administration expenses
Asset Protection Penalty for Infringement Notice as Specified in Section 19 of Local Law No.3		Penalty Units are defined by Section 5 of the Monetary Units Act 2004		Penalty Units are defined by Section 5 of the Monetary Units Act 2004
	<i>Set by Statute (State Government)</i>	1 Fee Unit =	161.80	1 Fee Unit = TBA
		2	323.60	2 Units TBA
Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>more</u> than 50kms per hour	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004		Fee Units are defined by Section 5 of the Monetary Units Act 2004
		1 Fee Unit =	14.81	1 Fee Unit = TBA
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	45	666.45	45 TBA
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	25	370.25	25 TBA
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	11	162.91	11 TBA
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5	74.05	5 TBA

ASSETS & PRESENTATION				
<i>Asset Protection</i>				
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)	
Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>not more</u> than 50kms per hour	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004	Fee Units are defined by Section 5 of the Monetary Units Act 2004	
		1 Fee Unit = 14.81	1 Fee Unit = 14.81	
	Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	20 296.20	20 Units TBA
	Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5 74.05	5 Units TBA
	Minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	11 162.91	11 Units TBA
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5 74.05	5 Units TBA	

ASSETS & PRESENTATION			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE		2019/20	2020/21
TRANSFER STATION FEES	BASIS	\$ (GST Inc)	\$ (GST Inc)
		General Waste	General Waste
Sedan/Wagon	<i>Seat up.</i>	12.50	12.80
	<i>Seat down.</i>	16.50	16.80
Utilities	Water line up to 1.8m Long Tray.	19.00	19.40
	Water Line over 1.8m Long Tray.	29.00	29.60
	Heaped up to 1.8m Long Tray.	25.00	25.50
	Heaped over 1.8m Long Tray.	36.00	36.70
Single Axle Trailers	Water Line up to 1.8m Long.	24.00	24.50
	Water Line 1.8m to 2.75m Long.	32.00	32.60
	Heaped up to 1.8m Long.	32.00	32.60
	Heaped 1.8m to 2.75m Long.	47.00	47.90
	Boxed up to 1.8m Long.	47.00	47.90
	Boxed 1.8m to 2.75m Long.	74.00	75.50
Tandem Axle Trailers	Water Line 2.75m to 3.75m Long.	50.00	51.00
	Heaped 2.75m to 3.75m Long.	89.00	90.80
	Boxed 2.75m to 3.75m Long.	121.00	123.40
Small Items	Mobile Garbage Bin (wheelie bin).	5.80	5.90
	Kitchen / Dining Chairs.	7.00	7.10
	Stools.	7.00	7.10
E-Waste (Electrical Items)	All e-waste including Computers, monitors, TVs and peripherals		
	<i>endorsed in scope (per item)</i>	5.70	5.80
	<i>Out of scope - small (per item)</i>	N/A	6.00
	<i>Out of scope - large (per item)</i>	N/A	8.00

ASSETS & PRESENTATION			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE TRANSFER STATION FEES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Mattress or Base	Single	<i>Per item</i>	18.50
	Double/Queen/King	<i>Per item</i>	25.50
Medium Items	Lounge Chairs.	<i>Up to two</i>	15.00
	Small Cupboards.	<i>HDL – 1.3m x 0.6m x 1.2m.</i>	15.00
	2 Seat Sofa.		15.00
Large Items	Large Cupboards.	<i>HDL – 2.5m x 0.7m x 1.6m.</i>	24.50
	3 Seat Sofa.		24.50
Tyres	Car and Motor Cycle.		7.00
	Light Truck & 4WD.		12.00
Tyres on Rims	Car.		12.50
	Light Truck and Fork Lifts.		23.50
Recyclable Goods – Free of Charge (1)		No Charge	No Charge
Other Waste Management	Domestic Waste Card (2)	<i>Per annum.</i>	198.90
	Synthetic Mineral Fibre (SMF) Plastic Bags	<i>Each</i>	4.60
General Heavy Waste	Building, Demolition or Renovation Waste (Plaster, Cement Sheeting, Tiles on Backings)	<i>per m³</i>	N/A
Motor Oil Containers	5 Litres and Under	<i>Each</i>	N/A
	10 Litres to 20 Litres	<i>Each</i>	1.00

ASSETS & PRESENTATION			
<i>Waste Management - Landfill</i>			
SERVICE TYPE			
WASTE MANAGEMENT - LANDFILL (1)	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Clean Fill			
(1) Clean Fill – Only if required at Landfill.	01 Jul 2020 to 31 Dec 2020 01 Jan 2021 to 30 Jun 2021	Per tonne – including landfill levy. Per tonne – including landfill levy.	45.00 45.00
			45.00 56.00
Putrescible Waste & Inert Waste	01 Jul 2020 to 31 Dec 2020 01 Jan 2021 to 30 Jun 2021	Per tonne Per tonne (excluding contractual arrangements) Minimum charge 1 tonne (Includes State Government Landfill Commercial Levy \$83.15 per tonne)	178.50 178.50
			178.50 201.00
Dead Animals	Less than 30kg. Ex Vets	Per animal Per bag (max 30kg)	14.00 14.00
			14.00 14.00
Industrial Waste	Synthetic Mineral Fibre Wrapped - Domestic Plastic Bags for Packaging	Per cubic metre (m3) Per bag	31.50 4.50
			31.50 4.50
Hazardous Waste	Asbestos – Domestic. Latrobe City Residents Non-Latrobe City Residents	Per m3 Per 20kg package (2) must be removed and deposited by the resident, otherwise prescribed waste rate.	56.00 56.00
			56.00 56.00

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

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

REGIONAL CITY GROWTH & INVESTMENT						
<i>Statutory Planning</i>						
SERVICE TYPE PLANNING PERMITS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)			
Many of these fees are those prescribed under the Planning and Environment (Fees) Regulations 2016 and the Subdivision (Permit and Certification Fees) Regulations 2016. Reference should be made to the Regulations to obtain the complete wording of individual fee regulations (GST exempt). * NOTE – Statutory Fees are subject to change at the discretion of the Minister for Planning.						
Use - To propose a new use of land or to change the use of land						
New use or change of use	<i>Statutory State Government Fees</i>	Fee for Permit Application	1,318.10	Fee for Permit Application	TBA	
		Fee to Amend Permit	1,318.10	Fee to Amend Permit	TBA	
Single dwelling						
To develop land or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:	<i>Statutory State Government Fees</i>	Up to \$10,000	Fee for Permit Application	199.90	Fee for Permit Application	TBA
			Fee to Amend Permit	199.90	Fee to Amend Permit	TBA
		\$10,001 to \$100,000	Fee for Permit Application	629.40	Fee for Permit Application	TBA
			Fee to Amend Permit	629.40	Fee to Amend Permit	TBA
		\$100,001 to \$500,000	Fee for Permit Application	1,288.50	Fee for Permit Application	TBA
			Fee to Amend Permit	1,288.50	Fee to Amend Permit	TBA
		\$500,001 to \$1,000,000	Fee for Permit Application	1,392.10	Fee for Permit Application	TBA
			Fee to Amend Permit	1,392.10	Fee to Amend Permit	TBA
		\$1M to \$2M	Fee for Permit Application	1,495.80	Fee for Permit Application	TBA
			Fee to Amend Permit	1,495.80	Fee to Amend Permit	TBA

REGIONAL CITY GROWTH & INVESTMENT			
<i>Statutory Planning</i>			
SERVICE TYPE PLANNING PERMITS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
VicSmart			
A permit that is subject of a VicSmart application if the estimated cost of the development is:	\$0 to \$10,000	<i>Statutory State Government Fees</i>	Fee for Permit Application 199.90 Fee to Amend Permit 199.90
	More than \$10,000		Fee for Permit Application 429.50 Fee to Amend Permit 429.50
	Subdivide or Consolidate land		Fee for Permit Application 199.90 Fee to Amend Permit 199.90
			Fee for Permit Application TBA Fee to Amend Permit TBA
			Fee for Permit Application TBA Fee to Amend Permit TBA
			Fee for Permit Application TBA Fee to Amend Permit TBA

REGIONAL CITY GROWTH & INVESTMENT						
<i>Statutory Planning</i>						
SERVICE TYPE PLANNING PERMITS		BASIS	2019/20 \$ (GST Inc)		2020/21 \$ (GST Inc)	
All Other Development						
To develop land if the estimated cost of the development is:	Up to \$100,000	<i>Statutory State Government Fees</i>	Fee for Permit Application	1,147.80	Fee for Permit Application	TBA
			Fee to Amend Permit	1,147.80	Fee to Amend Permit	TBA
	\$100,001 to \$1,000,000.		Fee for Permit Application	1,547.60	Fee for Permit Application	TBA
			Fee to Amend Permit	1,547.60	Fee to Amend Permit	TBA
	\$1,000,001 to \$5,000,000		Fee for Permit Application	3,413.70	Fee for Permit Application	TBA
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	TBA
	\$5,000,001 to \$15,000,000		Fee for Permit Application	8,700.90	Fee for Permit Application	TBA
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	TBA
	\$15,000,001 to \$50,000,000		Fee for Permit Application	25,658.30	Fee for Permit Application	TBA
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	TBA
	More than \$50,000,000		Fee for Permit Application	57,670.10	Fee for Permit Application	TBA
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	TBA

REGIONAL CITY GROWTH & INVESTMENT			
<i>Statutory Planning</i>			
SERVICE TYPE PLANNING PERMITS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Subdivision			
Subdivide an Existing Building	<i>Statutory State Government Fees</i>	Fee for Permit Application 1,318.10	Fee for Permit Application TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA
Subdivide land into 2 lots		Fee for Permit Application 1,318.10	Fee for Permit Application TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA
Realignment of a common boundary between 2 lots or to consolidate 2 lots or more		Fee for Permit Application 1,318.10	Fee for Permit Application TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA
To subdivide land (\$1,318.10 for each 100 lots created)		Fee for Permit Application 1,318.10	Fee for Permit Application TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA
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.		Fee for Permit Application 1,318.10	Fee for Permit Application TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA

REGIONAL CITY GROWTH & INVESTMENT			
<i>Statutory Planning</i>			
SERVICE TYPE PLANNING PERMITS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Other			
A permit not otherwise provided for by this	<i>Statutory State Government Fees</i>	Fee for Permit Application 1,318.10	Fee for Permit Application TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA
Fees under Regulation			
For certification of a plan of subdivision Alteration of a plan under section 10(2) of the Act Amendment/re-certification of a certified plan under section 11(1) of the Act	<i>Statutory State Government Fees</i>	174.80	TBA
		111.10	TBA
		140.70	TBA
Administrative Charges			
Written Planning Advice Requests	<i>Per response</i>	90.00	90.00
Endorsed Plans: Plans to be endorsed under planning permit conditions	<i>Statutory State Government Fees</i>	325.80	TBA
Extend the Expiry Date of a Permit.	<i>Per permit</i>	300.00	300.00
Search for and Provide a copy of a permit	<i>Per permit</i>	150.00	150.00
Liquor Licence Applicant Information Requests	<i>Per application</i>	146.90	146.90
Certificate of Compliance under Section 97N	<i>Statutory State Government Fee- Per permit</i>	325.40	TBA
Where the planning scheme specifies that a matter must be done to the satisfaction of the responsible authority or municipality	<i>Per Response</i>	325.80	TBA
Secondary Consent	<i>Per permit</i>	318.00	318.00

REGIONAL CITY GROWTH & INVESTMENT			
<i>Strategic Planning</i>			
SERVICE TYPE		2019/20	2020/21
AMENDMENTS TO PLANNING SCHEMES	BASIS	Fee Units	Fee Units
Stage One	Considering a request to amend the planning scheme; and Taking action required by Division 1 of Part 3 of the Planning and Environment Act 1987; and Considering any submissions which do not seek a change to the amendment; and If applicable, abandoning the amendment in accordance with Section 28.	206.00	206.00
Stage Two	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.	1,021.00 2,040.00 2,727.00	1,021.00 2,040.00 2,727.00
Stage Three	Adopting the amendment or part of the amendment in accordance with Section 29; and Submitting the amendment for approval in accordance with Section 31.	32.50	32.50
Stage Four	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.	32.50	32.50
		2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Administration Charges	General written advice of planning scheme amendment histories.	66.30	66.30
	Costs and expenses for a Planning Panel to be appointed, hear and consider submissions, and prepare a report under Part 8 of the Planning and Environment Act 1987.	Various	Various

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

REGIONAL CITY GROWTH & INVESTMENT				
<i>Latrobe Regional Gallery</i>				
SERVICE TYPE		BASIS	2019/20	2020/21
LATROBE REGIONAL GALLERY			\$ (GST Inc)	\$ (GST Inc)
Meeting Room 1: with boardroom table	Commercial Rental	<i>Half day.</i>	115.00	115.00
		<i>Full day.</i>	200.00	200.00
	Community Rental	<i>Half day.</i>	53.00	53.00
		<i>Full day.</i>	101.00	101.00
Meeting Room 2: Room with kitchen table and lounge	Commercial Rental	<i>Half day.</i>	115.00	115.00
		<i>Full day.</i>	200.00	200.00
	Community Rental	<i>Half day.</i>	53.00	53.00
		<i>Full day.</i>	101.00	101.00
Studio Workshop - Commercial Not available on Public Holidays	Rental.	<i>Half day (4 hours)</i>	250.00	250.00
		<i>Full day (10am - 5pm)</i>	400.00	400.00
		<i>Evening (After 5pm)</i>	POA	POA
		<i>Weekend</i>	POA	POA
Studio Workshop - Community Not available on Public Holidays	Rental.	<i>Half day (4 hours)</i>	53.00	53.00
		<i>Full day (10am - 5pm)</i>	112.00	112.00
		<i>Evening (After 5pm)</i>	POA	POA
		<i>Weekend</i>	POA	POA

REGIONAL CITY GROWTH & INVESTMENT			
<i>Performing Arts Centre</i>			
SERVICE TYPE		2019/20	2020/21
PERFORMING ARTS CENTRE	BASIS	\$ (GST Inc)	\$ (GST Inc)
Performing Arts Centre - Standard Rate			
<i>(Performances and Rehearsals)</i>			
	Town Hall	<i>Per performance</i>	1,000.00
		<i>2nd performance same day</i>	500.00
		<i>Rehearsal rate - per hour</i>	75.00
	Little Theatre	<i>Per performance</i>	850.00
		<i>2nd performance same day</i>	425.00
		<i>Rehearsal rate - per hour</i>	60.00
Other Events Non Theatrical - Standard Rate			
<i>* Session extensions up to 3 hours charged pro rata at the applicable session rate</i>			
	Town Hall	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm -</i>	335.00
	Little Theatre	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm -</i>	285.00
Performing Arts Centre - Community Rate			
<i>(Performances and Rehearsals)</i>			
	Town Hall	<i>Per performance</i>	400.00
		<i>2nd performance same day</i>	200.00
		<i>Rehearsal rate - per hour</i>	30.00
	Little Theatre	<i>Per performance</i>	340.00
		<i>2nd performance same day</i>	170.00
		<i>Rehearsal rate - per hour</i>	24.00
Other Events (Non-Theatrical) - Community Rate			
<i>* Session extensions up to 3 hours charged pro rata at the applicable session rate</i>			
	Town Hall	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	134.00
	Little Theatre	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	114.00

REGIONAL CITY GROWTH & INVESTMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Kernot Hall – Standard Rate*			
<i>* Session extensions up to 3 hours charged pro rata at the session rate</i>			
Hall 1	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	500.00	500.00
Hall 2	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	200.00	200.00
Whole Hall.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	700.00	700.00
Foyer	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	300.00	300.00
Kitchen.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	250.00	250.00
Kernot Hall – Community Rate			
<i>* Session extensions up to 3 hours charged pro rata at the session rate</i>			
Hall 1	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	200.00	200.00
Hall 2	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	80.00	80.00
Whole Hall.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	280.00	280.00
Foyer	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	120.00	120.00
Kitchen.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	100.00	100.00
Moe Town Hall - Community Rate			
Hall Hire.	<i>Per Hour ** penalty rates apply after 11pm</i>	n/a	20.80

REGIONAL CITY GROWTH & INVESTMENT				
<i>Community Halls</i>				
SERVICE TYPE COMMUNITY HALLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)	
Newborough Public Hall Standard Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, Concerts, Weddings,</i>	<i>8am – 5pm – daytime – per hour.</i>	51.00	N/A	
	<i>5pm –midnight –evening –per session.</i>	357.00	N/A	
	Community Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings,</i>	<i>Per Hour ** Penalty Rate applies after 11pm</i>	20.40	20.40
		<i>5pm –midnight –evening –per session.</i>	142.80	N/A
Ronald Reserve Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>	<i>Per hour.</i>	20.40	N/A	
Churchill Community Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>	<i>Per Hour ** penalty rates apply after 11pm</i>	20.40	20.40	
Loy Yang Power Latrobe Community Sound Shell – Standard Rate Hire	<i>Plus clean up costs.</i>	337.00	337.00	
Loy Yang Power Latrobe Community Sound Shell - Community Rate Daytime & Evening	<i>All Hours</i>	No Charge	No Charge	
Traralgon East Community Centre Hall Hire.	<i>Per Hour ** penalty rates apply after 11pm</i>	20.40	20.40	
Traralgon South Hall – Community Rate Hall hire	<i>Per Hour ** penalty rates apply after 11pm</i>	n/a	20.80	

REGIONAL CITY GROWTH & INVESTMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Lighting Standard			
Kernot Hall I (Standard Rig Open White)	<i>Per event/performance</i>	200.00	200.00
Moe Town Hall (Standard Rig Open White)	<i>Per event/performance</i>	150.00	150.00
Performing Arts Centre (Standard Rig White/Colour)	<i>Per event/performance</i>	225.00	225.00
Loy Yang Power Latrobe Community Sound Shell (Standard Rig)	<i>Per session plus production equipment/resources</i>	800.00	800.00
Non-Standard			
Technician Fees	<i>2 x Technicians per hour (min 3 hours)</i>	90.00	90.00
Portable 6 x 400 watt lights	<i>Per Day (Including 3 hours of Technician)</i>	250.00	n/a
Piano			
Within hire period	<i>First day (includes tuning) subsequent per day</i>	280.00 102.00	280.00 102.00
Technician			
All Hirers	<i>All hirers, min 3 hrs - Per technician per hour (plus applicable penalties)</i>	46.00	46.00
All Hirers	<i>Penalty rate after 9hrs, per technician, per hour</i>	61.00	61.00
Front Of House			
Usher/Merchandise Seller	<i>All hirers - per hour (min 3 hrs) plus applicable penalties</i>	41.00	41.00
Front of House Manager	<i>All hirers - per hour (min 3 hrs) plus applicable penalties</i>	46.00	46.00
All Hirers	<i>Penalty rate after 9hrs, per staff member per hour</i>	61.00	61.00
Audio			
Kernot Hall PA System	<i>Per performance / event</i>	160.00	160.00
LPAC PA System	<i>Per performance / event</i>	160.00	160.00
Audio & Lighting Package			
Kernot Hall	<i>Per performance / event</i>	325.00	325.00
LPAC	<i>Per performance / event</i>	350.00	350.00

REGIONAL CITY GROWTH & INVESTMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Miscellaneous			
Venue Hire Penalty Rate	<i>After 11pm– per hour</i>	140.00	140.00
Kiosk	<i>Per hour</i>	26.00	26.00
Replacement salto disc	<i>Per item</i>	25.00	25.00
Excess rubbish removal (> 3m ² per hire)	<i>each additional 3m²</i>	105.00	105.00
Data Projector	<i>Per unit per performance/event/session</i>	N/A	50.00
Equipment			
Test and tag electrical equipment	<i>Per item</i>	9.00	9.00
Rostra	<i>Per unit per performance/event</i>	20.00	20.00
Rostra Technician Fees	<i>2 x Technicians per hour (min 3 hours)</i>	N/A	93.80
Follow Spot or Smoke Machine or Mirror Ball	<i>Per unit per performance/event</i>	60.00	60.00
Rope, glue, gaffer tape, batteries and other consumables	<i>Per item</i>	Based on Consumption	Based on Consumption
Radio Microphones	<i>per unit / per performance / event</i>	70.00	70.00
When 3 or more performances / events are booked	<i>per unit / per performance / event</i>	N/A	50.00
Folding tables	<i>Per item</i>	12.00	12.00
Hire of Table Cloths	<i>Per item</i>	12.00	12.00
Chairs	<i>Per item</i>	3.00	3.00

REGIONAL CITY GROWTH & INVESTMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Community Public/Products Liability Insurance \$10m cover with \$250 excess (subject to policy terms & conditions)			
Available to; Uninsured, non-high risk applicants, hiring any part, or all of a council owned or controlled facility, or involved in a council event or program or being a permit holder for a council event or program.			
Part A	Venue/ Facility Hirers	<i>Per hire (up to 52 times per year)</i>	15.00
Part B	Performers/ Stallholders/ Artists/ Street Stallholders/ Buskers/ Tutors and Instructors	<i>Per hire (up to 52 times per year)</i>	35.00
Ticketing	All Hirers / All Venues (Including Soundshell)	Ticketing Fee per ticket	
		<i>Ticket value less than \$25.00</i>	2.00
		<i>Ticket value between \$25 - \$49.99</i>	3.00
		<i>Ticket value greater than \$49.99</i>	4.00
		<i>Complimentary tickets issued</i>	0.80
		<i>Fee per ticketing transaction</i>	
		<i>Tickets purchased via Telephone or Online</i>	2.00
		<i>Credit card transactions</i>	Bank Fee
		<i>PayPal transactions</i>	N/A
			Bank fee
Bulk Ticket Printing	Available at all venues excluding Latrobe Performing Arts Centre		
		<i>Set of 250</i>	N/A
		<i>Set of 350</i>	200.00
		<i>Set of 500</i>	280.00
		<i>Set of 500+</i>	400.00
			POA
Merchandise Commission	Commercial - All Venues	<i>Total Sales</i>	12.50%
			12.50%

REGIONAL CITY GROWTH & INVESTMENT			
<i>Latrobe Regional Airport</i>			
SERVICE TYPE		2019/20	2020/21
LATROBE REGIONAL AIRPORT	BASIS	\$ (GST Inc)	\$ (GST Inc)
Airport Annual Licence Fees			
	Recreational	152.60	152.60
	Light Commercial	756.20	756.20
	Commercial	1,514.70	1,514.70

These fees are set annually by the Latrobe Regional Airport Board and therefore the proposed 2020/21 fees may be subject to amendment following that process.

REGIONAL CITY GROWTH & INVESTMENT			
<i>Visitor Information Centre</i>			
SERVICE TYPE		2019/20	2020/21
VISITOR INFORMATION CENTRE	BASIS	\$ (GST Inc)	\$ (GST Inc)
Photocopying & Printing	Black and White A4	<i>Per sheet (single or double sided)</i>	0.50
	Colour A4	<i>Per sheet (single or double sided)</i>	1.50

ORGANISATIONAL PERFORMANCE						
<i>Governance</i>						
SERVICE TYPE GOVERNANCE		BASIS	2019/20 \$ (GST Inc)		2020/21 \$ (GST Inc)	
Freedom of Information		Application Fee	Set by Freedom of Information Act 1982	1 Fee Unit = 14.81 2 units 29.60	1 Fee Unit = TBA 2 Units TBA	
		Access Charges	Set by Freedom of Information (Access Charges) Regulations 2014	* As per Regulations	* As per Regulations	
			Search Charges - per hour	1.5 units 22.20	1.5 units TBA	
			Supervision Charges - per hour	1.5 units 22.20	1.5 units TBA	
			Photocopying Charges - per page	B&W 0.20	B&W TBA	
Community Public/Products Liability Insurance						
\$10m cover with \$250 excess (subject to policy terms & conditions)						
Available to; Uninsured, non-high risk applicants, hiring any part, or all of a council owned or controlled facility, or involved in a council event or program or being a permit holder for a council event or program.						
Part A Venue/ Facility Hirers			Per hire (up to 52 times per year)	15.00	15.00	
Part B Performers/ Stallholders/ Artists/ Street Stallholders/ Buskers/ Tutors and Instructors			Per hire (up to 52 times per year)	35.00	35.00	

ORGANISATIONAL PERFORMANCE			
<i>Property & Legal</i>			
SERVICE TYPE	BASIS	2019/20	2020/21
PROPERTY AND LEGAL		\$ (GST Inc)	\$ (GST Inc)
Property and Legal			
Road Discontinuance/Closure & Sale of Land Application Fee.	<i>Per application</i>	255.00	255.00
Annual Lease/License Charge Non Commercial or Community & Non Profit Organisation.	<i>Per lease or licence per annum</i>	87.00	87.00
Off Street Car Parks			
Seymour Street Car Park (Traralgon)			
Car park space leases After Hours Call out Fee – Seymour Street Car Park	<i>Per space per annum</i> <i>Per callout</i>	1,280.00 Charged directly by Security Firm	1,280.00 Charged directly by Security Firm
Commercial Road Car Park (Morwell)			
Car park space leases	<i>Per space per annum</i>	862.00	862.00
Replacement Permit Stickers			
Replacement Permit Sticker	<i>First replacement in the financial year</i>	No Charge	No Charge
	<i>Subsequent replacements in the same financial year</i>	22.50	22.50

Latrobe*City*

STRATEGIC RESOURCE PLAN

2020-2024



The Strategic Resource Plan identifies the resources that will be required by Latrobe City Council over the next four years for the implementation of the Council Plan 2017-2021.



Comprehensive Income Statement

For the four years ending 30 June 2024

	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Income				
Rates and charges	81,377	83,139	84,939	86,778
Statutory fees & fines	2,126	2,726	2,781	2,837
User fees	12,277	13,146	11,369	11,596
Grants - Operating	25,274	25,527	22,247	22,469
Grants - Capital	19,734	1,717	1,751	1,786
Contributions - Monetary	90	92	94	96
Contributions - Non-Monetary	4,000	4,080	4,162	4,245
Net gain on disposal of property, infrastructure, plant & equipment	0	0	0	0
Other Income	3,707	3,828	3,874	3,922
Total income	148,585	134,255	131,217	133,729
Expenses				
Employee costs	60,030	63,153	57,491	58,756
Materials and services	37,216	37,904	37,948	37,785
Depreciation and amortisation	30,435	33,803	34,365	34,939
Bad and doubtful debts	9	10	10	10
Borrowing Costs	651	591	534	479
Other Expenditure	4,189	3,388	3,456	3,525
Total expenses	132,530	138,849	133,804	135,494
Surplus / (deficit) for the year	16,055	(4,594)	(2,587)	(1,765)
Other comprehensive income				
Net Asset Revaluation movement	25,395	26,347	26,487	26,616
Total comprehensive result	41,450	21,753	23,900	24,851

The Comprehensive Income Statement shows what is expected to happen over the next four years in terms of revenues, expenses and other gains/losses.

The 'bottom line' shows the movement in Council's financial position during the next four years which is reflected in the movement in net assets/total equity in the Standard Balance Sheet.

Key Assumptions

- Employee costs are projected rise 2.2% p.a. as a result of Enterprise Bargaining Agreements and banding increments. There is a projected increase in 2021/22 and subsequent decrease in 2022/23 with the expected transition of Aged Care services to other agencies.
- Overall rates and charges will increase by 1.4% in 2020/21 mainly as a result of growth in Council's rate base raising total rates & charges of \$81.38 million, including \$0.128 million generated from supplementary rates. General rates, municipal charge and garbage charges have been held at 2019/20 levels as recognition of the current impact on the community of the COVID-19 pandemic. The State Government imposed Landfill levy increases by 8.0% in line with the State Government announced levy increase from the 1 January 2021. In the following 3 years rates are projected to increase by 2.0% per annum based on the current rate cap projections under the Fair Go Rate System.
- User charges have also been held at 2019/20 for the majority of charges and will increase by 2.0 percent annually in accordance with CPI. There is a projected decrease in 2022/23 with the expected transition of Aged Care services to other agencies.
- Recurrent operating grants and contributions are increased by 1.0 percent annually (CPI less 1%) except where actual funding is already known. There is a projected decrease in 2022/23 with the expected transition of Aged Care services to other agencies.
- Materials and consumables will increase by 2.0 percent annually.
- Finance costs vary according to Council's loan repayment schedules and for new borrowings, an interest rate of 1.92 percent is assumed for the Moe Rail Precinct Revitalisation Stage 2 (\$7.5M) and Kernot Hall Upgrade (\$2.5M) projects.

Balance Sheet

For the four years ending 30 June 2024

	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Assets				
Current assets				
Cash and cash equivalents	15,914	17,260	20,333	24,803
Trade and other receivables	10,028	9,540	9,571	9,747
Other financial assets	39,427	39,427	39,427	39,427
Financial Assets	3,403	3,404	3,403	3,403
Total current assets	68,772	69,631	72,734	77,380
Non-current assets				
Trade and other receivables	10	10	11	11
Other financial assets	2	2	2	2
Property, infrastructure, plant and equipment	1,348,750	1,365,944	1,382,155	1,399,273
Intangible assets	89	1,496	793	90
Total non-current assets	1,348,851	1,367,452	1,382,961	1,399,376
Total assets	1,417,623	1,437,083	1,455,695	1,476,756
Liabilities				
Current liabilities				
Trade and other payables	9,465	9,761	9,228	9,315
Trust funds & deposits	2,747	2,802	2,858	2,915
Provisions	15,270	15,270	14,470	13,220
Interest bearing liabilities	2,453	2,510	2,434	2,486
Total current liabilities	29,935	30,343	28,990	27,936
Non-current liabilities				
Provisions	15,851	15,661	14,161	13,911
Interest bearing loans and borrowings	23,460	20,950	18,516	16,030
Total non-current liabilities	39,311	36,611	32,677	29,941
Total liabilities	69,246	66,954	61,667	57,877
Net Assets	1,348,377	1,370,129	1,394,028	1,418,880
Equity				
Accumulated surplus	808,284	803,598	800,916	799,055
Other Reserves	540,093	566,531	593,112	619,825
Total equity	1,348,377	1,370,129	1,394,028	1,418,880

The Standard Balance Sheet provides a snapshot of the Council's expected financial position at the end of each of the next four years. The 'bottom line' of this statement is net assets/total equity which is the net worth of Council.

The change in net assets/total equity is the result of the total comprehensive result shown in the Standard Income Statement.

Statement of Changes in Equity

For the four years ending 30 June 2024

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2020/21				
Balance at beginning of the financial year	1,306,927	792,319	510,944	3,664
Surplus for the year	16,055	16,055	-	-
Net asset revaluation increment	25,395	-	25,395	-
Transfer to reserves	-	-	-	-
Transfer from reserves	-	(90)	-	90
Balance at end of the financial year	1,348,377	808,284	536,339	3,754
2021/22				
Balance at beginning of the financial year	1,348,377	808,284	536,339	3,754
Surplus for the year	(4,594)	(4,594)	0	0
Net asset revaluation increment	26,347	0	26,347	0
Transfer to reserves	0	(92)	0	92
Transfer from reserves	0	0	0	0
Balance at end of the financial year	1,370,130	803,598	562,686	3,845
2022/23				
Balance at beginning of the financial year	1,370,129	803,598	562,686	3,845
Surplus for the year	(2,587)	(2,587)	0	0
Net asset revaluation increment	26,487	0	26,487	0
Transfer to reserves	0	(94)	0	94
Transfer from reserves	0	0	0	0
Balance at end of the financial year	1,394,029	800,917	589,173	3,939
2023/24				
Balance at beginning of the financial year	1,394,029	800,917	589,173	3,939
Surplus for the year	(1,765)	(1,765)	0	0
Net asset revaluation increment	26,616	0	26,616	0
Transfer to reserves	0	(96)	0	96
Transfer from reserves	0	0	0	0
Balance at end of the financial year	1,418,880	799,056	615,789	4,035

Statement of Cash Flows

For the four years ending 30 June 2024

	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities				
Rates and charges	81,775	84,299	86,036	87,800
Statutory fees & fines	2,136	2,764	2,817	2,870
User Fees	12,337	13,329	11,515	11,733
Grants - operating	25,398	25,883	22,534	22,734
Grants - capital	19,830	1,741	1,774	1,807
Contributions - monetary	90	92	94	96
Interest received	1,500	1,500	1,500	1,500
Trust funds and deposits taken	54	55	56	57
Other Receipts	2,218	2,361	2,406	2,451
Net GST refund/payment	9,172	4,461	4,056	4,136
Employee costs	(62,348)	(65,267)	(60,007)	(60,924)
Materials and services	(38,653)	(39,172)	(39,609)	(39,179)
Trust funds and deposits repaid		-		
Other payments	(7,251)	(5,802)	(5,907)	(5,155)
Net cash from operating activities	46,258	26,244	27,265	29,926
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(88,067)	(22,538)	(21,844)	(23,253)
Proceeds from sale of property, infrastructure, plant and equipment	670	683	697	711
Payments for investments	(150,000)	(50,000)	(50,000)	(50,000)
Proceeds from sale of investments	176,285	50,000	50,000	50,000
Net cash used in investing activities	(61,112)	(21,855)	(21,147)	(22,542)
Cash flows from financing activities				
Finance costs	(651)	(591)	(534)	(479)
Proceeds from borrowings	10,000	-	0	0
Repayment of borrowings	(2,563)	(2,453)	(2,510)	(2,434)
Net cash provided by (used in) financing activities	6,786	(3,044)	(3,044)	(2,913)
Net increase/(decrease) in cash & cash equivalents	(8,068)	1,345	3,074	4,471
Cash & cash equivalents at beginning of year	23,982	15,914	17,260	20,333
Cash & cash equivalents at end of year	15,914	17,260	20,333	24,803

The Standard Cash Flow Statement shows the expected movement in cash over the next four years.

- The net cash flows from operating activities shows the expected cash available after providing services to the community. Surplus funds have been allocated to fund ongoing capital requirements.

Statement of Capital Works

For the four years ending 30 June 2024

	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Property				
Land	0	0	0	0
Buildings	44,717	3,446	3,399	3,335
Heritage Buildings	0	200	0	0
Total Property	44,717	3,646	3,399	3,335
Plant and Equipment				
Plant, Machinery & Equipment	2,987	2,057	2,099	2,140
Fixtures, Fittings & Furniture	10	10	10	11
Computers & Telecommunications	600	606	618	630
Artworks	15	15	15	16
Total Plant and Equipment	3,612	2,688	2,742	2,797
Infrastructure				
Roads	13,778	10,935	11,153	11,376
Bridges & Culverts	530	535	546	1,273
Footpaths & Cycleways	1,248	1,091	1,113	1,201
Drainage	150	152	155	215
Recreational, Leisure & Community Facilities	2,604	0	0	0
Waste Management	2,638	707	0	0
Parks, Open Space & Streetscapes	8,205	525	536	617
Aerodromes	0	0	0	0
Off Street Carparks	208	210	214	325
Other Infrastructure	2,370	0	0	0
Total Infrastructure	31,731	14,155	13,717	15,007
Total capital works expenditure	80,060	20,489	19,858	21,139
Represented by:				
New asset expenditure	50,984	526	478	380
Asset renewal expenditure	21,112	19,686	19,127	20,553
Asset expansion expenditure	0	0	0	0
Asset upgrade expenditure	7,965	277	253	206
Total capital works expenditure	80,060	20,489	19,858	21,139
Funding sources represented by:				
Grants	19,733	1,717	1,751	1,786
Contributions	0	0	0	0
Council cash	50,327	18,772	18,107	19,353
Borrowings	10,000	0	0	0
Total capital works expenditure	80,060	20,489	19,858	21,139

Statement of Human Resources

For the four years ending 30 June 2024

	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Staff expenditure				
Employee costs - operating	60,030	63,153	57,491	58,756
Employee costs - capital	2,117	2,164	2,211	2,260
Total staff expenditure	62,147	65,317	59,702	61,016
	FTE	FTE	FTE	FTE
Staff numbers				
Employees	609.6	608.1	544.0	544.0
Total staff numbers	609.6	608.1	544.0	544.0

Other Information

For the four years ending 30 June 2024

1. Summary of planned capital works expenditure

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2020/21										
Property										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	44,717	39,218	2,456	3,043	0	44,717	11,890	0	30,327	2,500
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
Total Property	44,717	39,218	2,456	3,043	0	44,717	11,890	0	30,327	2,500
Plant and Equipment										
Plant, Machinery & Equipment	2,987	0	2,987	0	0	2,987	0	0	2,987	0
Fixtures, Fittings & Furniture	10	0	10	0	0	10	0	0	10	0
Computers & Telecommunications	600	0	600	0	0	600	0	0	600	0
Artworks	15	15	0	0	0	15	0	0	15	0
Total Plant and Equipment	3,612	15	3,597	0	0	3,612	0	0	3,612	0
Infrastructure										
Roads	13,778	68	11,560	2,150	0	13,778	4,652	0	9,126	0
Bridges & Culverts	530	0	530	0	0	530	0	0	530	0
Footpaths & Cycleways	1,248	0	1,080	168	0	1,248	0	0	1,248	0
Drainage	150	0	150	0	0	150	0	0	150	0
Recreational, Leisure & Community Facilities	2,604	0	0	2,604	0	2,604	995	0	1,609	0
Waste Management	2,638	1,578	1,060	0	0	2,638	0	0	2,638	0
Parks, Open Space & Streetscapes	8,205	7,735	470	0	0	8,205	0	0	705	7,500
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off Street Carparks	208	0	208	0	0	208	0	0	208	0
Other Infrastructure	2,370	2,370	0	0	0	2,370	2,196	0	174	0
Total Infrastructure	31,731	11,751	15,058	4,922	0	31,731	7,843	0	16,388	7,500
Total capital works expenditure	80,060	50,984	21,111	7,965	0	80,060	19,733	0	50,327	10,000

1. Summary of planned capital works expenditure (continued)

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2021/22										
Property										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	3,446	511	2,683	252	0	3,446	0	0	3,446	0
Heritage Buildings	200	0	200	0	0	200	0	0	200	0
Total Property	3,646	511	2,883	252	0	3,646	0	0	3,646	0
Plant and Equipment										
Plant, Machinery & Equipment	2,057	0	2,057	0	0	2,057	0	0	2,057	0
Fixtures, Fittings & Furniture	10	0	10	0	0	10	0	0	10	0
Computers & Telecommunications	606	0	606	0	0	606	0	0	606	0
Artworks	15	15	0	0	0	15	0	0	15	0
Total Plant and Equipment	2,688	15	2,673	0	0	2,688	0	0	2,688	0
Infrastructure										
Roads	10,935	0	10,910	25	0	10,935	1,717	0	9,218	0
Bridges & Culverts	535	0	535	0	0	535	0	0	535	0
Footpaths & Cycleways	1,091	0	1,091	0	0	1,091	0	0	1,091	0
Drainage	152	0	152	0	0	152	0	0	152	0
Recreational, Leisure & Community Facilities	0	0	0	0	0	0	0	0	0	0
Waste Management	707	0	707	0	0	707	0	0	707	0
Parks, Open Space & Streetscapes	525	0	525	0	0	525	0	0	525	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off Street Carparks	210	0	210	0	0	210	0	0	210	0
Other Infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	14,155	0	14,130	25	0	14,155	1,717	0	12,438	0
Total capital works expenditure	20,489	526	19,686	277	0	20,489	1,717	0	18,772	0

1. Summary of planned capital works expenditure (continued)

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2022/23										
Property										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	3,399	462	2,709	228	0	3,399	0	0	3,399	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
Total Property	3,399	462	2,709	228	0	3,399	0	0	3,399	0
Plant and Equipment										
Plant, Machinery & Equipment	2,099	0	2,099	0	0	2,099	0	0	2,099	0
Fixtures, Fittings & Furniture	10	0	10	0	0	10	0	0	10	0
Computers & Telecommunications	618	0	618	0	0	618	0	0	618	0
Artworks	15	15	0	0	0	15	0	0	15	0
Total Plant and Equipment	2,742	15	2,727	0	0	2,742	0	0	2,742	0
Infrastructure										
Roads	11,153	0	11,127	26	0	11,153	1,751	0	9,402	0
Bridges & Culverts	546	0	546	0	0	546	0	0	546	0
Footpaths & Cycleways	1,113	0	1,113	0	0	1,113	0	0	1,113	0
Drainage	155	0	155	0	0	155	0	0	155	0
Recreational, Leisure & Community Facilities	0	0	0	0	0	0	0	0	0	0
Waste Management	0	0	0	0	0	0	0	0	0	0
Parks, Open Space & Streetscapes	536	0	536	0	0	536	0	0	536	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off Street Carparks	214	0	214	0	0	214	0	0	214	0
Other Infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	13,717	0	13,691	26	0	13,717	1,751	0	11,966	0
Total capital works expenditure	19,858	477	19,127	254	0	19,858	1,751	0	18,107	0

1. Summary of planned capital works expenditure (continued)

	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
2023/24										
Property										
Land	0	0	0	0	0	0	0	0	0	0
Buildings	3,335	364	2,792	179	0	3,335	0	0	3,335	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
Total Property	3,335	364	2,792	179	0	3,335	0	0	3,335	0
Plant and Equipment										
Plant, Machinery & Equipment	2,140	0	2,140	0	0	2,140	0	0	2,140	0
Fixtures, Fittings & Furniture	11	0	11	0	0	11	0	0	11	0
Computers & Telecommunications	630	0	630	0	0	630	0	0	630	0
Artworks	16	16	0	0	0	16	0	0	16	0
Total Plant and Equipment	2,797	16	2,781	0	0	2,797	0	0	2,797	0
Infrastructure										
Roads	11,376	0	11,350	26	0	11,376	1,786	0	9,590	0
Bridges & Culverts	1,273	0	1,273	0	0	1,273	0	0	1,273	0
Footpaths & Cycleways	1,201	0	1,201	0	0	1,201	0	0	1,201	0
Drainage	215	0	215	0	0	215	0	0	215	0
Recreational, Leisure & Community Facilities	0	0	0	0	0	0	0	0	0	0
Waste Management	0	0	0	0	0	0	0	0	0	0
Parks, Open Space & Streetscapes	617	0	617	0	0	617	0	0	617	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off Street Carparks	325	0	325	0	0	325	0	0	325	0
Other Infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	15,007	0	14,981	26	0	15,007	1,786	0	13,221	0
Total capital works expenditure	21,139	380	20,554	205	0	21,139	1,786	0	19,353	0

Summary of planned human resources expenditure

	2020/21	2021/22	2022/23	2023/24
	\$'000	\$'000	\$'000	\$'000
Office of the Chief Executive				
- Permanent full time	1,977	2,020	2,065	2,110
- Permanent part time	497	508	519	530
Total Office of the Chief Executive	2,474	2,528	2,584	2,640
Regional City Growth & Investment				
- Permanent full time	4,887	4,995	5,104	5,217
- Permanent part time	1,106	1,130	1,155	1,180
Total Regional City Growth & Investment	5,993	6,124	6,259	6,397
Organisational Performance				
- Permanent full time	7,223	7,382	7,544	7,710
- Permanent part time	1,227	1,254	1,282	1,310
Total Organisational Performance	8,450	8,636	8,826	9,020
Assets & Presentation				
- Permanent full time	11,634	11,890	12,152	12,419
- Permanent part time	258	263	269	275
Total Assets & Presentation	11,892	12,153	12,421	12,694
Community Health & Wellbeing				
- Permanent full time	11,276	11,524	10,244	10,469
- Permanent part time	14,556	14,877	11,627	11,883
Total Community Health & Wellbeing	25,832	26,400	21,871	22,352
Capital Works				
- Permanent full time	2,117	2,164	2,211	2,260
- Permanent part time	-	-	-	-
Total Capital Works	2,117	2,164	2,211	2,260
Total casuals and other	5,390	7,311	5,530	5,652
Total staff expenditure	62,147	65,317	59,702	61,016
	FTE	FTE	FTE	FTE
Office of the Chief Executive				
- Permanent full time	16.1	16.1	16.1	16.1
- Permanent part time	5.7	5.7	5.7	5.7
Total Office of the Chief Executive	21.8	21.8	21.8	21.8
Regional City Growth & Investment				
- Permanent full time	42.0	42.0	42.0	42.0
- Permanent part time	11.5	11.5	11.5	11.5
Total Regional City Growth & Investment	53.5	53.5	53.5	53.5
Organisational Performance				
- Permanent full time	64.2	64.2	64.2	64.2
- Permanent part time	13.7	13.7	13.7	13.7
Total Organisational Performance	77.9	77.9	77.9	77.9
Assets & Presentation				
- Permanent full time	119.1	119.1	119.1	119.1
- Permanent part time	3.3	3.3	3.3	3.3
Total Assets & Presentation	122.4	122.4	122.4	122.4
Community Health & Wellbeing				
- Permanent full time	107.8	107.8	88.8	88.8
- Permanent part time	187.2	187.2	142.2	142.2
Total Community Health & Wellbeing	295.0	295.0	231.0	231.0
Capital Works				
- Permanent full time	20.9	20.9	20.9	20.9
- Permanent part time	-	-	-	-
Total Capital Works	20.9	20.9	20.9	20.9
Total casuals and other	18.0	16.5	16.5	16.5
Total staff FTE	609.5	608.0	544.0	544.0

Financial Performance Indicators

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

Indicator	Measure	Budget 2020/21	Strategic Resource Plan Projections			Trend +/-
			2021/22	2022/23	2023/24	
Operating Position						
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	(4.1%)	(6.8%)	(5.4%)	(4.8%)	-
Liquidity						
Working Capital	Current assets / current liabilities	229.7%	229.5%	250.9%	277.0%	+
Unrestricted Cash	Unrestricted cash / current liabilities	44.0%	47.6%	60.3%	78.4%	+
Obligations						
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	31.8%	28.2%	24.7%	21.3%	+
Loans & Borrowings	Interest and principal repayments / rate revenue	3.9%	3.7%	3.6%	3.4%	+
Indebtedness	Non-current liabilities / own source revenue	39.5%	35.6%	31.7%	28.5%	+
Asset renewal	Asset renewal expenditure / depreciation	70.8%	59.3%	56.9%	60.0%	-
Stability						
Rates concentration	Rate revenue / adjusted underlying revenue	63.9%	63.9%	66.9%	67.1%	-
Rates effort	Rate revenue / property values (CIV)	0.7%	0.7%	0.7%	0.7%	o
Efficiency						
Expenditure level	Total expenditure / no. of assessments	\$3,408	\$3,546	\$3,393	\$3,412	-
Revenue level	Residential rate revenue / No. of residential assessments	\$1,745	\$1,780	\$1,816	\$1,852	+
Workforce turnover	No. of resignations & terminations / average no. of staff	10.0%	10.0%	10.0%	10.0%	o

Key to Forecast Trend:

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

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

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141 Commercial Road, Morwell

Moe Service Centre
1-29 George Street, Moe

Traralgon Service Centre
34/38 Kay Street, Traralgon

Churchill and District Community Hub
9/11 Philip Parade, Churchill

For more information contact Latrobe City on 1300 367 700.

Agenda Item: 10.2

Agenda Item: Proposal to Rename Southern Section of Bradys Road to Faulkner Rise Tyers

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr Howe

Seconded: Cr Harriman

That Council:

- 1. Having given public notice, invited and considered submissions in accordance with Section 223 of the *Local Government Act 1989*, resolves to make application to Geographic Names Victoria to rename the southern section of Bradys Road, Tyers, to Faulkner Rise Tyers;**
- 2. Subject to Geographic Names Victoria approving the naming of Faulkner Rise, Tyers, Council allocates revised rural road addresses and notifies the property owners abutting Faulkner Rise of Council's decision; and**
- 3. Notifies the persons who provided a submission and the Tyers & District Community Association of the above Council decisions.**

CARRIED UNANIMOUSLY

Executive Summary:

Council has given public notice and invited written submissions concerning a proposal to rename the southern section of Bradys Road, Tyers, to Faulkner Rise, Tyers.

Three submissions have been received in response to the public notice. The three submissions received are summarised as follows:

- Two supporting the proposed road name "Faulkner Rise" and opposing the any suggestions to complete the construction of Bradys Road as a through-road, and

- One encouraging Council to give consideration to constructing Bradys Road as a through-road, thus not requiring the proposed name change.

Renaming the southern end of Bradys Road (refer Attachment 1) will also allow Council to allocate an appropriate rural road address to the two properties which have their physical driveways off the southern section of Bradys Road, yet are currently allocated a Mays Road address.

This report is to consider the submissions and enable Council to make a decision concerning the matter.

Background:

Bradys Road, Tyers, is a Government Road Reserve. The road has been constructed in part and is recorded in Council's Public Roads Register as detailed below:

	<i>Hierarchy</i>	<i>Road Register Description</i>
Southern end	Minor Access	260 metres North from Mays Road
Northern end	Sealed Access > 60 km/hr & Unsealed Access	First 810 metres South off Fitzgibbons Road

Council is a designated road authority pursuant to the provisions of the *Road Management Act 2004*.

Both the *Road Management Act 2004* and the *Local Government Act 1989* allow Council to name/rename roads. As a coordinating road authority, Council must ensure that any proposal to name/rename a road conforms to the mandatory Geographic Names Victoria (GNV) Naming Rules.

With both the northern and southern ends of Bradys Road being constructed, the remaining section in the middle is covered with native vegetation (Refer Attachment 2). The rural properties abutting this unconstructed section have other road frontage access and there is no requirement to provide physical access off the unconstructed section of Bradys Road.

At the 2 May 2020 Council Meeting, Council accepted a recommendation from the *Road and Place Name Advisory Committee* (R&PN Committee) and authorised the Chief Executive Officer to commence the statutory process by giving public notice and inviting written submissions concerning a proposal to rename the southern section of Bradys Road to Faulkner Rise.

In response to the public notice, Council received three submissions summarised in the table below:

	Submission Summary
Submission 1 Objection.	Bradys road should remain named as Bradys road. The unmade section of road should be constructed to create a through road to improve access for large vehicles etc. A through road will allow access for council rubbish bin collection, safer access and egress during fire season. It would be of greater community benefit of safety to complete the road rather than rename a section leaving two dead end roads.
Submission 2 Supports the renaming	<ol style="list-style-type: none"> 1. Have lived on the property since 2004 and would welcome the proposed name change. 2. Support the name Faulkner Rise. 3. Requests their property be given a rural road number to Faulkner Rise. Officer Comment: Point 3 will occur if Council resolves to rename the southern section of Bradys Road 4. Will strongly object to any proposal to open up the full length of Bradys Road. The loss of flora and the cost of construction would be enormous and an un-necessary impost on rate payers and the local environment. 5. Requests to speak in favour of the proposed name change.
Submission 3 Supports the renaming	<ol style="list-style-type: none"> 1. Supports the proposal to rename the southern section to Faulkner Rise. 2. Visitors to property encounter difficulties in locating their property and end up on the northern arm of Bradys Road. 3. A unique road name for the southern section of Bradys Road will reduce the likelihood of motorists thinking that Bradys Road is constructed as a through road. 4. Would greatly oppose constructing Bradys Road as a through road because of the unnecessary damage to the local environment and the cost being enormous.

Issues:

Strategy Implications

Objective 6 of the 2017/2021 Council Plan: Ensure Council operates openly, transparently and responsibly.

Communication

The R&PN Committee has reviewed the proposed name and recommended to Council that the southern section of Brady's Road Tyers be renamed Faulkner Rise, in honour of Frederick Roland Faulkner, an ANZAC veteran born in Tyers.

Council has obtain approval 'in principle' from the GNV, prior to undertaking broader consultation.

The proposal has been discussed with the two property owners abutting the section of road and the Tyers & District Community Association who provided further back ground on the military service etc. of Mr Frederick Roland Faulkner, after whom the road is proposed to be named.

Financial Implications

The financial implications associated with this proposal include staff resources, undertaking community consultation and obtaining GNV approval and are within the current budget allocation.

There is no current budget allocation to undertake the construction of the unmade middle section of the road which would also require Council to purchase and offset the removal of native vegetation located in the road reserve.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Occupational Health and Safety Risk</p> <p>Risk of confusion for emergency services due to duplication of name.</p>	3	Undertake the process to give the southern section of Bradys Road a unique name
<p>Reputational Risk</p> <p>Dissatisfaction of residents due to change of name.</p>	2	Undertake adequate community consultation to ensure residents views are taken into consideration.
<p>Legal/Regulatory Risk</p> <p>Non-compliance with the</p>	5	Rename the southern section of Bradys Road to remove the current

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

The proposal to rename the southern section of Bradys Road will minimise potential risk and improve public safety for residents that access their property from the southern section of Bradys Road whilst the road is not a constructed through road.

Legal and Compliance

Council, as a naming authority, is obliged to adhere to the requirements of the *Naming Rules for Places in Victoria 2016*.

As a clear duplication of a road name has been identified that may present a risk to public safety it will be necessary for Council to undertake the process to rename one of the roads to rectify this issue.

It is noted that the removal of native vegetation on the Government Road Reserve would require the consent of the Department of Environment, Land, Water and Planning and, subsequently, a Planning Permit.

Community Implications

The renaming of the southern section of Bradys Road will eliminate the risk of confusion for emergency services as a result of duplication of the road name.

The change of name will inevitably have an impact on residents of the road with regard to updating addressing, however this would have been taken into consideration by the two property owners abutting the section of road when submitting submissions supporting the proposal.

Environmental Implications

The change of the road name will not have an impact on the environment.

In the event that Council determined to construct the unmade middle section of road, this would have a significant environmental impact due to the number of large native trees that would have to be removed.

Consultation

Engagement Method Used:

Public submissions were invited via the following methods:

- Public notices published in the Latrobe Valley Express.
- Details were placed on the Latrobe City Council website.
- Details were emailed to the Tyers and District Community Association who posted the information on their closed Facebook Page.

Other

Nil

Declaration of Interests:

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

Supporting Documents:

Nil

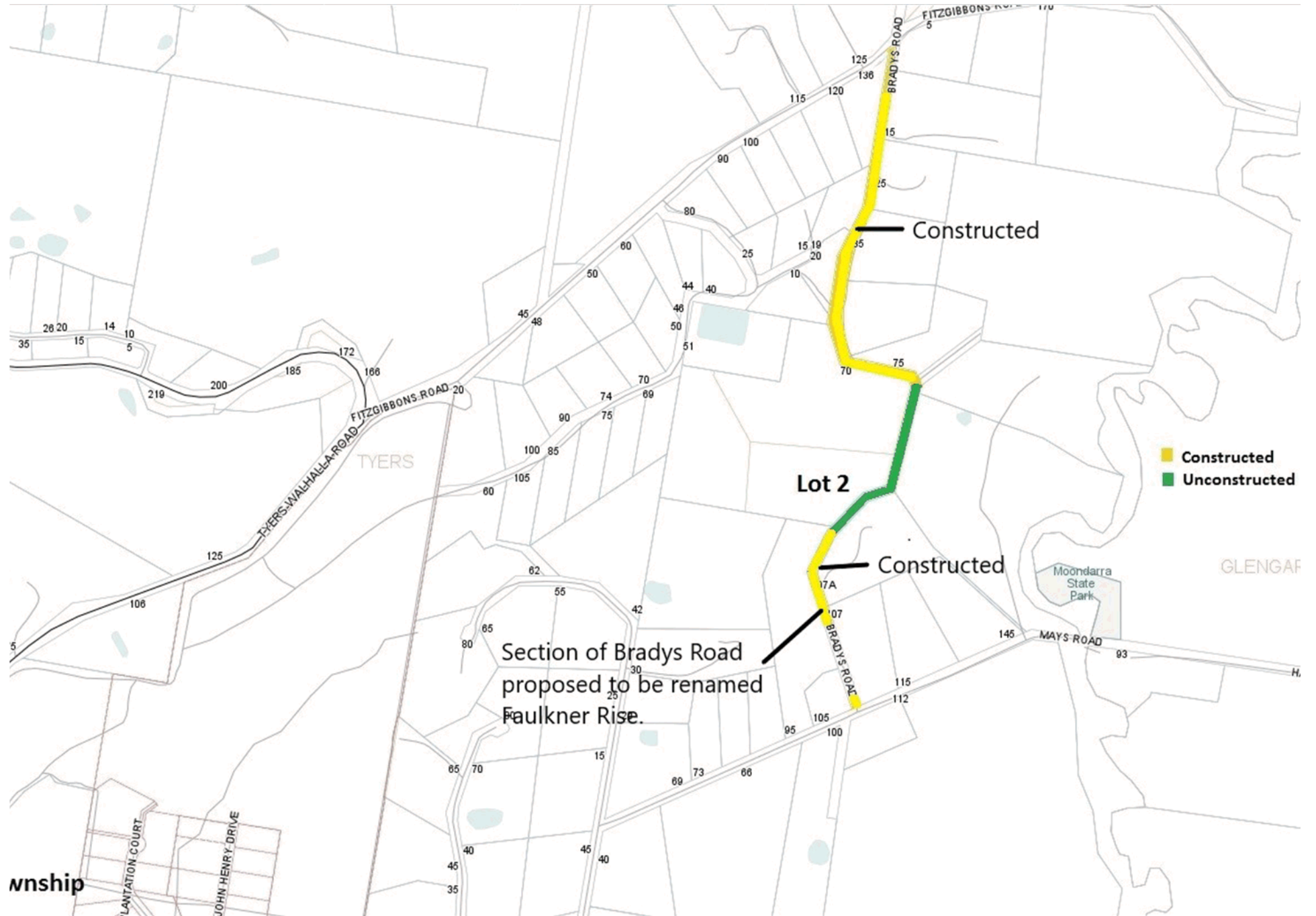
Attachments

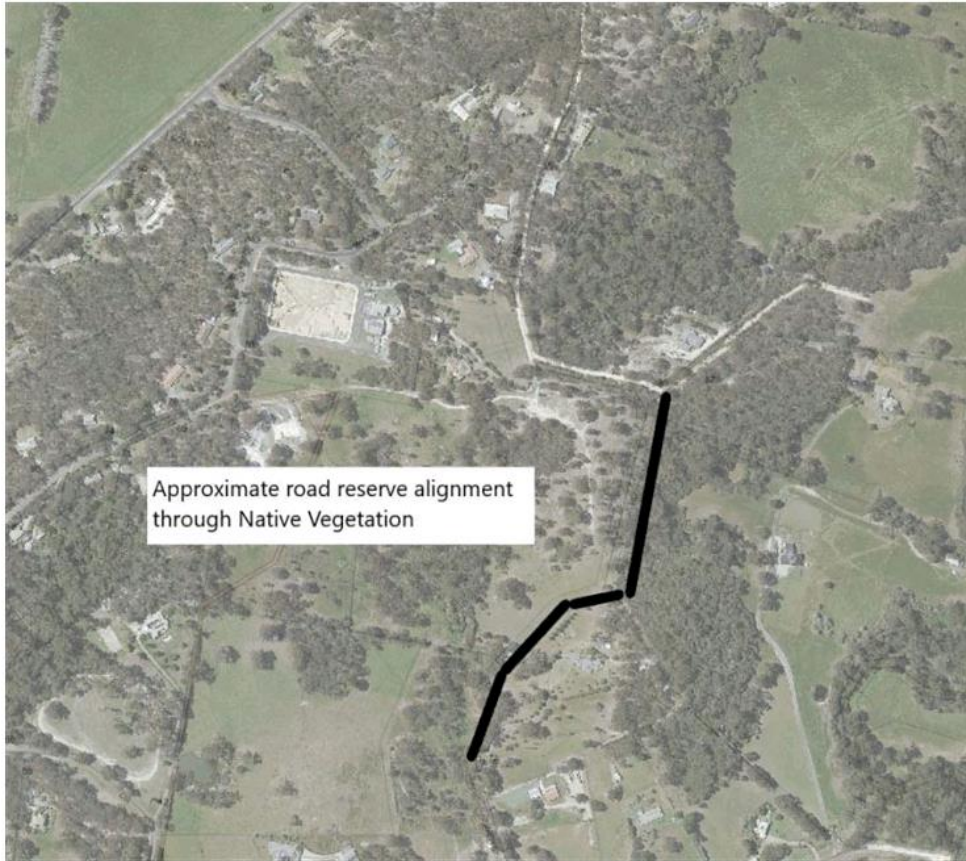
- 1 [↓](#). Bradys Road, Tyers - Map
- 2 [↓](#). Bradys Road, Tyers - Native Vegetation Aerial

10.2

Proposal to Rename Southern Section of Bradys Road to Faulkner Rise Tyers

1	Bradys Road, Tyers - Map.....	169
2	Bradys Road, Tyers - Native Vegetation Aerial.....	170





Agenda Item: 10.3

Agenda Item: Community Consultation - Potential Community Housing Victoria Development, 2-14 Tobruk Street Morwell

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr Middlemiss

Seconded: Cr McFarlane

That Council:

- 1. Having considered community feedback to a potential Community Housing Victoria Ltd Unit Development at 2-14 Tobruk Street, Morwell, authorises the Chief Executive Officer to negotiate the purchase from the Department of Health and Human Services (DHHS) of part of 2-14 Tobruk Street, Morwell, being the land described as Lot 1 on PS 824686, subject to:**
 - a) The purchase price returned by the Valuer General Victoria being no more than \$385,000 plus \$20,000 for the Subdivision Public Open Space Contribution and DHHS reimbursing Council 50% of this contribution (\$10,000) as a disbursement at settlement, and**
 - b) Community Housing Victoria Limited entering into an agreement that:**
 - binds Community Housing Victoria Limited to purchase the property from Council at the price Council purchases the land from DHHS plus the \$10,000 Public Open Space Contribution, and**
 - consents to a Covenant being placed on the Certificate of Title to restrict the use of the land to detached dwellings and prohibit the use of the land for a rooming house (whether or not registered as a rooming house under the Public Health and Wellbeing Act 2008 or future equivalent legislation).**

- 2. Subject to complying with part 1 of the above resolution, authorises the Chief Executive Officer to:
 - a) Sign and seal all documents necessary to take transfer of the land described as 2-14 Tobruk Street, Morwell, being Lot 1 on PS 824686, from DHHS; and**
 - b) Commence the statutory process pursuant to Section 189 of the *Local Government Act 1989* by giving public notice of its intention to consider the proposed sale of 2-14 Tobruk Street, Morwell, being Lot 1 on PS 824686, to Community Housing Victoria Limited, by private treaty and invites written submissions on the proposal pursuant to Section 223 of the *Local Government Act 1989*.****
- 3. Subject to complying with parts 1 and 2, considers at a future Council meeting any submissions received regarding the proposed sale of 2-14 Tobruk Street, Morwell, being Lot 1 on PS 824686, to Community Housing Victoria Limited, by private treaty.**

CARRIED UNANIMOUSLY

Executive Summary:

At the 1 June 2020 Confidential Ordinary Council Meeting, a report titled "Potential Purchase & Sale of 2-14 Tobruk Street Morwell" was considered.

This report recommended that Council purchase from the Department of Health and Human Services (DHHS) part of 2-14 Tobruk Street, Morwell, being the land described as Lot 1 on PS 824686, with the intention of entering into an agreement with Community Housing Victoria Limited (CHVL) that the organisation purchase the site from Council for the price paid and the reimbursement of the Public Space Contribution of \$10,000.

Council subsequently resolved in part:

That Council:

- 1. Undertakes a community engagement process including giving public notice of its intention to purchase the land and sell the land to Community Housing Victoria Limited for the purpose of a community housing development and considers any community feedback in relation to the matter;*
 - 2. Subject to undertaking Part 1, considers at a future Council meeting any community feedback received regarding the proposed purchase and sale of the land to Community Housing Victoria Limited, by private treaty;*
- In accordance with Point 1 of the Council Resolution, approximately 600 letters were distributed to residential and commercial properties within a 450 to 550 metre radius of the former Tobruk Street School site. Refer

Attachments 1 & 2 for details of the site location and area of distribution.

- The letter drop invited the community to “Have Your Say – Community Housing Development Former Tobruk Street School Site”.
- The closing date for submissions was Monday 27 July 2020.
- At the time of preparing this report a total of 17 submissions were received:
 - 10 Objections,
 - 2 Enquiry/Concerns, and
 - 5 Supporting.

A copy of the 16 submissions are included as a Confidential Attachment, details of which are summarized below:

10 Objections

- If the development proceeds there should be a transparent process involving CHVL, Council and residents who have properties in the adjacent areas as they are most likely to be affected by the development. From personal experience not confident that the issues that stem from the “Half-Way House” in McMillan Street won’t be better managed at the CHVL Development, the nature and actions of residents will have a detrimental impact on the surrounding area.
- This will create feelings of being unsafe and insecure as there is no mention of security.
- Should be redeveloped for Commission houses for the people of Morwell, not for the homeless or just out of prison (Two similar objections).
- The unit development will create more antisocial and drug associated problems in the area.
- No Way.
- Already enough disadvantaged people with the half-way house, with cars broken into, trespass, break and entry with theft from shed and front porch, people on drugs being verbally aggressive,
- Concerned about the stability of clients, security and protection for clients, proposed location, increased traffic, impact on property values, should be low density housing and have other sites been considered.
- Large aging population and no parks or gardens or green space, the area should be used for recreation purposes for physical and mental health and well-being.
- Money can be used for other purposes, suggests using the empty

houses in the area.

2 Enquiry/Concerns

- No nearby public transport, will there be enough off street car parking, will cause a devaluation of properties in the area and drug issues.
- Transitional housing for people suffering family violence is a sound idea, Will it be a gated community and protection provided by whom and will there be security procedures in place? Will Emergency Services be attending regularly and requiring Police backup? Will tenants go through an assessment process and by whom?

5 supporting comments-

- Supported provided regular maintenance is carried out as the site has been neglected for years,
- Good idea to build units for homeless people.
- Fabulous development should be more of it,
- Happy to see there are plans to help people fleeing from family violence,
- Sounds great, we need it.

To address the issues raised in a number of objections, Officers are recommending that Council and CHVL enter into an agreement whereby CHVL agrees to a covenant being placed on the Certificate Title to require detached dwellings on the land and to prohibit the use of the land for a rooming house to ensure the property will not have high density dwellings built on it and specifically not a rooming house.

Background:

Family violence and the displacement of women and children is a key driver of homelessness in the region and CHVL views the Tobruk Street site as an opportunity to undertake a residential development that will:

- Provide a unique opportunity to address homelessness as a consequence of family violence
- Be a cost effective, well located, facility adjacent to a new innovative family violence crisis services that will include links to adjacent support services and security
- Under a 'cluster model' provide crisis services to women and children escaping family violence across the State
- Deliver an integrated approach that provides women and children an affordable housing option on exiting a women's refuge or by direct allocation from other locations, refuges and family violence services.

CHVL has extensive expertise in social housing and has:

- an established partnership with Gippsland Family Support Services, Quantum Support Services and is the tenancy and property manager for family violence crisis properties in the Latrobe Valley and the new refuge.
- worked in partnership (for 5 years) with the Victorian Aboriginal Child Care Association as the tenancy and property manager of Orana Gunyah, a special family violence centre in Morwell for Aboriginal women.

Council has the option not to support CHVL by declining to purchase the land from DHHS on their behalf. If this was to occur it would be necessary for CHVL to pursue the purchase of the land directly from DHHS, however this would require Ministerial consent and the process can take time, thereby risking the loss of the CHVL philanthropic supporter.

The purchase of land from DHHS will be in accordance with the State Government's Landholding Policy.

Issues:

Strategy Implications

This matter supports Objectives 5 and 6 of the Council Plan:

- *Provides a connected, engaged and safe community environment, which is improving the wellbeing of all Latrobe City citizens.*
- *Ensure Council operates openly, transparently and responsibly.*

Communication

Council staff from various Divisions (Executive Management, Community Strengthening, Property & Statutory Services and Statutory Planning) have had discussions with CHVL and DHHS representatives concerning the subdivision and purchase/sale of the land.

As referred to above, a letter drop inviting the community to "Have Your Say – Community Housing Development Former Tobruk Street School Site" has been undertaken.

In the event Council purchases, to then on sell, the land, Council is required to give public notice of its intention and invite and consider written submissions received from the community prior to determining whether to proceed with the sale.

The proposal has been discussed with the Councils planning department and the understanding of the current proposal is that it will require planning approval to be developed. Recently there have been similar development applications for smaller scale proposals that have attracted community opposition.

Financial Implications

The State Governments Landholding Policy requires surplus government land to be sold at the market value determined by the Valuer General's Office (VG). The indicative land value provided in October 2019 was \$350,000. Officers suggest that Council allow for a possible increase of 10% bringing the purchase price to be no more than \$385,000.

In addition, Council will be required to pay \$20,000 towards the Subdivision Public Open Space Contribution for the release of the Certificate of Title. DHHS have given a commitment in writing to reimburse Council 50% of this contribution (\$10,000) as a disbursement at settlement of the transfer. This commitment will be a condition of the Contract of Sale.

In addition to the above costs, Council will be required to contribute 50% of the cost of the VG valuation. This is required so that Council has access to the VG's valuation for the assessment purpose. This is expected to be around \$1000 to \$1250.

With the exception of the initial purchase price, there are sufficient funds within the current budget allocations and Council will be reimbursed by CHVL for the purchase price funds.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Financial Risk</p> <p>CHVL unable to proceed with purchase of land</p>	2	CHVL, whilst a not for profit organisation, has substantial land holding and demonstrated success in social housing.
<p>Reputational Risk</p> <p>Council seen not to be supporting a social and affordable housing development that addresses homelessness as a consequence of family violence</p>	2	CHVL, whilst a not for profit organisation, has substantial land holding and demonstrated success in social housing.
<p>Strategic Risk</p> <p>CHVL not able to obtain a Planning Permit for the</p>	3	CHVL to utilize all legal/regulatory processes to obtain a Planning

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

Legal and Compliance

Purchase of the land from DHHS will be in accordance with the State Governments Landholding Policy.

Section 189 of the *Local Government Act 1989* states the following with regard to the restrictions on Council when selling land:

- (1) Except where section 181 or 191 applies, if a Council sells or exchanges any land it must comply with this section.
- (2) Before selling or exchanging the land the Council must-
 - (a) ensure that public notice of intention to do so is given at least 4 weeks prior to selling or exchanging the land; and
 - (b) obtain from a person who holds the qualifications or experience specified under section 13DA(2) of the Valuation of Land Act 1960 a valuation of the land which is made not more than 6 months prior to the sale or exchange.
- (3) A person has a right to make a submission under section 223 on the proposed sale or exchange.

Community Implications

There is a shortage of social and affordable housing and the provision of 24 units built by CHVL and occupancy managed by Quantum Support Service will provide safe and affordable housing for those wishing to escape family violence and assist in stabilizing the lives of those most vulnerable, especially women and children.

A number of the 9 objection submissions have raised concerns that the development may create issues similar to those at a nearby "half-way house". To address these concerns it is proposed that a Covenant be placed on the Certificate Title to prohibit the use of the land for a rooming house.

Environmental Implications

There are not considered to be any environment implications associated with the proposed sale of land.

Consultation

Council officers have had confidential discussions with both DHHS and CHVL regarding the process to acquire the land from DHHS and to on sell the land to CHVL.

Subject to Council adopting the report recommendation, written submissions will be invited by:

1. A Public Notice published in the Latrobe Valley Express,
2. Details placed on the Latrobe City Council website,
3. Direct email/mail to the persons who have provide a current submission.

Any submissions received would be considered in accordance with section 223 of the *Local Government Act 1989* at a future meeting of Council.

Other

Nil.

Declaration of Interests:

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

Supporting Documents:

Nil.

Attachments

- 1 [↓](#). 2-14 Tobruk Street Aerial Image & Location Plan
- 2 [↓](#). Letter Drop Distribution Area
3. Copies of Submissions Received (Published Separately)

This matter is designated as confidential under section (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it deals with personal information, being information which if released prematurely would result in the unreasonable disclosure of information about any person or their personal affairs. Releasing this information would result in the unreasonable disclosure of a submitter and their personal affairs.

10.3

Community Consultation - Potential Community Housing Victoria Development, 2-14 Tobruk Street Morwell

- 1 2-14 Tobruk Street Aerial Image & Location Plan 180**
- 2 Letter Drop Distribution Area 181**

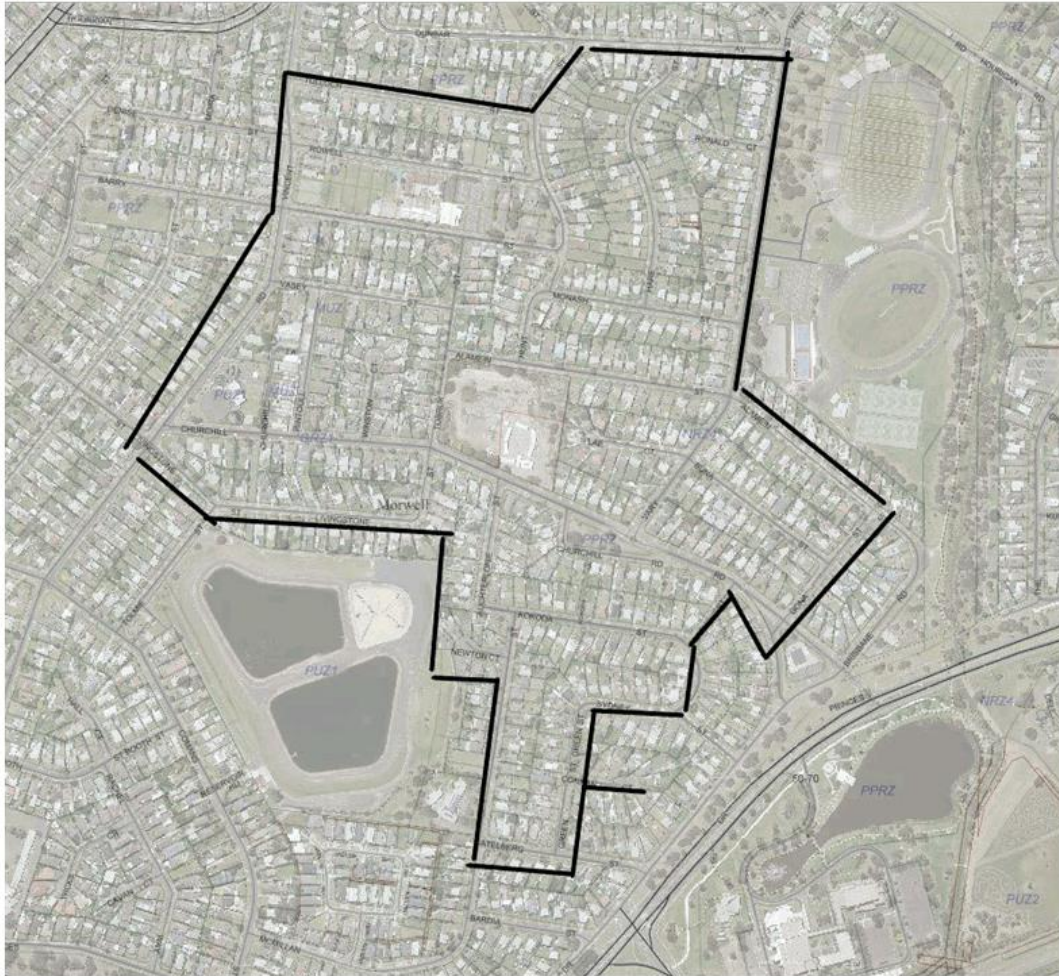
Aerial Image



Location Plan



Letter Drop Zone



CORRESPONDENCE

11. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Nil reports

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

Agenda Item: 13.1

Agenda Item: Changes to Destination Gippsland Ltd Constitution and Board Membership

Sponsor: Chief Executive Officer

Council Plan Objective: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

Status: For Decision

MOTION

Moved: Cr Gibson

Seconded: Cr Howe

That Council:

- 1. Notes that Destination Gippsland's new constitution will provide for the appointment of Latrobe City Council Chief Executive Officer to the Destination Gippsland Board;**
- 2. Endorses the Chief Executive Officer, Mr Steven Piasente to be appointed to the Destination Gippsland Ltd Board of Directors for a 12 month period;**
- 3. Reviews the above appointment after 12 months;**
- 4. Writes to Destination Gippsland to confirm the agreed position.**

CARRIED UNANIMOUSLY

Executive Summary:

Destination Gippsland Ltd (DGL) is the Regional Tourism Board (RTB) and peak tourism organisation for the region in eastern Victoria. DGL is a public company, limited by guarantee. Now in its thirteenth year of operation, DGL is supported by all Gippsland Councils, Visit Victoria and Parks Victoria.

In recognition of the important relationship between Destination Gippsland and the Gippsland Local Government Network (GLGN) Councils, Destination Gippsland members requested that GLGN Chief Executive Officer's (CEOs) be appointed to

the Board of Directors.

The role and operation of Regional Tourism Boards was considered as part of the Regional Tourism Review undertaken by the Victorian Government in 2019. The approach, to include local government CEO's in the Destination Gippsland membership, is consistent with the Victorian Government's intention to further develop Regional Tourism Boards as leaders for the tourism industry. This intention is outlined in a recent letter received by the Chair of Destination Gippsland from the Minister for Tourism, Sport and Major Events, the Honourable Martin Pakula MP. A copy of the full letter is provided at attachment 1.

An extract from the letter states the following;

The role and operation of RTBs was a key focus of the Regional Tourism Review undertaken in 2019. The Review found that RTBs are valued by many stakeholders, and there was a desire to not unnecessarily change this system where it is working well. Stakeholders considered that high performing RTBs actively engage with local councils and industry and are influential in setting priorities and providing a clear voice to Government.

The Government recognises the important role that RTBs play in delivering regional priorities, and providing leadership for industry and councils on tourism matters. Their role in responding to the recent bushfire emergencies and coronavirus (COVID-19) pandemic has highlighted their value, regionally and to Government.

It is the Government's intention that RTBs will continue to play this important role, and the Government will seek opportunities to strengthen [their] position as regional tourism leaders. This will include working with RTBs and councils to, where appropriate, clarify your remit, build RTB capabilities, support shared resourcing of RTBs and ensure council interests are appropriately represented on RTBs by council CEOs.

A review of the Destination Gippsland Constitution would be required to allow for the process of appointing local government CEO's to the Destination Gippsland Board.

At the Councillor Briefing session of 18 May 2020 a report was presented to Councillors that outlined an upcoming Special General Meeting of the Destination Gippsland Board scheduled for 19 June 2020. It was advised that at this meeting a proposal for an amendment to the Board's Constitution would be considered and if adopted, GLGN CEOs would then be formally appointed to the Destination Gippsland Board of Directors.

As a result of the briefing paper presented Councillors discussed different options for representation on the Destination Gippsland Board. In addition to the Chief Executive Officer options included the Mayor or a Councillor representing Latrobe City Council on the Board.

The Special General Meeting of the Destination Gippsland Board took place on 19 June 2020 and a motion was carried to amend the constitution accordingly. Five of

the six local government CEOs were then formally appointed to the Destination Gippsland Board of Directors.

Latrobe City Council is currently not represented on the Board and therefore will need to make a decision about a suitable representative. Following this matter being discussed at the Councillor Briefing on 18 May 2020 and 20 July 2020, Council has the option to note that the new constitution will provide for the appointment of Latrobe City Council Chief Executive Officer to the Destination Gippsland Board, or alternatively request that the Destination Gippsland Board consider the appointment of a nominated Councillor to instead be appointed to the Board as a representative of Latrobe City Council.

As a result of the upcoming Council Election any Councillor appointed would need to step aside during the Election period and therefore would only be able to attend one meeting prior to the Election, (meetings are held bi-monthly). In consideration of this, one option may be to appoint the Chief Executive Officer for the first twelve months subject to review of how the arrangement is working following that time.

Background:

At the Council meeting held on 11 November 2019 Council decided as follows;

1. *Organise a meeting with Destination Gippsland as soon as possible; and*
2. *Hold regular meetings with Destination Gippsland on a quarterly basis or as required.*

The process of appointment of the CEO to the Destination Gippsland Board would allow for the CEO to provide regular updates to Council as part of Council's normal briefing process after each Destination Gippsland Board meeting.

The newly adopted constitution that incorporates the CEO's as directors is attached for Council's information. This change provides for an equal number of local government CEO directors and skills based directors. It also allows for a General Manager to be appointed as an alternate director for a period.

Supporting Information:

Nil

Issues:

Strategy Implications

The endorsement of the CEO to be appointed to this Board supports Objective 1 and Objective 7 of the Council Plan, specifically supporting the need to generate economic and tourism outcomes through solidifying Latrobe City's image as a key regional city.

Communication

This appointment will support the existing stakeholder relationship between Destination Gippsland and Latrobe City Council in understanding priorities and opportunities for our community and the broader region.

Financial Implications

This appointment will not have financial implications. Latrobe City Council, as a Financial Member will continue to pay an annual contribution to Destination Gippsland Ltd, which was \$38,080.90 for the 2020/21 financial year.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Legal/Regulatory Risk Conflict of Interest on matters of decision by Council or the Destination Gippsland Board	Possible	Will be consistently monitored and addressed as required.
Reputational Risk Non appointment of suitable representative from Latrobe City council to the Board, could result in relationship damage between Council and Destination Gippsland	Almost certain	Ensure appointment to the Board of suitable representative
Strategic Risk Latrobe City Council's interests in Tourism aren't best represented if there is no appointment to the Board of a suitable representative.	Almost certain	Ensure appointment to the Board of suitable representative

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

Legal and Compliance

The changes to the constitution can legally be implemented through a resolution at the June meeting of the board.

Community Implications

Involvement in the Destination Gippsland Board will ensure positive outcomes for our community by ensure ratepayers of Latrobe City council are represented in the future promotion and development of the visitor economy for our region.

Environmental Implications

Nil

Consultation

Consultation was undertaken with the Destination Gippsland Board and GLGN during late 2019 and early 2020 in relation to the proposed structure that incorporates CEO's onto the board.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

- 1 [↓](#). Letter from Minister for Tourism Sport and Major Events
- 2 [↓](#). Constitution Destination Gippsland Ltd.

13.1

Changes to Destination Gippsland Ltd Constitution and Board Membership

- 1 Letter from Minister for Tourism Sport and Major Events 193**
- 2 Constitution Destination Gippsland Ltd. 195**



The Hon Martin Pakula MP

Minister for the Coordination of Jobs, Precincts and Regions
– COVID 19
Minister for Industry Support and Recovery
Minister for Trade
Minister for Business Precincts
Minister for Tourism, Sport and Major Events
Minister for Racing

121 Exhibition Street
Melbourne, Victoria 3000 Australia
Telephone: + 61 3 8392 2221
DX 210074

Ref: BMIN-2-20-4656

Mr Nick Murray
Chair
Destination Gippsland
nick@nickmassociates.com.au

1/7/2020

Dear Mr Murray

I write to you regarding the Victorian Government's intention to further develop Regional Tourism Boards (RTBs) as leaders for the tourism industry.

As you are aware, RTBs were introduced a decade ago to provide a key interface between the Government's tourism portfolio, and local councils and industry. They were established to provide regional leadership on both supply and demand side tourism priorities, as well as advice into Government on these priorities.

The role and operation of RTBs was a key focus of the Regional Tourism Review undertaken in 2019. The Review found that RTBs are valued by many stakeholders, and there was a desire to not unnecessarily change this system where it is working well. Stakeholders considered that high performing RTBs actively engage with local councils and industry and are influential in setting priorities and providing a clear voice to Government.

The Government recognises the important role that RTBs play in delivering regional priorities, and providing leadership for industry and councils on tourism matters. Their role in responding to the recent bushfire emergencies and coronavirus (COVID-19) pandemic has highlighted their value, regionally and to Government.

It is the Government's intention that RTBs will continue to play this important role, and the Government will seek opportunities to strengthen your position as regional tourism leaders. This will include working with RTBs and councils to, where appropriate, clarify your remit, build RTB capabilities, support shared resourcing of RTBs and ensure council interests are appropriately represented on RTBs by council CEOs. The Government will also seek to ensure that all parts of regional Victoria have the opportunity to have input to, and have their interests represented by, an RTB.

I am pleased that Government has been able to advise RTBs that it will be providing funding to bridge the gap to ensure you can continue operations until the State Budget is announced in late 2020.



I would like to thank your RTB for the contribution it has made over the past decade and look forward to working with you in the future.

If you require any further information, please contact Mr Justin Burney, Director, Tourism Recovery, Tourism, Events and Visitor Economy at the Department of Jobs, Precincts and Regions on telephone 0419 889 781 or email justin.burney@ecodev.vic.gov.au.

Yours sincerely



THE HON MARTIN PAKULA MP
Minister for Tourism, Sport and Major Events

**Constitution of
DESTINATION GIPPSLAND LTD
A.C.N. 131 138 184**

30 April 2020

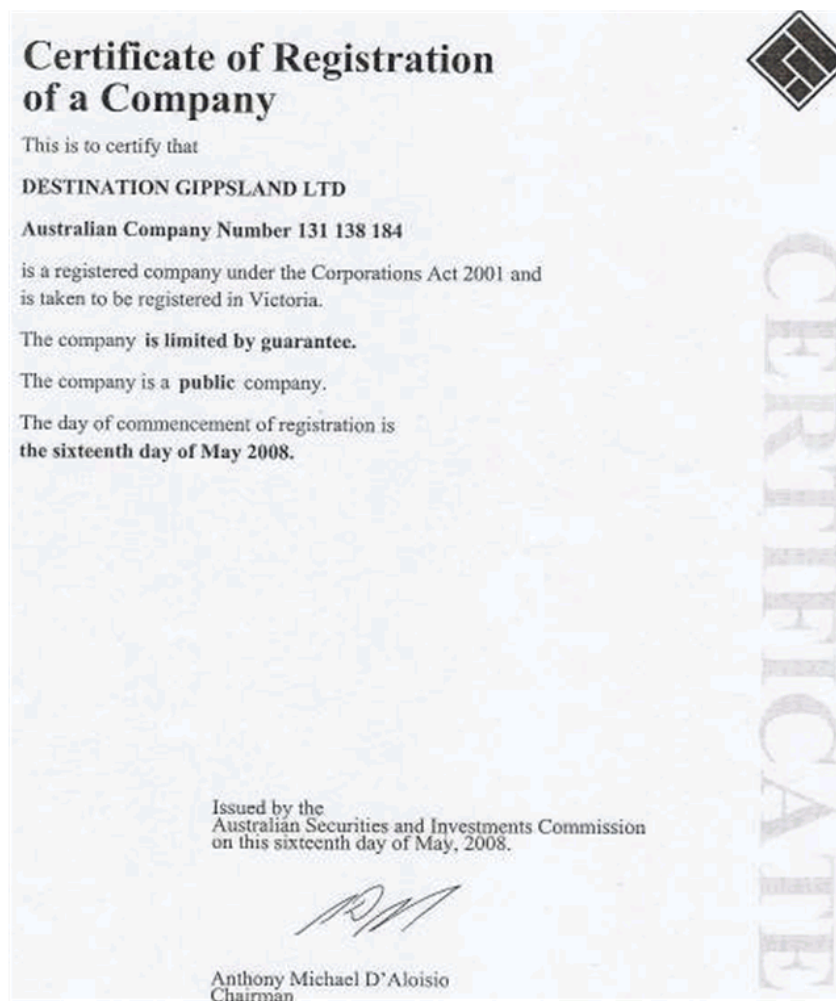
Amendments - April 2020

- Clause 1.5 – add definition of CEO
- Clause 1.5 – add definition of LGA
- Clause 1.5 – amend definition of “member” to mean Local Government Authority
- Clause 2.1 – amend the number of Directors to be the CEO’s of member LGAs plus not less than 7 non-member Directors
- Clause 2.7 – add sub-clause e) to note that a Director who is appointed as a consequence of being the CEO of a member LGA will cease to be Director when they cease to hold the CEO’s office with that LGA
- Clause 2.13 – the expenses of LGA CEO Directors, and Observers, are to be met by their LGA or employer
- Clause 2.17 – Appointment of Directors shall be made by a process determined by the Board
- Clause 2.21 – remove the imperative for at least two Directors to retire each year (*this will be managed through the terms of Directors*)
- Clause 3.2 – add the power of delegation to the CEO
- Clause 5.4 – amend quorum to be 50% of Directors

Table of Contents

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Copy of ASIC Certificate of Registration as a Company



DESTINATION GIPPSLAND LTD
A.C.N. 131 138 184
CONSTITUTION

1. Preliminary

- 1.1. The Company is a public company limited by guarantee. Each Member undertakes to contribute \$10.00 (Ten Dollars) to the property of the Company if the Company is wound up at a time when that person is a Member, or within one year of the time that the person ceased to be a Member, for payment of the debts and liabilities of the Company contracted before that person ceased to be a Member, payment of costs charges and expenses of winding up the Company, and adjustment of the rights of contributories among themselves.
- 1.2. The objects of the Company are: *to provide leadership and to work in partnership with the tourism industry in Gippsland to drive the development of tourism infrastructure, tourism product, and marketing.*
- 1.3. The Company must not make any distribution to any Members, whether by way of dividend, surplus on winding up or otherwise. This Clause does not prevent the payment in good faith by the Company of reasonable remuneration to any Member for goods or services supplied by that Member to the Company in the ordinary course of business, the payment of interest at a reasonable rate on money borrowed by the Company from any Member, the payment of reasonable rent for premises leased to the Company by any Member, or the payment of any other reasonable amount of a similar character to those described in this Clause.
- 1.4. The replaceable rules in the Corporations Act do not apply to the Company.
- 1.5. In this Constitution:

"Alternate Director" means a person for the time being holding office as an alternate director of the Company under Clause 2.9.

"Business Day" means a day except a Saturday, Sunday, or public holiday in the jurisdiction under the Corporations Act which the Company is taken to be registered.

"Cessation Event" means:

- (a) if a Member is an individual, death, or bankruptcy of that Member, or that Member becoming of unsound mind or becoming a person whose property is liable to be dealt with under a law about mental health; or
- (b) if a Member is a body corporate, the deregistration of that Member.

"CEO" means the Chief Executive Officer.

"Corporations Act" means the Corporations Act, 2001 (Commonwealth), as modified or re-enacted from time to time, and where appropriate, includes any regulations issued under it.

"Directors" means the directors of the Company for the time being.

"Expulsion Event" means, in respect of a Member:

- (a) the Member has wilfully refused or neglected to comply with the provisions of this Constitution.
- (b) the conduct of the Member, in the opinion of the Directors, is unbecoming of the Member or prejudicial to the interests or reputation of the Company; or
- (c) the Member is, or any step is taken for the Member to become, an externally administered body corporate (whether or not the Member is a body corporate).

"Legal Costs" of a person means legal costs incurred by that person in defending an action for a Liability of that person.

Commented [HR1]: Definition added

"LGA" means Local Government Authority

Commented [HR2]: Definition added

"Liability" of a person means any liability incurred by that person as an officer of the Company or a subsidiary of the Company.

"Member" means a Local Government Authority that is a member of the Company.

Commented [HR3]: Amended from a person to Local Government Authority as these are the members of the company

"Personal Representative" means the legal personal representative, executor, or administrator of the estate of a deceased person.

"Register" means the register of Members kept under the Corporations Act and, where appropriate, includes any branch register.

"Relevant Officer" means a person who is, or has been, an officer of the Company (including a Director or Secretary) or an officer of a subsidiary of the Company.

"Secretary" means a company secretary of the Company for the time being.

1.6. In this Constitution:

- (a) a reference to a meeting of Members includes a meeting of any class of Members.
- (b) a Member is taken to be present at a meeting of Members if the Member is present in person or by proxy, attorney or representative; and
- (c) a reference to a notice or document in writing includes a notice or document given by fax or another form of written communication.

1.7. In this Constitution, unless the context indicates a contrary intention, words importing the singular include the plural (and vice versa), words indicating a gender include every other gender, and the word "person" includes a corporation.

1.8. Unless the context indicates a contrary intention, an expression in a provision of this Constitution that deals with a matter dealt with by a provision of the Corporations Act has the same meaning as in that provision of the Corporations Act and an expression in a provision of this Constitution that is defined in section 9 of the Corporations Act has the same meaning as in that section.

2. Directors

2.1. The Company must have not less than 7 Directors excluding the CEOs of LGA members. The Company in general meeting may by ordinary resolution alter the maximum or minimum number of Directors provided that the minimum is not less than 7 in addition to the LGA CEOs.

Commented [HR4]: Was not less than 7. Amended to include the LGA CEOs + 7 non-member Directors (sometimes known as Skills-based Directors)

2.2. If the number of Directors is below the minimum fixed by this Constitution, the Directors must not act except:

- (a) in emergencies.
- (b) for appointing one or more directors in order to make up a quorum for a meeting of Directors; or
- (c) to call and arrange to hold a meeting of Members.

2.3. The Company in general meeting may by ordinary resolution appoint any person as a Director, in accordance with the provisions of this Constitution.

2.4. A Director need not be a Member.

2.5. A Director may resign from office by giving the Company notice in writing.

2.6. Subject to the Corporations Act, the Company in general meeting may by ordinary resolution remove any Director, and if thought fit, appoint another person in place of that Director.

- 2.7. A Director ceases to be a Director if:
- the Director becomes of unsound mind or a person whose property is liable to be dealt with under a law about mental health.
 - the Director resigns or is removed under this Constitution.
 - the Director becomes an insolvent under administration; or
 - the Corporations Act so provides.
 - In the case of a Director who is appointed as a consequence of being the CEO of a member LGA, ceases to hold that office with that LGA.
- 2.8. With the approval of a majority of the other Directors, a Director may appoint a person as an alternate director of that Director for any period. An Alternate Director need not be a Member.
- 2.9. The appointing Director may terminate the appointment of his Alternate Director at any time. A notice of appointment, or termination of appointment, of an Alternate Director is effective only if the notice is in writing, the notice is signed by the Director who appointed that Alternate Director, and the Company is given a copy of the notice.
- 2.10. If the Director who appointed an Alternate Director is not present at a meeting of Directors, that Alternate Director may, subject to this Constitution and the Corporations Act, exercise all powers (except the power under Clause 2.8) that the appointing Director may exercise. However, an Alternate Director cannot exercise any powers of his appointing Director if that appointing Director ceases to be a Director.
- 2.11. Subject to Clause 2.13, the Company is not required to pay any remuneration to an Alternate Director.
- 2.12. The Company must not pay any fees to a Director for performing that person's duties and responsibilities as a Director. The Company must not pay any amount to a Director unless that payment has been approved by the Directors.
- 2.13. The Company must pay all reasonable travelling, accommodation and other expenses that a Director or Alternate Director properly incurs in attending meetings of Directors or any meetings of committees of Directors, in attending any meetings of Members, and in connection with the business of the Company, except in the case of LGA CEO Directors and Observers from Government Agencies – both of whose employers are expected to meet the expenses of their employees incurred in the course of attending meetings, and serving on the DGL Board.
- The Board may agree to pay an annual allowance to cover these expenses except in the case of LGA CEO Directors and Observers from Government Agencies – both of whose employers are expected to meet the expenses of their employees incurred in the course of attending meetings, and serving on the DGL Board.
- 2.14. A Director may:
- hold an office or place of profit (except as auditor) in the Company, on any terms as the Directors resolve (subject to Clause 2.12).
 - hold an office or otherwise be interested in any related body corporate of the Company or other body corporate in which the Company is interested; or
 - act, or the Director's firm may act, in any capacity for the Company (except as auditor) or any related body corporate of the Company or other body corporate in which the Company is interested,
- and retain the benefits of doing so if the Director discloses in accordance with the Corporations Act the interest giving rise to those benefits.
- 2.15. Subject to the Corporations Act, if a Director discloses the interest of the Director in accordance with the Corporations Act, the Director may:
- contract or make an arrangement with the Company, or a related body corporate of the Company or a body corporate in which the Company is interested, in any matter in any capacity.

Commented [HR5]: Sub-clause e) added to account for CEO's leaving their position with a member LGA

Commented [HR6]: Amended to clarify that member LGAs and Observer Organisations will be responsible for the expenses of their employees serving or observing on the Board

- (b) be counted in a quorum for a meeting of Directors considering that contractor arrangement, and vote on whether the Company enters into the contract or arrangement, and on any matter that relates to the contractor arrangement.
 - (c) sign on behalf of the Company, or witness the fixing of the common seal of the Company (if any) to, any document in respect of the contract or arrangement; and
 - (d) retain the benefits under the contract or arrangement.
- 2.16.** The Directors may make interim Director appointments if the number of Directors falls below the threshold set out in clause 2.1. The interim appointments may be made by calling for nominations and following the process in clause 2.17 and 2.18 (modified as necessary to give efficacy to this clause) must be ratified by an ordinary resolution at the next meeting of Members. If the appointment is ratified at the general meeting, then that Director serves for the remainder of the term of the replaced Director.
- 2.17.** Appointment of Directors shall be made by a process determined by the Board and enacted by a Nominations Committee. The Nominations Committee will make recommendations to the Board.
- 2.18.** A sub-committee of 3 people, selected by the Chairman, will review nomination applications, including making all necessary enquiries and then make a recommendation to the Directors and the meeting of Members.
- 2.19.** The nomination for Director may be accepted by an ordinary resolution at the meeting of Members.
- 2.20.** Directors are appointed for terms of up to 3-years (effective from the date of the meeting of Members at which they were elected). Such terms are to be recommended by the Board.

Commented [HR7]: Amended from a public call for nominations with specific time frames, to allowing the Board to determine the process through a Nominations Committee

Commented [HR8]: Removed a clause dictating that at least two Directors must retire each year. In practice this became unworkable and led to a mis-match of Directors' terms. The change in intended to allow for a smoother transition process and better continuity. The terms of Directors is set at 3 years, at which time the Director may renominate for appointment by the Members.

3. Officers

- 3.1.** The Directors may appoint one or more of themselves to the office of managing director for any period and on any terms the Directors resolve (subject to Clause 2.13). Subject to any agreement between the Company and a managing director, the Directors may remove or dismiss a Director from the office of managing director at any time, with or without cause. The Directors may revoke or vary the appointment of a Director to the office of managing director or any power delegated to a managing director. A person ceases to hold the office of managing director if the person ceases to be a Director.
- 3.2.** The Directors may delegate any of their powers (including the power to delegate) to a managing director or the Chief Executive Officer. A managing director or CEO must exercise the powers delegated to him or her in accordance with any directions of the Directors. The exercise of a power by a managing director or CEO is as effective as if the Directors exercised the power.
- 3.3.** The Directors may appoint one or more Secretaries, for any period and on any terms (including as to remuneration) the Directors resolve. Subject to any agreement between the Company and a Secretary, the Directors may remove or dismiss a Secretary at any time, with or without cause. The Directors may revoke or vary the appointment of a Secretary.
- 3.4.** To the extent permitted by law, the Company may (by agreement or deed) indemnify each Relevant Officer against a Liability of that person and Legal Costs of that person. To the extent permitted by law, the Company may also make a payment (whether by way of advance, loan or otherwise) to a Relevant Officer in respect of Legal Costs of that person.
- 3.5.** To the extent permitted by law, the Company may pay, or agree to pay, a premium for a contract insuring a Relevant Officer against a Liability of that person and Legal Costs of that person.

Commented [HR9]: Added the power to delegate to a Chief Executive Officer

4. Powers of the company and directors

- 4.1. The Company may exercise in any manner permitted by the Corporations Act any power which a public company limited by guarantee may exercise under the Corporations Act. The business of the Company is managed by or under the direction of the Directors. The Directors may exercise all the powers of the Company except any powers that the Corporations Act or this Constitution requires the Company to exercise in general meeting.
- 4.2. If the Company has a common seal, the Company may execute a document if that seal is fixed to the document and the fixing of that seal is witnessed by 2 Directors, a Director and a Secretary, or a Director and another person appointed by a resolution of the Directors for that purpose.
- 4.3. The Company may execute a document without a common seal if the document is signed by 2 Directors, a Director and a Secretary, or a Director and another person appointed by a resolution of the Directors for that purpose.
- 4.4. The Company may execute a document as a deed if the document is expressed to be executed as a deed and is executed in accordance with Clauses 4.2 or 4.3.
- 4.5. The Directors may resolve, generally or in a particular case, that any signature on certificates of Membership of the Company may be affixed by mechanical or other means.
- 4.6. Negotiable instruments may be signed, drawn, accepted, endorsed, or otherwise executed by or on behalf of the Company in the manner and by the persons as the Directors resolve.
- 4.7. The Directors may delegate any of their powers (including this power to delegate) to a committee of Directors, a Director, an employee of the Company, or any other person. The Directors may revoke or vary any power so delegated. A committee or delegate must exercise the powers delegated in accordance with any directions of the Directors. The exercise of a power by the committee or delegate is as effective as if the Directors exercised the power. Clauses 4.9 to 5.6 apply with the necessary changes to meetings of a committee of Directors.
- 4.8. The Directors may appoint any person to be attorney or agent of the Company for any purpose, for any period and on any terms (including as to remuneration) the Directors resolve. The Directors may delegate any of their powers (including the power to delegate) to an attorney or agent. The Directors may revoke or vary that appointment or any power delegated to an attorney or agent.
- 4.9. Any act done by a person as a Director or Secretary is effective even if the appointment of that person, or the continuance of that appointment, is invalid because the Company or that person did not comply with this Constitution or any provision of the Corporations Act. This Clause does not deal with the question whether an effective act by a person binds the Company in its dealings with other people or makes the Company liable to another person.

5. Meetings of directors

- 5.1. The Directors may pass a resolution without a meeting of the Directors being held if a document containing the resolution is sent to all Directors and a majority of the Directors entitled to vote on the resolution sign that document containing a statement that they are in favour of the resolution set out in the document. Separate copies of that document may be used for signing by Directors if the wording of the resolution and the statement is identical in each copy.
- 5.2. The Directors may meet, adjourn, and otherwise regulate their meetings as they think fit. A meeting of Directors may be held using any technology consented to by a majority of the Directors. A Director may only withdraw that consent within a reasonable period of time before the meeting. Any Director may call a meeting of Directors at any time. On request of any Director, a Secretary of the Company must call a meeting of the Directors.

- 5.3. Reasonable notice of a meeting of Directors must be given to each Director and Alternate Director.
- 5.4. A quorum for a meeting of Directors must be present at all times during the meeting. Subject to the Corporations Act, a quorum for a meeting of Directors is, if the Directors have fixed a number for the quorum, that number of Directors, and in any other case, 50% of Directors entitled to vote on a resolution that may be proposed at that meeting. In determining whether a quorum for a meeting of Directors is present:
- where a Director has appointed an Alternate Director, that Alternate Director is counted if the appointing Director is not present.
 - where a person is present as Director and an Alternate Director for another Director, that person is counted separately provided that there is at least one other Director or Alternate Director present; and
 - where a person is present as an Alternate Director for more than one Director, that person is counted separately for each appointment provided that there is at least one other Director or Alternate Director present.
- 5.5. If there are not enough persons to form a quorum for a meeting of Directors, one or more of the Directors (including those who have an interest in a matter being considered at that meeting) may call a general meeting and the general meeting may pass a resolution to deal with the matter.
- 5.6. The Directors may appoint a Director to the office of chairperson of Directors for any period they resolve, or if no period is specified, until that person ceases to be a Director. The Directors may remove a Director from the office of chairperson of Directors at any time.
- 5.7. The chairperson of Directors must (if present within 5 minutes after the time appointed for the holding of the meeting and willing to act) chair each meeting of Directors. If there is no chairperson of Directors, or the chairperson of Directors is not present within 5 minutes after the time appointed for the holding of a meeting of Directors or is present within that time but is not willing to chair all or part of that meeting, then the Directors present must elect one of themselves to chair all or part of the meeting of Directors.
- 5.8. A resolution of Directors is passed if more votes are cast in favour of the resolution than against it. Subject to Clause 2.16 and this Clause, each Director has one vote on a matter arising at a meeting of the Directors. In determining the number of votes a Director has on a matter arising at a meeting of Directors:
- where a person is present as Director and an Alternate Director for another Director, that person has one vote as a Director and, subject to Clause 2.11, one vote as an Alternate Director; and
 - where a person is present as an Alternate Director for more than one Director, that person has, subject to Clause 2.11, one vote for each appointment.
- 5.9. Subject to the Corporations Act, in case of an equality of votes on a resolution at a meeting of Directors, the chairperson of that meeting has a casting vote on that resolution in addition to any vote the chairperson has in his capacity as a Director in respect of that resolution.

Commented [HR10]: Amended quorum for a meeting of Directors from 4 Directors, to 50%

6. Meetings of members

- 6.1. While the Company has only one Member, the Company may pass a resolution by that Member signing a record in writing of that resolution.
- 6.2. Subject to the Corporations Act, the Directors may call a meeting of Members. The Directors must call and arrange to hold a general meeting on the request of Members, and the Members may call and arrange to hold a general meeting, as provided by the Corporations Act.
- 6.3. The Company must hold an annual general meeting if required by, and in accordance with, the Corporations Act.

- 6.4. Subject to the Corporations Act, the Company must give not less than 21 days' notice of a meeting of Members. The Company may call an annual general meeting on shorter notice if all Members entitled to attend and vote at the annual general meeting agree beforehand. The Company may call a general meeting (not being an annual general meeting) on shorter notice if Members with at least 95% of the votes that may be cast at the meeting agree beforehand.
- 6.5. Notice of a meeting of Members must be given to each Member, each Director, each Alternate Director, and any auditor of the Company.
- 6.6. A notice of a meeting of Members must:
- (a) set out the place, date and time for the meeting (and if the meeting is to be held in 2 or more places, the technology that will be used to facilitate this);
 - (b) state the general nature of the business of the meeting; and
 - (c) set out or include any other information or documents specified by the Corporations Act.
- 6.7. Subject to the Corporations Act, anything done (including the passing of a resolution) at a meeting of Members is not invalid if either or both:
- (a) a person does not receive notice of the meeting; or
 - (b) the Company accidentally does not give notice of the meeting to a person.
- 6.8. A meeting of Members may be held in 2 or more places linked together by any technology that gives the Members as a whole in those places a reasonable opportunity to participate in proceedings, enables the chairperson to be aware of proceedings in each place, and enables the Members in each place to vote on a show of hands and on a poll.
- 6.9. Each Member and any auditor of the Company are entitled to attend any meetings of Members. Subject to this Constitution, each Director is entitled to attend and speak at all meetings of Members.
- 6.10. A quorum for a meeting of Members must be present at all times during the meeting. A quorum for a meeting of Members is 2 Members (or in the case of 1 Member, that member only) entitled to vote at that meeting. In determining whether a quorum for a meeting of Members is present:
- (a) where more than one proxy, attorney, or representative of a Member is present, only one of those persons is counted;
 - (b) where a person is present as a Member and as a proxy, attorney or representative of another Member, that person is counted separately for each appointment provided that there is at least one other Member present; and
 - (c) where a person is present as a proxy, attorney or representative for more than one Member, that person is counted separately for each appointment provided that there is at least one other Member present.
- 6.11. If a quorum is not present within 15 minutes after the time appointed for a meeting of Members:
- (a) if the meeting was called by the Directors at the request of Members or was called by the Members, the meeting is dissolved; and
 - (b) any other meeting is adjourned to the date, time, and place as the Directors may by notice to the Members appoint, or failing any appointment, to the same day in the next week at the same time and place as the meeting adjourned.
- 6.12. If a quorum is not present within 15 minutes after the time appointed for an adjourned meeting of Members, the meeting is dissolved.

- 6.13.** The chairperson of Directors must (if present within 15 minutes after the time appointed for the holding of the meeting and willing to act) chair each meeting of Members. If at a meeting of Members, there is no chairperson of Directors, or the chairperson of Directors is not present within 15 minutes after the time appointed for the holding of a meeting of Members, or is present within that time but is not willing to chair all or part of that meeting, the Members present must elect another person present and willing to act to chair all or part of that meeting.
- 6.14.** Subject to the Corporations Act, the chairperson of a meeting of Members is responsible for the general conduct of that meeting and for the procedures to be adopted at that meeting.
- 6.15.** Subject to the Corporations Act, a resolution is passed if more votes are cast in favour of the resolution by Members entitled to vote on the resolution than against the resolution. Unless a poll is requested in accordance with Clauses 6.17 and 6.18, a resolution put to the vote at a meeting of Members must be decided on a show of hands.
- 6.16.** A declaration by the chairperson of a meeting of Members that a resolution on a show of hands is passed, passed by a particular majority, or not passed, and a record of that declaration in the minutes of the meeting, is sufficient evidence of that fact, unless proved incorrect.
- 6.17.** A poll may be demanded on any resolution at a meeting of Members. A poll may be demanded by at least 5 Members present and entitled to vote on that resolution, one or more Members present, and who are together entitled to at least 5% of the votes that may be cast on that resolution on a poll, or the chairperson of that meeting. A poll may be demanded before a vote on that resolution is taken, or before or immediately after the results of the vote on that resolution on a show of hands are declared. A demand for a poll may be withdrawn.
- 6.18.** A poll demanded on a resolution at a meeting of Members for the election of a chairperson of that meeting or the adjournment of that meeting must be taken immediately. A poll demanded on any other resolution must be taken in the manner and at the time and place the chairperson directs. The result of a poll demanded on a resolution of a meeting of Members is a resolution of that meeting. A demand for a poll on a resolution of a meeting of Members does not prevent the continuance of that meeting or that meeting dealing with any other business.
- 6.19.** Subject to the Corporations Act, the chairperson may adjourn a meeting of Members to any day, time, and place, and must adjourn a meeting of Members if the Members present with a majority of votes that may be cast at that meeting agree or direct the chairperson to do so. The chairperson may adjourn that meeting to any day, time, and place. The Company is only required to give notice of a meeting of Members resumed from an adjourned meeting if the period of adjournment exceeds 21 days. Only business left unfinished is to be transacted at a meeting of Members resumed after an adjournment.
- 6.20.** Subject to the Corporations Act, the Directors may at any time postpone or cancel a meeting of Members by giving notice not less than 5 Business Days before the time at which the meeting was to be held to each person who is, at the date of the notice a Member, a Director or Alternate Director, or auditor of the Company. A general meeting called by the Directors at the request of Members or called by the Members must not be cancelled by the Directors without the consent of the Members who requested or called the meeting.
- 6.21.** Subject to this Constitution and any rights or restrictions attached to a class of Membership, at a meeting of Members, every Member present has one vote on a show of hands and on a poll.
- 6.22.** In the case of an equality of votes on a resolution at a meeting of Members, the chairperson of that meeting does not have a casting vote on that resolution either on a show of hands or on a poll.

- 6.23.** A Member present at a meeting of Members is not entitled to vote on any resolution if any fees or any other amount due and payable by that Member to the Company under this Constitution have not been paid, or where that vote is prohibited by the Corporations Act or an order of a court of competent jurisdiction. The Company must disregard any vote on a resolution purported to be cast by a Member present at a meeting of Members where that person is not entitled to vote on that resolution.
- 6.24.** The authority of a proxy or attorney for a Member to speak or vote at a meeting of Members is suspended while the Member is present in person at that meeting.
- 6.25.** An objection to the qualification of any person to vote at a meeting of Members may only be made at that meeting (or any resumed meeting if that meeting is adjourned), to the chairperson of that meeting. Any objection must be decided by the chairperson of the meeting of Members, whose decision, made in good faith, is final and conclusive.
- 6.26.** A Member, who is entitled to attend and cast a vote at a meeting of Members, may vote on a show of hands and on a poll:
- (a) in person or, if the Member is a body corporate, by its representative appointed in accordance with the Corporations Act; or
 - (b) by not more than one proxy or by not more than one attorney.
- 6.27.** A proxy, attorney, or representative of a Member need not be a Member. A Member may appoint a proxy, attorney, or representative for all or any number of meetings of Members, or a particular meeting of Members.
- 6.28.** An instrument appointing an attorney or representative must be in a form as the Directors may prescribe or accept. An instrument appointing a proxy is valid if it is signed by the Member making the appointment and contains the name and address of that Member, the name of the Company, the name of the proxy or the name of the office of the proxy, and the meetings of Members at which the proxy may be used. The chairperson of a meeting of Members may determine that an instrument appointing a proxy is valid even if it contains only some of this information.
- 6.29.** Subject to the Corporations Act, the decision of the chairperson of a meeting of Members as to the validity of an instrument appointing a proxy, attorney or representative is final and conclusive.
- 6.30.** If the name of the proxy or the name of the office of the proxy in a proxy form of a Member is not filled in, the proxy of that Member is the person specified by the Company in the form of proxy in the case the Member does not choose, or if no person is so specified, the chairperson of that meeting.
- 6.31.** A Member may specify the manner in which a proxy or attorney is to vote on a particular resolution at a meeting of Members. The appointment of a proxy or attorney by a Member may specify the proportion or number of the Member's votes that the proxy or attorney may exercise.
- 6.32.** Unless otherwise provided in the Corporations Act or in the appointment, a proxy or attorney may demand or join in demanding a poll on any resolution at a meeting of Members on which the proxy or attorney may vote.
- 6.33.** An appointment of proxy or attorney for a meeting of Members is effective only if the Company receives the appointment (and any authority under which the appointment was signed or a certified copy of the authority) before the time scheduled for commencement of that meeting (or any adjournment of that meeting).
- 6.34.** Unless the Company has received notice in writing of the matter before the time scheduled for the commencement of a meeting of Members, a vote cast at that meeting by a person appointed by a Member as a proxy, attorney or representative is, subject to this Constitution, valid even if, before the person votes there is a Transmission Event in respect of that Member, that Member revokes the appointment of that person or that Member revokes the authority under which the person was appointed by a third party.

7. Members

- 7.1. Any person is eligible to apply to become a Member. Each applicant to become a Member must sign and deliver to the Company an application in the form which the Directors determine and pay any initial fee which the Directors determine. The Directors determine whether an applicant may become a Member. The Directors are not required to give any reason for the rejection of any application to become a Member.
- 7.2. If an application to become a Member is accepted, the Company must give written notice of the acceptance to the applicant and enter the applicant's name in the Register. If an application to become a Member is rejected, the Company must give written notice of the rejection to the applicant and refund in full the fee (if any) paid by the applicant.
- 7.3. The rights of being a Member are not transferable whether by operation of law or otherwise.
- 7.4. A person will cease to be a Member if the Member resigns in accordance with Clause 7.5, if the Member is expelled under Clause 7.6 or Clause 7.7 or if a Cessation Event occurs in respect of that Member. The estate of a deceased Member is not released from any liability in respect of that person being a Member.
- 7.5. A Member may resign as a Member by giving the Company notice in writing. Unless the notice provides otherwise, a resignation by a Member takes effect immediately on the giving of that notice to the Company.
- 7.6. Subject to Clause 7.8, the Directors may resolve to expel a Member if:
- (a) an Expulsion Event occurs in respect of the Member; and
 - (b) the Company gives that Member at least 10 Business Days' notice in writing stating the Expulsion Event and that the Member is liable to be expelled and informing the Member of its right under Clause 7.8.
- 7.7. The Directors may resolve to expel a Member if the Member does not pay a fee payable by the Member pursuant to this Constitution within 20 Business Days after the due date for its payment.
- 7.8. Before the passing of any resolution under Clause 7.6, a Member is entitled to give the Directors, either orally or in writing, any explanation or defence of the Expulsion Event the Member may think fit.
- 7.9. Where a resolution is passed under Clause 7.6 or 7.7, the Company must give that Member notice in writing of the expulsion within 10 Business Days of the resolution.
- 7.10. A Member may by notice in writing to the Company within 10 Business Days of receipt of the notice referred to in Clause 7.9 request that a resolution under Clause 7.6 be reviewed by the Company at the next general meeting. If such a request is made, the Directors must propose at the next general meeting of the Company that a resolution be moved to confirm the expulsion of the Member concerned.
- 7.11. A resolution under Clause 7.6 takes effect:
- (a) if the Member gives a notice under Clause 7.10, the date (if any) the resolution is confirmed by a general meeting of the Company; or
 - (b) if the Member does not give a notice under Clause 7.10, the date of the resolution.
- 7.12. A resolution under Clause 7.7 takes effect on the date of the resolution.
- 7.13. The Directors may reinstate an expelled Member on any terms and at any time as the Directors resolve, including a requirement that all amounts due but unpaid by the expelled Member are paid.

- 7.14. Subject to the Corporations Act and the terms of a particular class of Membership, the Company may vary or cancel rights attached to being a Member of that class, or convert a Member from one class to another, by special resolution of the Company and either:
- (a) a special resolution passed at a meeting of the Members included in that class; or
 - (b) the written consent of Members who are entitled to at least 75% of the votes that maybe cast in respect of Membership of that class.
- The provisions in this Constitution concerning meetings of Members (with the necessary changes) apply to a meeting held under Clause 97.14 (a).
- 7.15. The Company may issue to each Member, free of charge, one certificate evidencing that person as a Member.
- 7.16. The Company may issue a replacement certificate of being a Member if the Company receives and cancels the existing certificate, or the Company is satisfied that the existing certificate is lost or destroyed, and the Member pays any fee as the Directors resolve.

8. Fees

- 8.1. The Directors may require the payment of fees or levies by Members in the amounts and at the times as the Directors resolve. The Directors may make fees payable for one or more Members for different amounts and at different times, and subject to the terms of Membership payable by instalments. The Directors may revoke or postpone fees or extend the time for payment of fees.
- 8.2. The Company must give Members at least 10 Business Days' notice of fees payable by Members. A notice of fees must be in writing and specify the amount of the fee, and the time and place of payment of the fee. A fee is not invalid if a Member does not receive notice of the fee.
- 8.3. A Member must pay to the Company the amount of each fee made on the Member at the times and places specified in the notice of the fee. If a fee is payable in one or more fixed amounts on one or more fixed dates, the Member must pay to the Company those amounts on those dates.
- 8.4. A Member must pay to the Company interest at the rate of 10% per annum on any amount referred to in Clause 8.3 which is not paid on or before the time appointed for its payment, from the time appointed for payment to the time of the actual payment, and expenses incurred by the Company because of the failure to pay or late payment of that amount. The Directors may waive payment of all or any part of an amount payable under this Clause 8.4
- 8.5. The Company may recover an amount due and payable under Clauses 8.3 and 8.4 from a Member by commencing legal action against the Member for all or part of the amount due.
- 8.6. The debt due in respect of an amount payable under Clauses 8.3 and 8.4 is sufficiently proved by evidence that the name of the Member sued is entered in the Register and there is a record in the minute books of the Company of the resolution requiring payment of the fee or the fixed amount referred to in Clause 8.3.
- 8.7. The Company may accept from any Member all or any part of fees payable before that amount is due and payable. The Company may pay interest at any rate the Directors resolve on the amount paid before it is due and payable (from the date of payment until and including the date the amount becomes actually payable) and the Company may repay the amount so paid to that Member.

9. Notices and payments

- 9.1. The Company may give notice to a Member in person, by sending it by post to the address of the Member in the Register or the alternative address (if any) nominated by that Member, or by sending it to the fax number or electronic address (if any) nominated by that Member.
- 9.2. A notice of meeting sent by post to an address within Australia is taken to be given one Business Day after it is posted, or where to an address outside Australia, is taken to be given 5 Business Days after it is posted. Any other notice sent by post is taken to be given at the time of which the notice would be delivered in the ordinary course of post. A notice sent by fax is taken to be given on the Business Day it is sent, provided that the sender's transmission report shows that the whole notice was sent to the correct fax number.
- 9.3. The giving of a notice by post is sufficiently proved by evidence that the notice was addressed to the correct address of the recipient and was placed in the post.
- 9.4. The Directors may decide, generally or in a particular case, that a notice given by the Company be signed by mechanical or other means.
- 9.5. The Company may pay a person entitled to an amount payable in respect of Membership by crediting an account nominated in writing by that person, by cheque made payable to bearer, to the person entitled to the amount or any other person the person entitled directs in writing, or by any other manner as the Directors resolve. The Company may post a cheque under this Clause to the address in the Register of the Member or to any other address which that person directs in writing.

10. Records

- 10.1. The Company must keep minute books in which it records within one month:
 - (a) proceedings and resolutions of meetings of Members.
 - (b) proceedings and resolutions of meetings of the Directors (including meetings of committees of Directors).
 - (c) resolutions passed by Members without a meeting; and
 - (d) resolutions passed by the Directors without a meeting.
- 10.2. The Company must ensure that minutes of a meeting are signed within a reasonable time after the meeting by the chairperson of that meeting or the chairperson of the next meeting. The Company must ensure that minutes of the passing of a resolution without a meeting are signed by a Director within a reasonable time after that resolution is passed. A minute recorded and signed in accordance with this Clause is evidence of the proceeding or resolution to which it relates, unless the contrary is proved.
- 10.3. The Company must establish and administer the Register in accordance with the Corporations Act. The Company may establish and administer a branch register of Members in accordance with the Corporations Act. The Company must allow inspection of the Register only as required by the Corporations Act. Unless proved incorrect, the Register is sufficient evidence of the matters shown in the Register.
- 10.4. The Company must keep the financial records required by the Corporations Act.
- 10.5. Unless authorised by a resolution of Directors or the Corporations Act, a Member is not entitled to inspect the books of the Company.

11. Accounts

- 11.1. The Board shall cause proper accounting and other records to be kept and shall distribute copies of every profit and loss account and balance sheet (including every document required by law to be attached thereto) accompanied by a copy of the Auditors report as required by the Law to every member.
- 11.2. The Board shall cause to be made out and laid before each Annual General Meeting a balance sheet and profit and loss account made up to the end of the Company's financial year but in no case shall that date be more than five months before the date of the meeting.
- 11.3. The Board shall from time to time determine at what times and places and under what conditions or regulations the accounting and other records of the Company shall be open to the inspection of members provided that all members shall have reasonable opportunity to inspect those records.

12. Audit

A properly qualified Auditor or Auditors shall be appointed by the Board and his or her duties will be regulated in accordance with the Law.

13. Winding up

- 13.1. On a winding up of the Company, the Members must determine one or more companies, associations or institutions whose constitution:
- (a) requires it to pursue only objects similar to those in Clause 1.2 and to apply its income in promoting those objects.
 - (b) prohibits it from making distributions to its members to at least the same extent as in Clause 1.3; and
 - (c) if a company, prohibits it from paying fees to its directors and requires its directors to approve all other payments the company makes to its directors, to whom the liquidator must give or transfer any surplus on winding up.
- 13.2. If the Members fail to make a determination under Clause 11.1 within 20 Business Days of the winding up of the Company, the liquidator must make an application to the Supreme Court in the jurisdiction the Company is taken to be registered to make that determination.

The following person(s), being the person(s) who consented to become a subscriber of the Company in the application for the registration of the Company, agree to the terms of this Constitution.

Name	Signature
------	-----------

(original signed by Glenn Patterson – copy overleaf)

Baw Baw Shire Council

(Original) DATE: 16th day of May 2008
(Original overleaf)

*Copy of original signature page
(previously Clause 115) as signed by Glenn Patterson, CEO Baw Baw Shire Council*

Winding up

115. On a winding up of the Company, the Members must determine one or more companies, associations or institutions whose constitution:
- (a) requires it to pursue only objects similar to those in Clause 2 and to apply its income in promoting those objects;
 - (b) prohibits it from making distributions to its members to at least the same extent as in Clause 3; and
 - (c) if a company, prohibits it from paying fees to its directors and requires its directors to approve all other payments the company makes to its directors.
- to whom the liquidator must give or transfer any surplus on winding up.
116. If the Members fail to make a determination under Clause 115 within 20 Business Days of the winding up of the Company, the liquidator must make an application to the Supreme Court in the jurisdiction the Company is taken to be registered to make that determination.

The following person(s), being the person(s) who consented to become a subscribers of the Company in the application for the registration of the Company, agree to the terms of this Constitution.

Name	Glenn Patterson	Signature	
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Baw Baw Shire Council

DATE: 16th day of May 2008



Helen Rose
Company Secretary
30.4.2020

REGIONAL CITY GROWTH AND INVESTMENT

14. REGIONAL CITY GROWTH AND INVESTMENT

Agenda Item: 14.1

Agenda Item: Latrobe City Submission - Victorian Parliamentary Inquiry into COVID-19

Sponsor: General Manager, Regional City Growth and Investment

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

Status: For Decision

MOTION

Moved: Cr O'Callaghan

Seconded: Cr White

That Council endorses the Latrobe City Council Submission to the Victorian Parliamentary Inquiry into COVID-19.

CARRIED UNANIMOUSLY

Executive Summary:

The Victorian Parliament's Public Accounts and Estimates Committee has commenced a public inquiry into the Victorian Government's response to the COVID-19 pandemic.

The Committee will consider the effectiveness of the Victorian Government approach in responding to this crisis in accordance with the Terms of Reference.

The Inquiry will question Government Ministers and Departments about the actions taken during the pandemic, and hear from experts and organisations that represent the parts of the community most impacted.

Public hearings on Government's health response and the impact of COVID-19 on Victoria's economy were held from 12 to 14 May 2020.

Further public hearings with a focus on education, justice and community safety, transport, and housing were held from 18 to 20 May 2020.

Latrobe City Submission summarises the impacts on our local community, small business and Council services of the COVID-19 pandemic, and the related measures by the Victorian Government. The submission also highlights the actions taken by Latrobe City Council in this context, and makes recommendations to the State Government for future consideration.

This submission raises a number of issues and builds on a previous submission made to the Federal Government's Senate Select Committee Inquiry last month. In particular it also includes areas of concern conveyed from the community to Councillors in recent weeks regarding;

- Access to COVID-19 testing, this is limited, keeps changing locations, is not well promoted locally and results can take up to five days, (pg4).
- Community Groups and Sporting Clubs unable to meet, be active and unable to fundraise. Concern that many may not return to participate in clubs or groups due to COVID-19, (pg5).
- Community concern for seemingly lax police checking of businesses, organisations and community members not adhering to COVID-19 restrictions. High impact on mental health and anxiety, (pg5).
- Community concern about the number of people moving through or about Latrobe City to access work from restricted areas currently recording high levels of positive cases of COVID-19, (pg5).
- Continuous changes to COVID-19 restrictions at State and Federal levels, border closures and permit requirements, (pg5).
- A strengthening of the emphasis on impacts to the arts, cultural services, galleries and performing arts sectors, (pg 8 and 12).
- Feedback from some members of the community that employers are not paying workers when they do have time off to get tested because the paperwork is too onerous. This means employees may be required to utilise their annual leave. The process for employers accessing funds for workers who are being tested or have symptoms and have to stay home is too bureaucratic, and may result in the risk of workers not staying at home if they have symptoms and/or trying to mask their symptoms, (pg7).
- Confusion amongst the community regarding restrictions and their impacts on junior sporting competition, inconsistent application of restrictions for spectators, (pg3).

The submission was due on 31 July 2020, however an extension request to the Committee has been made so that this submission can be considered at the Council Meeting on 3 August 2020. This extension has been granted.

The Committee will report its findings to Parliament by 31 July and 31 October 2020 and therefore our submission will be considered in the findings reported on 31 October 2020.

Background:

Nil

Issues:

Strategy Implications

This report is aligned with Council Plan Objective 1: Support job creation and industry diversification to enable economic growth in Latrobe City; Objective 3: Improve the liveability and connectedness of Latrobe City; Objective 4: Improve the amenity and accessibility of Council services; and Objective 5: Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens; and Objective 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

Communication

Should this submission be endorsed by Council, they will be made public documents on the Victorian Parliament website.

Financial Implications

There are no direct financial implications from this report.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>The submissions are not aligned with the Latrobe City community experience and views.</p>	3 (Possible)	Council endorsement and Councillor feedback incorporated into submissions to ensure community experience and views are incorporated.

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

Legal and Compliance

There are no foreseen legal or compliance implications from this report.

Community Implications

Council represents the community voice in these matters and therefore can ensure the submission represents community views.

Environmental Implications

There are no direct environmental implications from this report.

Consultation

No external consultation is required; extensive internal consultation has been conducted.

Other

Nil

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

- 1 [↓](#). Latrobe City Council Submission to the Victorian Parliamentary Inquiry into the COVID-19 Pandemic
- 2 [↓](#). Inquiry Terms of Reference

14.1

Latrobe City Submission - Victorian Parliamentary Inquiry into COVID-19

- 1 Latrobe City Council Submission to the Victorian
Parliamentary Inquiry into the COVID-19 Pandemic..... 218**
- 2 Inquiry Terms of Reference 238**

**Victorian Parliament's Public Accounts and Estimates
Committee**

**Inquiry into the Victorian Government's response to the
COVID-19 Pandemic**

Latrobe City Council Submission

July 2020



For any enquiries about this submission, please contact:

Steven Piasente

Chief Executive Officer

Tel: 1300 367 700

Email: Steven.Piasente@latrobe.vic.gov.au





Introduction

Latrobe City Council welcomes the opportunity to provide its response to the Victorian Parliament's Public Accounts and Estimates Committee's public inquiry into the Victorian Government's response to the COVID-19 pandemic.

Latrobe City is one of Victoria's four major Regional Cities, located 135 km east of Melbourne. This submission summarises key issues experienced by our diverse community as a result of the COVID-19 pandemic, and the related measures by the Victorian Government.

The submission also highlights the actions taken by Latrobe City Council in this context, demonstrating the important role of local government as a trusted point of contact for communities during a pandemic response, and makes recommendations for future consideration.

Community Impacts

Although the COVID-19 impacts on the Latrobe City community have been diverse and profound, community members have mostly adapted well to the COVID-19 restrictions and related challenges.

In an effort to respond to the COVID-19 related challenges such as issues related to interpreting the restriction guidelines and short lead times to restrictions, Latrobe City Council has established a dedicated community Helpline to provide direct and timely support and assistance to community. The Helpline provides an in depth understanding of current and emerging impacts of COVID-19 on our community.

Council is utilising its extensive community and service networks, underpinned by demographic data to provide assertive outreach to vulnerable community members.

In reaching out to the most diverse range of community members, we are ensuring our community is connected, safe and well.

This outreach is also informed by a strong network of partnerships with community leaders, and respected and trusted community agencies.

In addition to providing community focused support and assistance information gathered from the Helpline, subsequent strength based community interventions will inform recovery activities in our communities and the work of the co-designed Municipal Public Health and Wellbeing Plan.



In addition, Working for Victoria (WFV) has been a welcomed initiative to support COVID-19 impacted community members to find paid work, while contributing to the community's recovery from COVID-19. Challenges experienced by Council relating to this initiative include short submission timeframes and long wait times to hear the outcomes.

Latrobe City has secured a total of 68 roles. Although a significant workload increase for the Latrobe City recruitment team, both in preparing the Position Descriptions and duties, advertising via the WFV platform and recruitment, this process has gone relatively well for Council and provided increased resources in a number of departments across the organisation.

As an additional issue impacting the community, there are a number of 'junior' football competitions that are currently operating within Latrobe City and the broader Gippsland region; these range from U18 years to U8 years of age, with growing number of spectators. These competitions have commenced at a time when the number of COVID-19 positive tests in the State of Victoria has risen sharply. This appears to be inconsistent with the rules around not having mass gatherings outdoors or indoors, thus posing a significant health risk and creating confusion within the community.

Some of these competitions, especially for the older age groups involve significant amount of travel within the vast Gippsland region, where the number of COVID-19 positive tests are also on the increase.

Competitions have commenced with approval from the AFL, the various football leagues and local councils providing permission for use of grounds, under strict specified COVID-19 conditions. It is understood that spectators are allowed with social distancing, however there does not appear to be restrictions on the number of spectators, and not all stay in their vehicles. The way these conditions and restrictions are enforced and managed is of concern, and there does not appear to be an adequate level of checking that the rules and restrictions are being applied, many rules are subject to interpretation and are not applied with consistency to keep people safe.



The direct impacts of COVID-19 on our community, identified in collaboration with other community agencies include:

Table 1: COVID-19 Impacts on Latrobe Community

Issues	Council Actions	Enablers/<i>Barriers</i> (in italics)
Additional support was required for frail, aged and people with a disability to ensure that their basic needs were met.	Increasing the access to: <ul style="list-style-type: none"> - Meals on Wheels - shopping services - regular phone contact - provision of regular written information about COVID-19 and related restrictions. 	These programs have funded targets from the State and Federal Governments and approval to be flexible and provide alternate services was provided.
Social isolation and boredom experienced by community members.	Increased access to libraries through online memberships and resources and home delivery of books. Online offerings at Latrobe Regional Gallery and Latrobe Performing Arts.	New service delivery model for libraries focussing on online support and home delivery services. Redirection of program funds and resources to facilitate payments to artists and delivery of program. This program will be maintained ongoing.



Issues	Council Actions	Enablers/Barriers (<i>in italics</i>)
<p>Confusing and inconsistent information from State and Federal Governments.</p> <p>Access to COVID-19 testing is limited, keeps changing locations, is not well promoted locally and results can take up to five days.</p>	<p>A local community Helpline provides direct and timely support to the community in relation to testing.</p> <p>Contact made with DHHS to request additional testing sites and ongoing promotion of information.</p> <p>Latrobe City Mayor will write to the Minister for Health raising the issues relating to testing, and requesting additional testing sites and associated resources.</p>	<p>Re-deployment of Council staff into Helpline roles.</p> <p>Fortnightly collation of local service system availability undertaken to inform the availability of services for residents.</p> <p>State Government is about to announce additional local testing opportunities and has announced that local health contact tracing teams have been established.</p> <p><i>The community feels anxious about not being able to easily access testing and about not knowing the town location of those tested positive as this information is publicly unavailable.</i></p>
<p>Ongoing financial and social wellbeing of residents.</p>	<p>0% rate increase for the 20/21 financial year.</p>	<p>Council forgoing over \$13 million in revenue over 10 years.</p>
<p>Increased risks of family violence.</p>	<p>No action taken by Council; Latrobe City service providers and the police identified families experiencing increased levels of risk of family violence (through their existing databases) and reached out to them.</p>	<p>The Federal Government's \$150 million Domestic Violence Support Package for 1800 Respect and Mensline Australia welcomed.</p>



Issues	Council Actions	Enablers/Barriers (<i>in italics</i>)
<p>Community Groups and Sporting Clubs unable to meet, be active and unable to fundraise.</p> <p>Concern that many may not return to participate in clubs or groups due to COVID-19.</p>	<p>Specific Council Community Grants program established with relevant criteria to support groups and clubs with their operations.</p> <p>Council supporting community groups through providing information and advice on the requirements for reactivating groups – also working with peak bodies.</p>	<p>Additional budget allocation of \$500,000 above normal Community Grants and Sponsorship Program.</p> <p>Waiving of Council fees and charges for hire/access to key facilities.</p>
<p>Community concern for lack of and seemingly lax police checking of businesses, organisations and community members not adhering to COVID-19 restrictions. High impact on mental health and anxiety.</p> <p>Community concern about the number of people moving through or about Latrobe City to access work from restricted areas currently recording high levels of positive cases of COVID-19.</p> <p>Continuous changes to COVID-19 restrictions at State and Federal levels, border closures and permit requirements.</p>	<p>Police contacted when incidents reported and members of the public encouraged to report.</p> <p>Latrobe City Environmental Health team following up with some businesses regarding COVID-19 requirements.</p> <p>Advocacy to State Government.</p> <p>Latrobe City COVID-19 Helpline service extended for a period of months and direct engagement by officers with wide cross section of community to identify and monitor impacts.</p>	<p><i>No requirement currently for workers or those in permit categories to have regular tests for COVID-19 .</i></p> <p>Referrals made to local support services.</p> <p>Timely information provided through Helpline and shared widely.</p>



Issues	Council Actions	Enablers/Barriers (<i>in italics</i>)
Community Groups unable to hold community events.	Latrobe City Community Events Grants able to be carried forward for a period.	Flexibility provided to Community Groups to support community connectivity through events once restrictions eased.
University students, especially international students, loss of part time work and access to income support.	Direct referrals from local services and community organisations to assist in provision of food and essential supplies.	Emergency relief providers and service sector positioned to assist. Latrobe City Trust Magistrates Court grant funds able to be accessed.

Local Business Impacts

In May 2020 Council undertook an extensive consultation to determine the initial COVID-19 business impacts (see Appendix 1). The second round of consultations was undertaken 3 weeks later in June 2020 to understand any changes in the impacts on business (see Appendix 2). As part of these processes, a total of 200 Latrobe City businesses were surveyed.

There were no significant changes identified from the first survey to the second. However, more businesses in the second round indicated that the biggest challenge that they have encountered was uncertainty in relation to not knowing when the restrictions will be removed, when businesses will get back to normal, how long the pandemic will last, and how long the business support packages from the Governments will keep their business going.

In accordance with these surveys, the sectors that have been severely impacted in Latrobe City are the accommodation and food, arts and recreation services, retail trade, and small private health and social services experiencing most significant impacts.

Industry sectors that have not been adversely impacted by the COVID-19 pandemic include agriculture and forestry, construction, transport and postal services.

COVID-19 has prompted some businesses to make changes to service delivery including online business pathways such as including telehealth, online classes, home based delivery, etc.



There have been further impacts following the Chief Health Officer's reinstatement of Stage 3 'Stay at Home' restrictions on Wednesday 8 July 2020 across metropolitan Melbourne and Mitchell Shire. While it has been beneficial for Latrobe City to remain outside of the restricted area, there have been flow-on effects to this region and its businesses.

Latrobe City accommodation providers particularly have been impacted, and have experienced a significant reduction in occupancy rates and a change in clientele, with virtually no corporate repeat client base remaining and most bookings made by locals.

Latrobe City Council has surveyed its accommodation businesses to have a better understanding of the impacts of the 8 July restrictions. A refund of bookings from 'hot-spot' areas (extended to Melbourne and Mitchell Shire) up to \$225 per night has been well received, however the issue is that holiday makers are mostly local and bookings are usually last minute. The refund of bookings from hot-spot areas need to have been made prior to 30 May 2020, resulting in most cancelled bookings being ineligible for this refund.

Anecdotally, some employers are not paying workers when they do get tested if they have to take time off because the paperwork is too onerous. This means employees may be required to utilise their annual leave. The process for employers accessing funds for workers who are being tested or have symptoms and have to stay home is too bureaucratic, and may result in the risk of workers not staying at home if they have symptoms and trying to mask their symptoms.

The key impacts on Latrobe business are highlighted in Table 2.

Table 2: COVID-19 Impacts on Latrobe Business

Issues	Council Actions	Enablers/ <i>Barriers</i> (in italics)
In both surveys over 50% of local businesses reported being affected, with 51% reporting a reduction in turnover in the first survey and 65% in the second.	\$1.7 million Council business and community support package including fee and permit waivers.	JobKeeper initiative (37% Latrobe City businesses applied). Boosting Cash flow initiative (up to 17% Latrobe City businesses applied).



Issues	Council Actions	Enablers/ <i>Barriers (in italics)</i>
<p>Extreme impacts on Arts, Events and Tourism industries (including performers, ride operators, food and beverage suppliers, security and labour hire).</p>	<p>Council Officer support with business planning and training.</p> <p>Maintenance of arts and culture services for community, including direct paid engagement of artists to deliver programs from Latrobe City's key cultural services Latrobe Regional Gallery and Latrobe Performing Arts.</p> <p>Tourism campaign activity focused on encouraging local and regional patronage of local businesses as restrictions ease.</p>	<p><i>Business structures (e.g. sole/small trader) have resulted in many businesses being unable to implement JobKeeper.</i></p> <p>Direct funding to artists and creatives through the Australia Council and Regional Arts Victoria are welcomed</p> <p><i>Artists and creatives operating from the Latrobe Valley may not have capacity or structural access to secure funding in a competitive round – dedicated funds to more vulnerable communities would be helpful – this could be administered by local government cultural services.</i></p>



Impact on Council Services

Service closures and reduced attendance at some services have resulted in a significant financial impost to Council, with an estimated net reduced income impact of \$1.576 million by 30 June 2020.

The negative impact on revenue due to COVID-19 closures of Council's leisure services alone is forecast at \$1.035.046 (incl. caravan parks and outdoor pools) against the mid-year budget forecast.

In February and March of this year the impact on the Latrobe City community, particularly its local businesses became evident. In response Council adopted a range of support measures, designed to provide financial and non-financial support to the local business community and community groups.

These include:

- reduction of rent for tenants in Council owned buildings,
- refunds of street trading and outdoor dining permit charges,
- refunds of health registrations charges,
- provision of a waiver of rent or fees for sporting groups utilising Council owned lands/grounds and buildings, to name a few.

The impact of this short term support package equated to a further loss of revenue of \$161,492 in the 2019-2020 Council budget.

Council will also provide a Business and Community Support package for the 2020/2021 financial year to the value of \$1.729 million. The Business and Community Support and Recovery package included the supports listed above as well as waiving of some planning permit fees, business support vouchers, small business grants, support for business chambers of commerce, webinars, marketing initiatives and community support grants. Support for residents through a 0% rate increase in 2020/21 will have a net reduction in revenue of \$436,000 which equates to a total cumulative impact of \$4.004 million. Longer term financial impacts are expected to be to the value of \$13.13 million over 10 years.

Such projections in the loss of revenue will impact service delivery capacity into the future.

Where possible, many council services responded to this health crises in positive and creative ways to improve the wellbeing of our community.



For instance, Council's library services broadened services and operated responsively under the Government restrictions. This involved:

- Calling over 900 members at home to provide community connection;
- Provision of reader advisory service – providing a vital link to members wishing to find certain material;
- Transforming programs/ activities into digital formats;
- Presenting/ connecting via video formats;
- Home library service extension to those who fitted the Government's 'at risk' category, i.e. people aged 65 or over or otherwise vulnerable;
- Free books for the community, offered outside our libraries with regulated quarantining for health and safety;
- Storytime online – weekly pre-recorded videos of storybooks chosen by our librarians;
- Form Drop – to enable community members to deliver Council forms through library after hours book return chutes;
- Tech Help Call Back – to help customers with digital library use and access;
- Click, Call and Collect – for pre-ordered items in a range formats options, including books, DVDs, CDs, talking books, play aways, magazines etc.

There was initial confusion as to whether staff could continue to work in libraries when they were closed to the public. While this was eventually cleared as being a place of work, the wellbeing of volunteers was impacted due to their inability to attend.

The broader impacts on Council operations are included in Table 3.

Table 3: COVID-19 Impacts on Latrobe City Operations

Issues	Council Actions	Enablers/ <i>Barriers (in italics)</i>
Significant loss of revenue across Council services.	211 casual staff laid off.	<i>Local government is not eligible for JobKeeper.</i>



Issues	Council Actions	Enablers/ <i>Barriers (in italics)</i>
The dog attack investigations have increased by 47%, animal management requests have increased by 15%, and there has been 12% increase in animal infringements issued. The local laws requests for the traffic and compliance team have increased by 30.8%.	Multi-media campaigns reminding residents to walk dogs on leashes and other responsible pet ownership messages.	Council absorbed the cost of increased local laws staffing hours in response to demand.
Free childcare services resulted in \$425,672 reduced income.	Council continued to operate childcare throughout the pandemic absorbing the reduction in income.	<i>Ineligibility of local government to JobKeeper to cover the reduction in income. Thus this has to be absorbed by ratepayers.</i>
Increase in Council immunisation services.	April 2020: 191 people immunised compared to 68 in 2019. May 2020 252 immunised compared to 74 in May 2019.	New model of immunisation to accommodate social distancing. Council capacity to upscale to meet community need.



Recommendations

The Victorian Government's COVID-19 response could have been strengthened by:

- Recognition of the role of local government in supporting communities during pandemic responses.
- Greater consultation with local government to implement pandemic responses.
- Consistent messages from State and Federal Governments to reduce confusion and support individuals to remain safe and comply with regulations.
- Provision of specific non-competitive funding support to arts and cultural services, galleries and performing art centres in regional areas to engage artists in paid work.
- Nomination of libraries as essential services for the wellbeing of the community.



Appendix 1: Latrobe City Business Survey Results (Survey 1 – May 2020)

Table 1: Industry Categories Surveyed

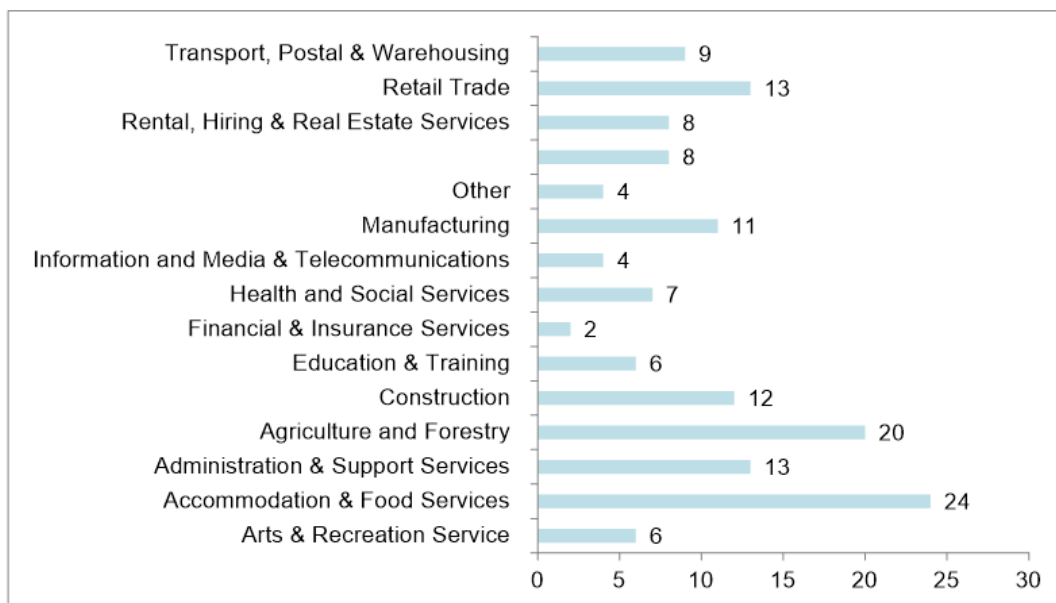




Table 2: COVID-19 Business Impacts

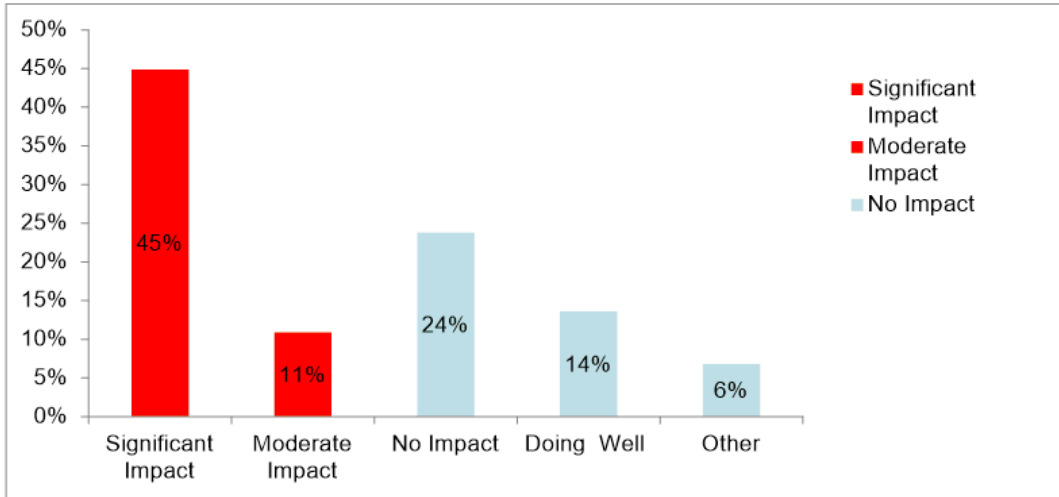


Table 3: Business Challenges Experienced Due to COVID-19

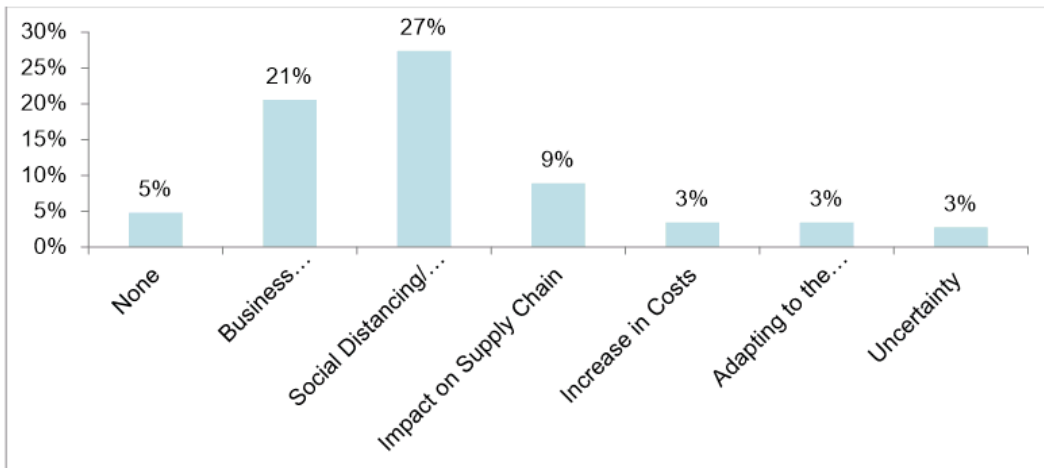




Table 4: Impact on Staff Retention (% of businesses that have put staff off)

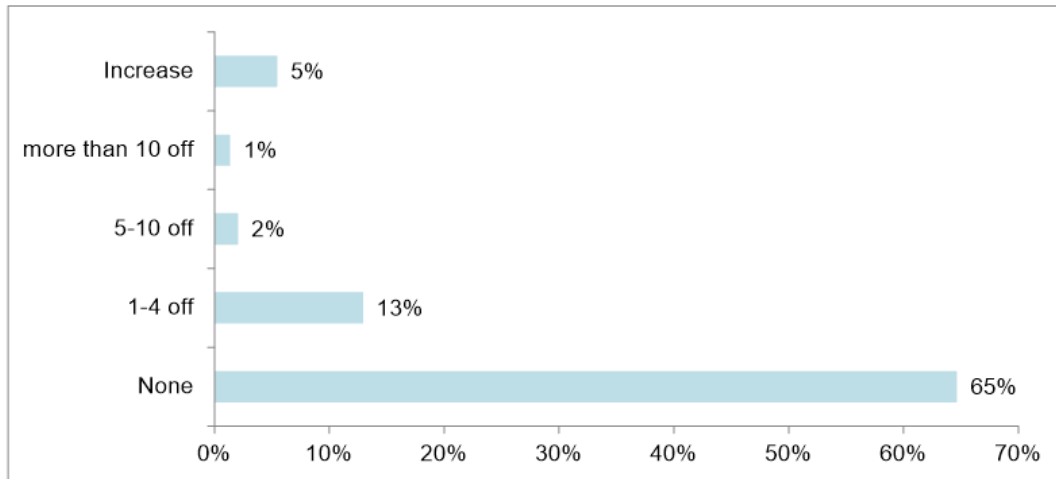




Table 5: Impact on Business Turnover

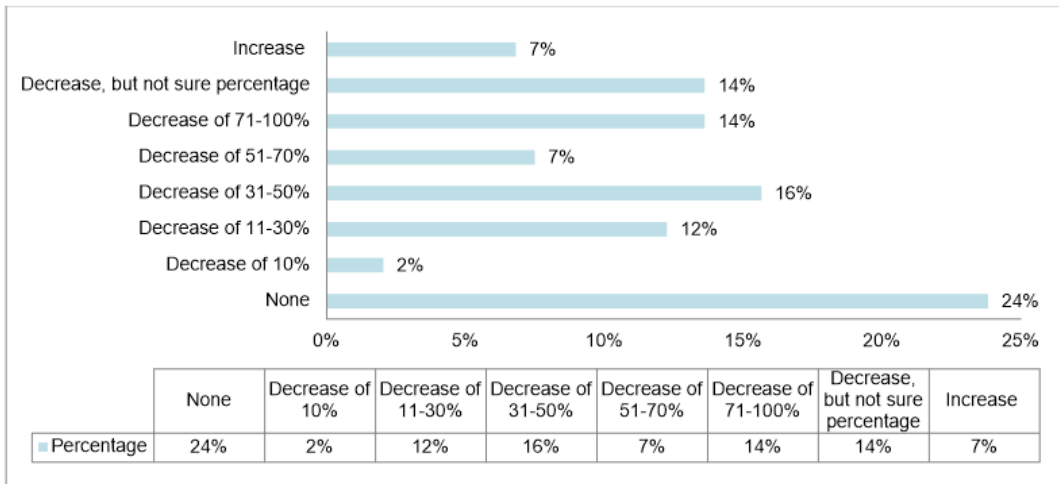
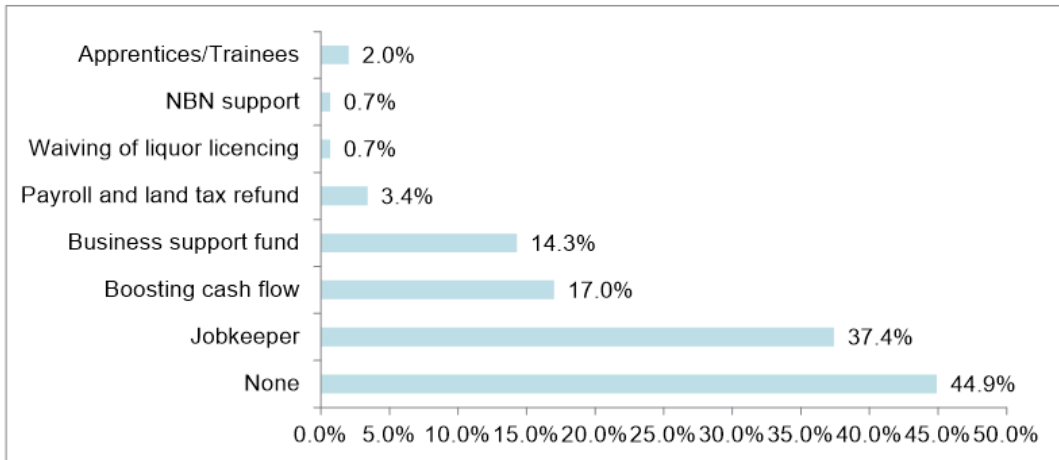


Table 6: Applications to State and Federal Business Support Packages





Appendix 2: Latrobe City Business Survey Results (Survey 2 - 2020)

Table 1: Industry Categories Surveyed

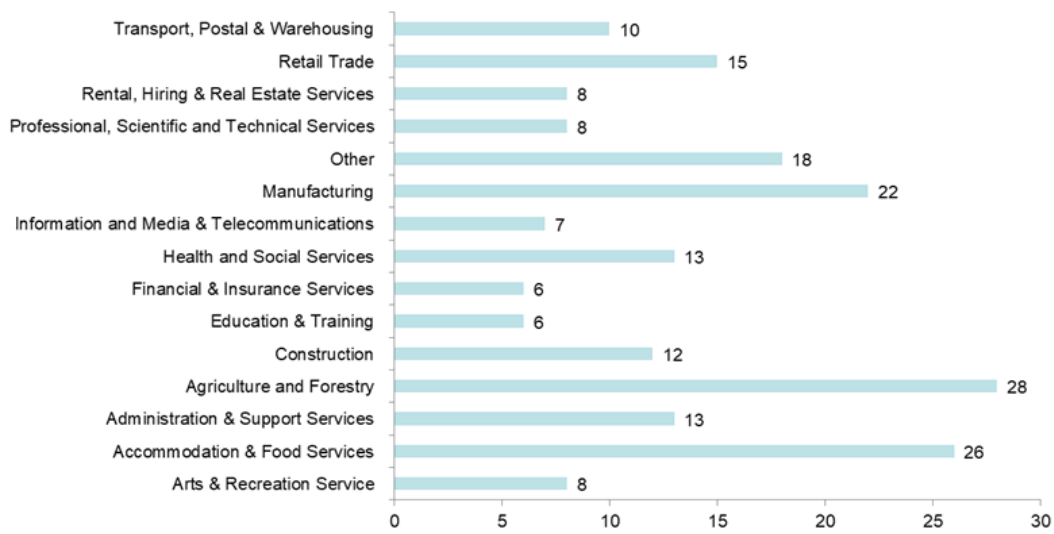


Table 2: COVID-19 Business Impacts

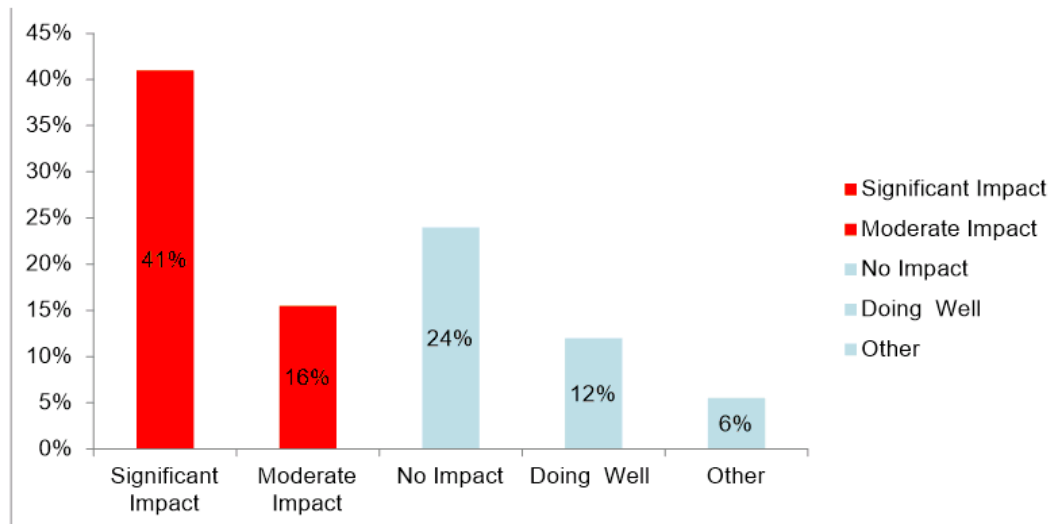




Table 3: Business Challenges Experienced Due to COVID-19

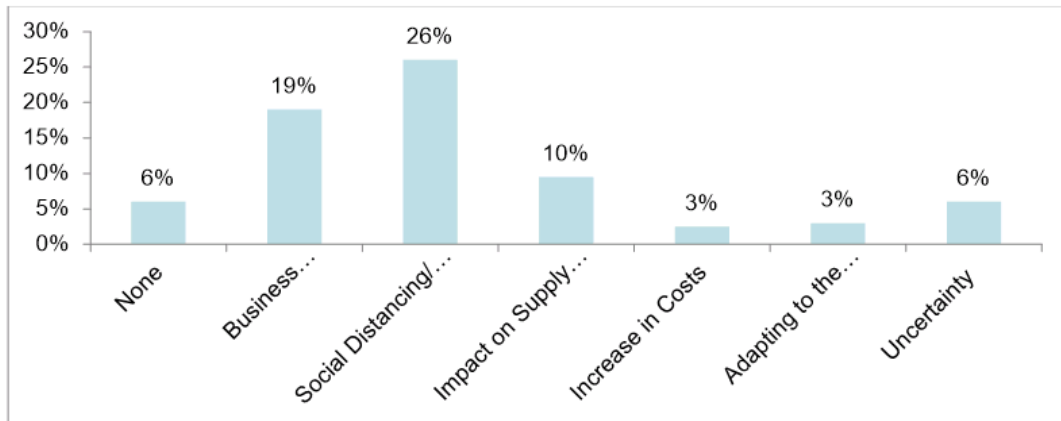


Table 4: Impact on Staff Retention (% of businesses that have put staff off)

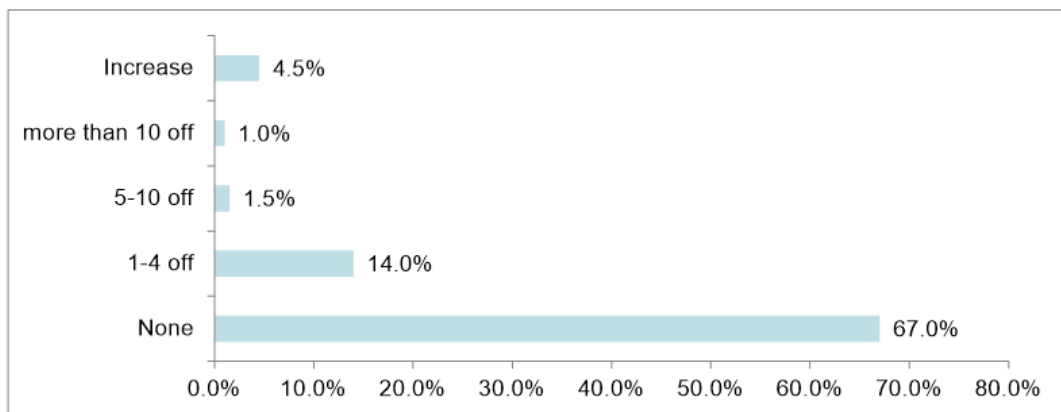




Table 5: Impact on Business Turnover

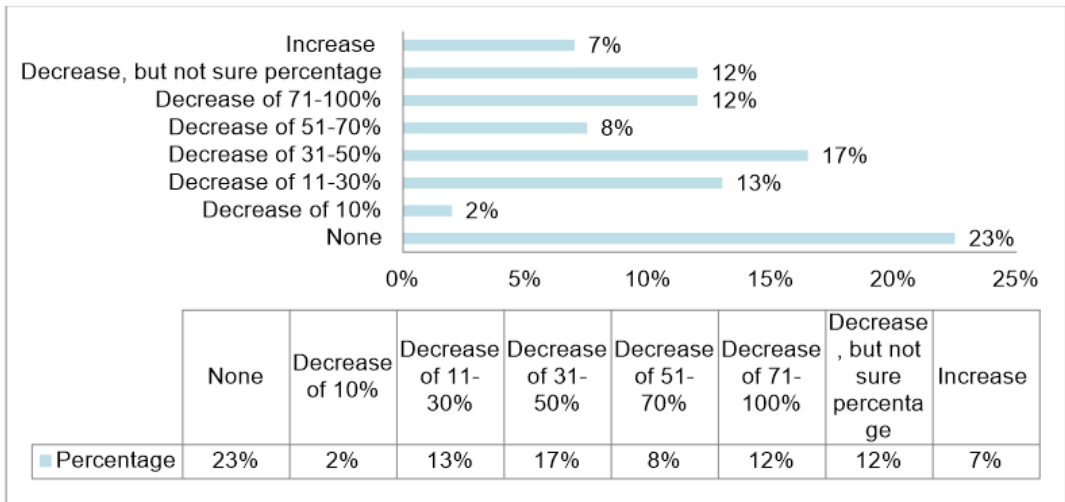
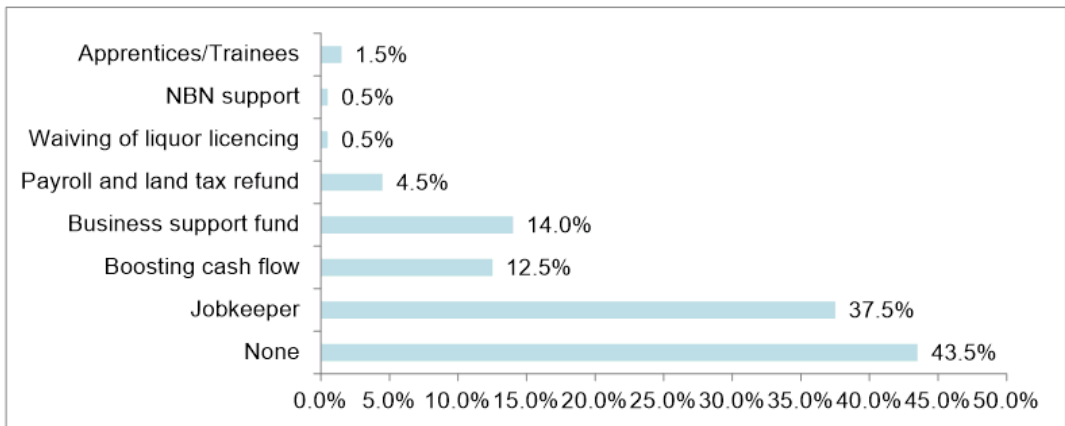


Table 6: Applications to State and Federal Business Support Packages





PARLIAMENT OF VICTORIA – COMMITTEES

PUBLIC ACCOUNTS AND ESTIMATES COMMITTEE

Terms of Reference

59th Parliament

Inquiry into the Victorian Government's response to the COVID-19 Pandemic

On Wednesday 29 April 2020, the Public Accounts and Estimates Committee agreed to:

Review and report to the Parliament on:

- a) the responses taken by the Victorian Government, including as part of the National Cabinet, to manage the COVID-19 pandemic and
 - b) any other matter related to the COVID-19 pandemic
- up to each reporting date of the Committee.

The Committee is to report to Parliament:

- a) on or before 31 July 2020 and 31 October 2020
- b) or such other date/s as the Committee decides.

Agenda Item: 14.2

Agenda Item: Investment Roadmap

Sponsor: General Manager, Regional City Growth and Investment

Council Plan Objective: Support job creation and industry diversification to enable economic growth in Latrobe City.

Status: For Decision

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Gibson

That Council

- 1. Endorses the Draft Investment Roadmap for public consultation for a period of 6 weeks from the 10 August to 18 September 2020.**
- 2. Receives a report at a future Council meeting that presents any feedback received.**

CARRIED UNANIMOUSLY

Executive Summary:

The Latrobe City draft Investment Roadmap is about promoting long-term sustainable economic growth across our region. The key premise is uniting around a future economic vision for our region in 2030 and beyond.

The Investment Roadmap once finalised will be an important pillar of the overall Economic Development Strategy for Latrobe City. Other pillars of the Economic Development Strategy that sit alongside the Investment Roadmap include the future Branding Strategy, Latrobe Regional Airport Development Plan, Tourism and Major Events Strategy.

The draft Investment Roadmap is about identifying new emerging industries and new opportunities. The Investment Roadmap is also a marketing tool to further confirm that Latrobe City has great opportunities and whilst not speaking to individual stakeholders is designed in such a way to be enticing and raise the profile of Latrobe City as a regional city. In addition to investors this document is designed to speak to both state and federal government as offering solutions to future efforts for economic growth.

As a result of COVID-19 this document has taken on a new sense of urgency and importance as all levels of government look to rebooting not only Latrobe City's economy but both the Victorian and Australian economy. Both state and federal governments will need to be fiscally prudent given the unstable economic environment and the significant unplanned expenditure due to COVID-19. Having a Latrobe City Investment Roadmap will provide opportunities for future funding from government.

as part of the development of the draft Investment Roadmap, Price waterhouse Coopers (PwC) conducted a review of all existing work undertaken, these included:

- Economic and Population Indicators -2019
- Council Plan - 2017
- Economic Development Strategy -2016
- A Strength Led Transition - 2016
- Invest in Latrobe

PwC also leveraged their role as Latrobe Valley Jobs Advocate and the insights they had previously received from businesses in the region to help inform the draft Investment Roadmap work.

Extensive consultation was undertaken by PwC which included the following-

- Key Industry
- Government Agencies
- 3 x Out of Sessions forums with Councillors
- 1 x Community Round Table
- Economic Development Advisory committee

Stakeholders were asked a variety of questions relating to opportunities and barriers.

As a result of discussions with stakeholders and councillors an implementation and action plan was developed with the following key focus area -

- Focus Area 1: Industry Led Skills and Training
- Focus Area 2: Advanced Manufacturing
- Focus Area 3: Regional and Rural Health Innovation Hub
- Focus Area 4: Circular Economy

Background:

Our region has been in economic transition, following the Hazelwood Power Station and mine closures in 2017 and with the anticipated future mine and power station closures, our region continue its significant economic and structural transition.

Latrobe City hosts a highly skilled workforce that has been associated with the power industry, other heavy industries and their related supply chains and this is seen as a major opportunity in our transition.

At the core of Latrobe City's transformation is a strong need to drive the region's employment and economic diversification, given that the Latrobe City community has borne, and is expected to continue to bear, a significant economic cost of the structural change currently occurring in Australia's energy sector.

With this in mind Latrobe City Council (LCC) is committed to leading the community to a sustainable future through the diversification and development of industry and businesses located in Latrobe City. To this end new jobs and economic growth have been identified by LCC as vitally important to securing a prosperous future for our community. It should be noted that the Latrobe City Councils Economic Development Strategy and the draft Investment Roadmap, whilst they are two separate documents and have been commissioned at different stages, they will complement each other at times.

Issues:

Strategy Implications

This Report aligns with the following objectives from the Latrobe City Council Plan 2017 – 2021:

1: Support job creation and industry diversification to enable economic growth in Latrobe City;

Objective 2: Encourage improved education & training outcomes in Latrobe City;

Objective 3: Improve the liveability and connectedness of Latrobe City;

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

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

Building on these Council Plan's objectives, the draft Investment Roadmap puts forward options for a collective vision to provide further focus for Council's economic

investment efforts and builds on the existing adopted Economic Development Strategy.

Communication

A communication and media campaign to promote the draft Investment Roadmap will be developed in consultation with our communication team.

Financial Implications

The development of the draft Investment Roadmap is funded from the 2019/2020 adopted budget.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Service Delivery Risk</p> <p>Implications from the COVID-19 on the political and fiscal environment might act as barriers for some priority asks getting traction with the Government</p>	5 (Almost Certain)	Creation of Investment Roadmap to identify key projects to take to the government
<p>Reputational Risk</p> <p>Community will have an expectation that Latrobe City will be working on delivering creation of new jobs/ business option's.</p>	3 (Possible)	Investment Roadmap will provide opportunities to invest in Latrobe City.

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

Legal and Compliance

NIL

Community Implications

Any community impact from the Investment Roadmap should be positive, as investment and jobs growth in our region will improve the liveability and connectedness of Latrobe City. The community will have the opportunity to comment on the draft Investment Roadmap after the August Council meeting.

Environmental Implications

NIL

Consultation

Consultation was undertaken by PwC during the course of developing the Investment Roadmap, which included the following-

- Economic Development Advisory committee members
- Key Industry Representatives
- Government Agencies
- 3 x sessions with Councillors
- 1 x Business Community Round Table

Stakeholders were asked a variety of questions relating to opportunities and barriers.

These included:

- What do you see as the strengths of the local Latrobe industry workforce?
- What current or proposed projects do you have in Latrobe?
- What barriers to investment have you experienced?
- What would make it easier to invest and do business in Latrobe?
- What is your perception of Latrobe?

Further consultation will take place once the draft Investment Roadmap is placed on public exhibition. COVID-19 restrictions will limit face to face consultation however; all stakeholders consulted to date will be emailed a copy of the draft Investment Roadmap requesting their feedback.

The document will be posted on the Have a Say Page on Council's website as well as promoted via social media channels and the Latrobe Valley Express. Presentations to business chambers and community groups where appropriate will also be offered, via a virtual platform.

Declaration of Interests:

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

Supporting Documents:

Attachments

1 [📄](#). Draft Investment Roadmap

14.2

Investment Roadmap

1	Draft Investment Roadmap	245
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Draft

Investment Roadmap 2020

TAFE
GIPPSLAND



Draft

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To obtain this information in languages other than English, or in other formats, please contact Latrobe City Council on 1300 367 700.

Date of publication: 2020

Draft

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Draft

Foreword

Latrobe City is a vibrant place to live, work and do business. At the heart of the Gippsland region, we are renowned for engineering excellence through our mining and power industry. We are committed to harnessing the strengths and emerging opportunities in our City to create a diversified, prosperous local economy and bright economic future for our region.



Cr Dan Clancey
Mayor
Latrobe City Council

Latrobe City Council is committed to leading the community to a sustainable future through the diversification and development of industry and businesses located in the municipality.

We are investment ready, and are looking for opportunities to partner with government, industry and business to strengthen Latrobe City's role as a regional hub of innovation. As a part of this we have developed an investment roadmap that recognises the challenges facing the global economy, and the need to work with state and national partners to embrace change.

In this task, we aren't starting from scratch. This investment roadmap builds on our Economic Development Strategy, responds to and hopes to help implement existing Victorian Government strategies, policies and commitments for the Gippsland region. This investment roadmap is not a short term plan, but rather a strategy to reposition and strengthen Latrobe City with a look to 2030 and beyond.



Steven Piasente
Chief Executive Officer
Latrobe City Council

To deliver our vision for Latrobe City, we have identified four key interconnected opportunities:

1. Industry led skills and training
2. Advanced manufacturing
3. Regional and rural health innovation hub
4. Circular economy

Each of the opportunity areas summarise specific actions and strategies for investment. They are naturally complimentary, allowing for multiple areas of growth and far-reaching benefits.

Latrobe City has a bright future, and we welcome you to contact us to discuss how you can be part of an exciting future in Latrobe City.

Cr Dan Clancey
Mayor

Steven Piasente
Chief Executive Officer

Draft

Latrobe City's Vision



2030 and Beyond

Latrobe City is planning for the future. By 2030, Latrobe aims to be the centre of innovation in regional Victoria, adopting a circular economy approach to business and becoming a hub for advanced manufacturing, health and industry-tailored workforce training.

Located 150 km east of Melbourne CBD, Latrobe City is a centre of Gippsland's extensive hub and spoke network. Traditionally known for its electricity and mining capabilities, Latrobe City has started the next steps in its journey, with essential labour and infrastructure ready for redeployment.

Keystone assets

The region possesses a number of keystone assets, including:

Power grid infrastructure

Engineering and manufacturing skills

Large regional hospital and airport

Large, ready workforce

Water and land availability

Higher education choices

Geothermal resources

Affordable land

Strong transport connections

High speed internet connectivity

These key skills and assets provide a solid foundation for additional innovation to be brought into the region. Affordability and established community infrastructure also enhance the city's liveability, making it a great place to live and do business.

Region Snapshot

Essential infrastructure

Power grid	Water infrastructure
Regional airport	Large regional hospital

Investment precincts

Hi-tech precinct
Logistics precinct
Food manufacturing precinct
Aerospace precinct

-  Hospitals
-  Educational institutions
-  Victoria rail line
-  Transmission infrastructure (capacity)
-  Renewables assets
-  Hydrogen pilot plant project

Draft

Zoned industrial land

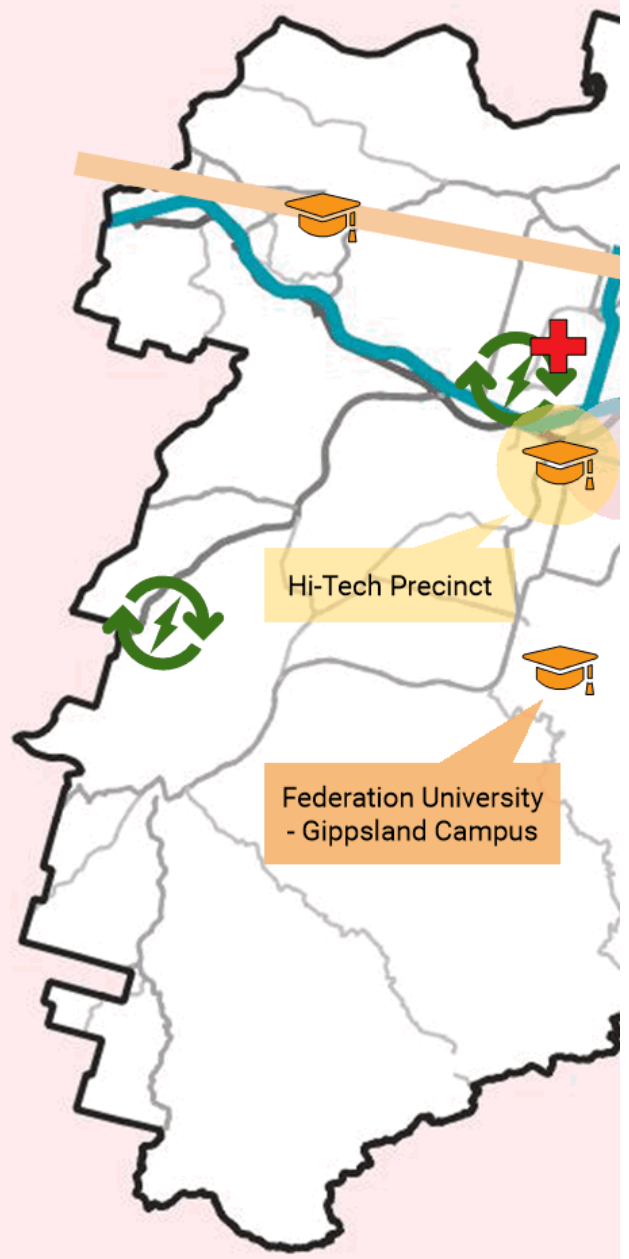
1,685ha (2016)

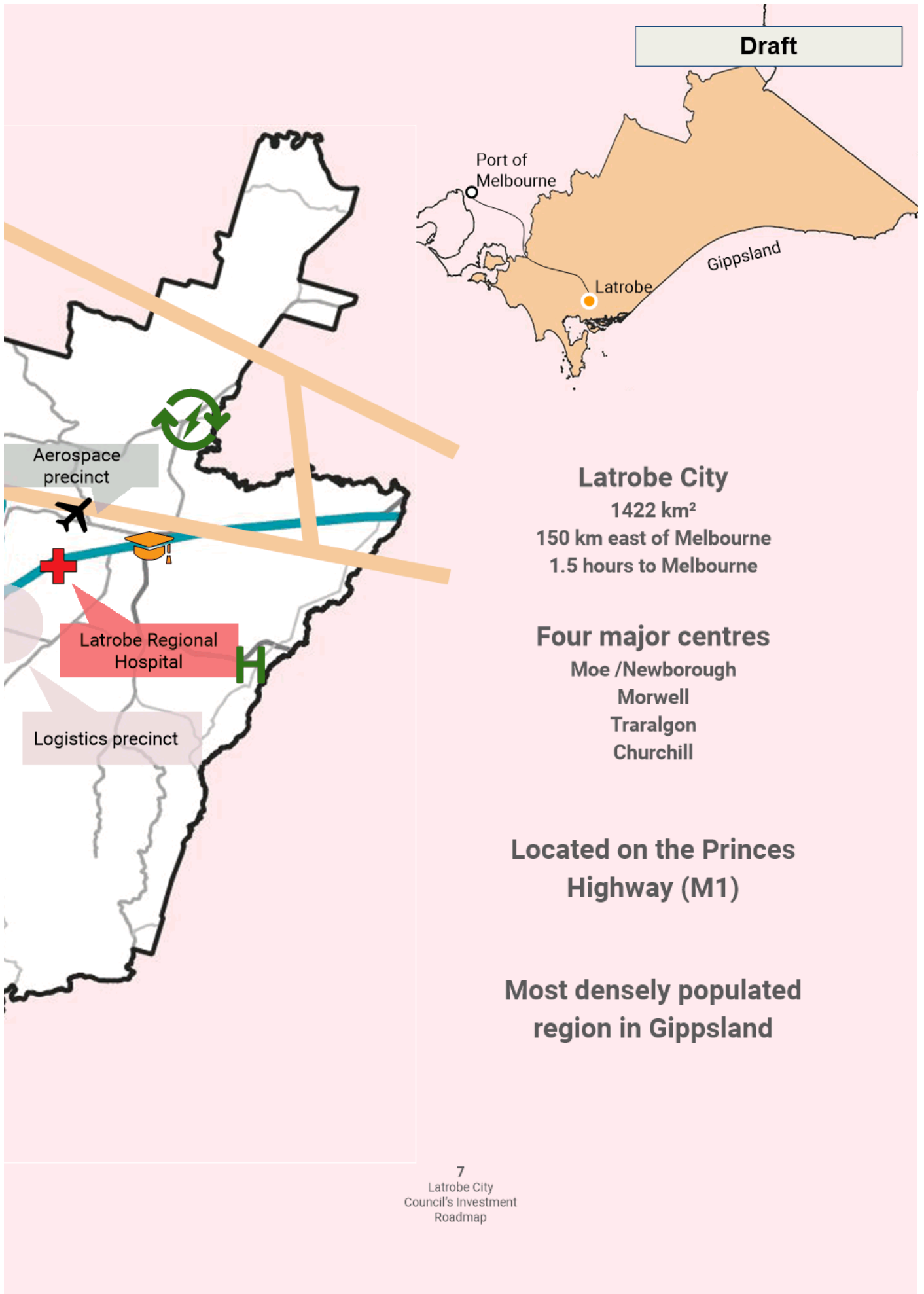
Industrial land availability

915ha (2016)

Businesses

4,289 (2017)





Draft

A region with comparative advantage and emerging opportunities

Latrobe City's economic and demographic profile provides potential to unlock new opportunities. Sustained industry growth has already set the path towards further innovation, and the city's large, capable workforce will facilitate the move forward.

POPULATION



74,612 (2017)
0.69% p.a. growth rate

EDUCATION



University Enrolments 2,134 (2018)
TAFE enrolments 4,940 (2017)
Certificate Completions: 1,660 (2018)

OCCUPATIONS & SKILLS



Skill sets
Process engineering
Allied health
Technical skills in energy

ECONOMIC OUTPUT



GVA
\$7.286 billion (2019)

WORKFORCE



32,389 (2017)

SIGNIFICANT EMPLOYERS



Health : 5496 employees
Electricity, Gas & Water: 3,242 employees
Education & Training: 3,003 employees (2019)

Draft

Current and future trends

Global, national and local trends will underpin what economies will need to survive and thrive. Linking investment to these trends will ensure relevant opportunities are delivered, allowing wide economic and community benefits to be realised.

Post-COVID-19 recovery



Shocks to globalisation



The desire to increase domestic production has grown due to global shocks, including the COVID-19 pandemic.

Australia will look to local supply chains to mitigate against future shocks. Areas such as defence will be key focuses for domestic production.

The COVID-19 pandemic has highlighted the need to rethink the way we work and the structural weaknesses in our economy.

Disruption in the way we work has led to renewed interest in telework and decentralised government services in regional areas.

It has also highlighted the need to retool the health industry, and has paved the way for the increased use of telehealth. Innovation in healthcare and associated equipment will be necessary moving forward to ensure health systems can efficiently cope with increased demand.

Circular economy



Transitioning from a linear to a circular economy presents a significant opportunity to generate secure jobs in Latrobe City.

Latrobe City already has an emerging circular economy and has potential to build on this harnessing renewable energy and embracing opportunities to become a biorefinery industrial hub.



Draft

Alignment with Federal and State objectives

Latrobe City is committed to aligning its investment opportunities with government objectives. This will ensure that wider values are recognised and that investment outcomes address the most appropriate needs.



The aim to protect existing businesses and the workers they employ is something that resonates strongly with Latrobe City Council.

Enabling regional businesses to diversify and grow will strengthen the economic foundation of the city, allowing for greater innovation and collaboration to occur.



Global trends have shaped a preference towards domestic production and supply chains.

Investing in local innovation will help pave the way for a more self-reliant future, and further support business continuity.



Bushfires, flood, drought and pandemics will continue to affect Victoria and the wider nation. Preparation will allow Latrobe City to be better placed for the next unexpected crisis.

Supporting businesses and communities with appropriate prevention strategies and resilience infrastructure will be vital for future economic and social well-being.

Draft

Opportunities: Key Focus Areas

Latrobe City aims to focus on four interrelated focus areas to achieve its vision. The complementarities between these will ensure benefits are catalysed in a range of industries and across the community.

Advanced manufacturing

Industry led skills and training

Circular economy

Regional and rural health innovation hub

Latrobe City
a new energy

Draft

Focus Area 1:

Industry Led Skills and Training

Latrobe City has a large pool of redeployable skills. The city also has a significant education and training sector that has been aligned to industry needs and developing the skills for the future.



Redeploying the Workforce

High levels of technical skills, particularly in process engineering and energy, are evident amongst Latrobe City's labour force. These can be redirected and applied to new industries, including advanced manufacturing and renewables.

Alignment with industry

TAFE Gippsland and Federation University already instill industry skills and capabilities in their students through partnerships and skill uplift programs. Expansion of these initiatives will continue to strengthen the future workforce.

Image: Lion Dairy

Strategy and Opportunities

Hi-Tech Precinct



Expansion and development of Latrobe's precinct for research and innovation

Collaboration with educators



Establishing partnerships to develop industry-tailored workers

Exporting expertise



Harnessing teleworking to export technical expertise

Draft

Focus Area 2: Advanced Manufacturing

Latrobe’s existing skills and assets provide a strong foundation for creating a competitive edge in advanced manufacturing.



Workers with strong technical skills are ready to apply their knowledge in new areas. Access to these skills, as well as the readily available water within Latrobe City, will allow advanced manufacturing to take off efficiently.

In addition, existing freight and logistical support offered by rail connections and the Latrobe Regional Airport will aid the transport of inputs and final products. Affordable land is available for the development of additional buildings and infrastructure, enabling production to grow and thrive into the future.

Image: Australian Paper

Strategy and Opportunities

Defence



Working with industry to demonstrate capability to enter global supply chains

Health



New medical technologies and pharmaceuticals

Smart Cities



Development of smart lighting and usage sensors

Food and Fibre



Production and export of food and fibre products

Draft

Focus Area 3: Regional and Rural Health Innovation Hub

As Latrobe City's largest employer, the health industry is already growing strongly. Investment in health workers, as well as key pieces of infrastructure and equipment, will build Latrobe into a hub for regional health.



Retooling the industry

Gippsland's health sector will benefit largely from the proposed advanced manufacturing activities in Latrobe. Key health supplies will be able to be manufactured locally, with the ability to scale up in times of great need.

Specialised Training

Regional and rural health skills will be built upon through targeted training of health professionals. The existing focus on developing additional health training facilities in Latrobe will go hand in hand with this initiative.

Strategy and Opportunities

Residential aged care services



Leveraging increased demand for aged care services from Latrobe's ageing population

Health manufacturing



Producing key health supplies and pharmaceuticals

Telehealth

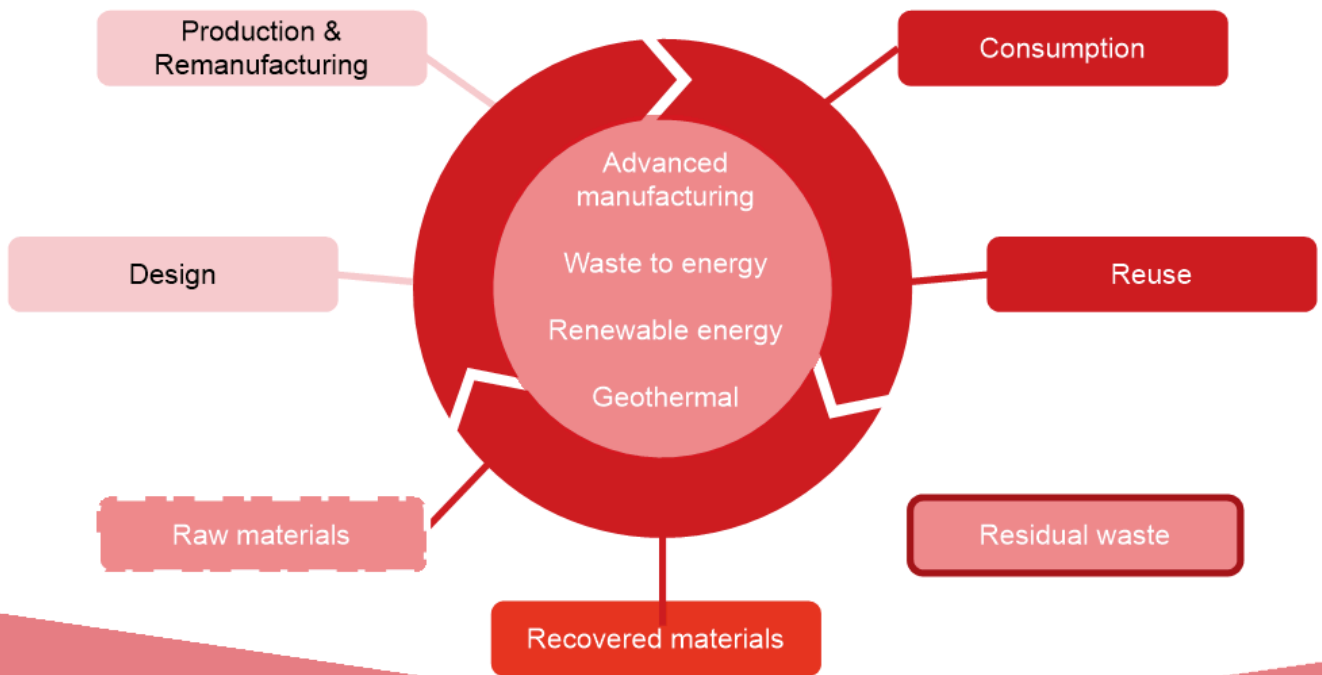


Exporting regional health expertise

Draft

Focus Area 4: Circular Economy

Sustainable development will be underpinned by a circular economy model for business. Material recovery, recycling and harnessing renewables will all be pertinent in developing this model within Latrobe City.



Strategy and Opportunities

Geothermal



Installation of bores to access geothermal resources

Renewables



Investing in solar and wind farms, natural gas and hydrogen projects.

Waste to energy



Embracing opportunities to become a biorefinery industrial hub, reducing Victoria's waste to produce electricity

Draft

Investment priorities

Latrobe City will prioritise opportunities that bring far-reaching benefits for the economy and community. The priorities of key stakeholders have been captured through extensive consultation to determine the outcomes that will be most important for the region.

Jobs & Innovation



- Gippsland's hub of innovation
- Sustained job growth
- Complementary industries and businesses
- Co-investment in large scale projects
- Access to labour

Transport & Connections



- Freight connections to the Port of Melbourne
- Access to regular and direct public transport
- Upgrading rail tracks and rail siding
- Minimising transport costs

Education & Training



- Redeployment of existing skills in the workforce
- Industry-focused skills and training
- Retaining local talent
- Access to education

Liveability



- Access to services, including health services
- Community infrastructure, including sporting and recreational facilities
- Affordable housing
- Resilience infrastructure

Draft

Initiating and driving change

Latrobe City Council has a number of established measures to facilitate investment, which have been previously outlined in our Investment Prospectus. The council is committed to build upon this to lead collaboration and further initiatives to ensure positive change is sustained into the future.

Breaking Down Barriers



Latrobe City Council has a team dedicated to business development and facilitating economic investment



E-planning application portal, efficient planning process and quick approvals



Designated investment precincts to support the right investments in the right locations



Local end-to-end supply chains and teleworking

Industry Collaboration



Resource sharing and communication between industries

Economic & Environmental Sustainability

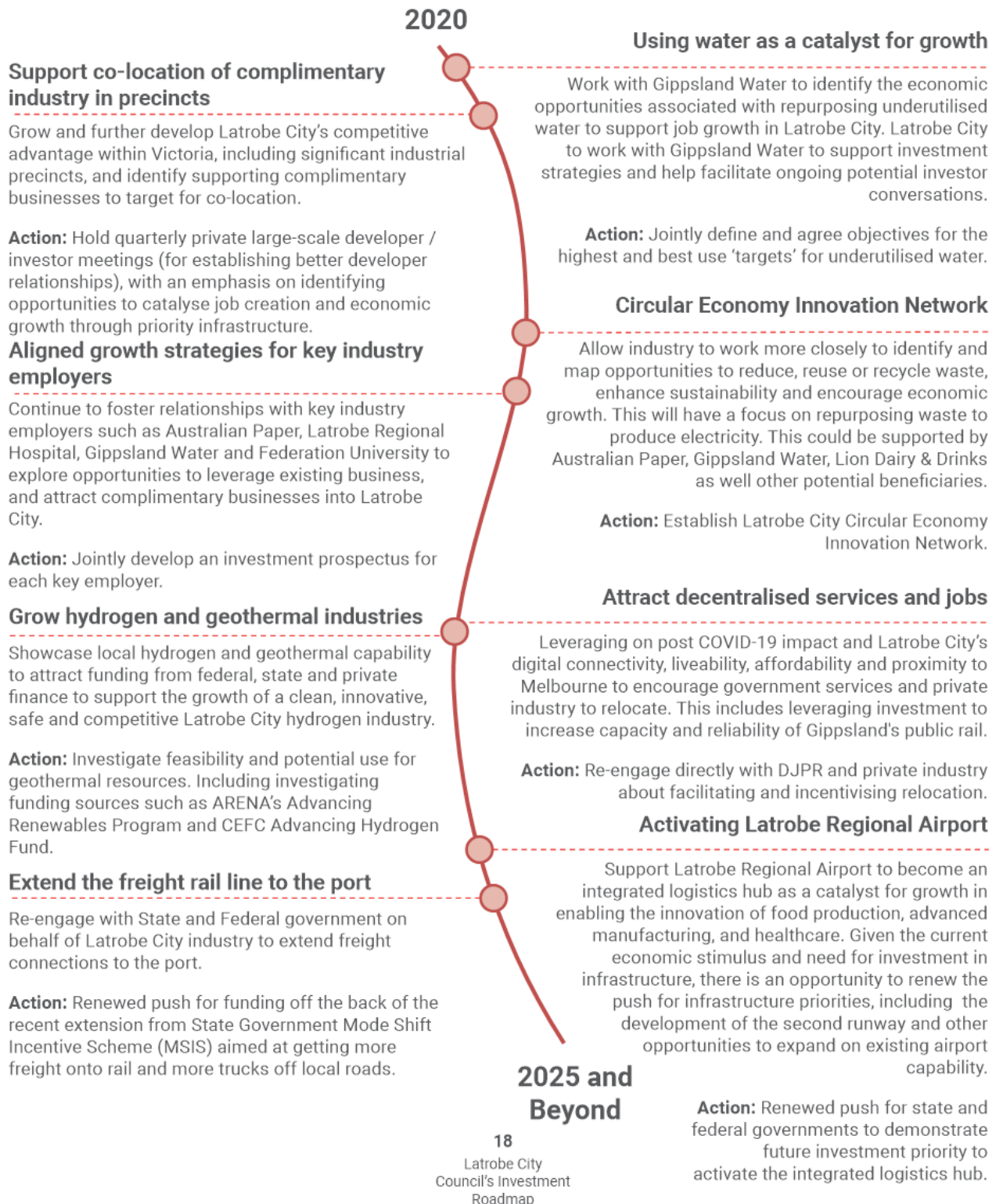


Replenishing resources through the circular economy

Draft

Implementation roadmap

Latrobe City Council's plan to bring the investment roadmap to life.

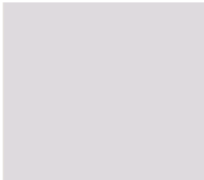


Draft

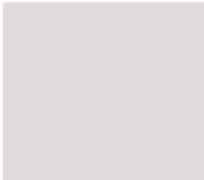
How can we help?

Your team

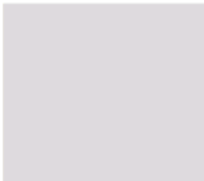
We want to work with you to make these opportunities a reality. Let us know what we can do.



Gail Gatt
General Manager Regional City Growth & Investment
 Tel: 03 5128 5446
 E-mail: Gail.Gatt@latrobe.vic.gov.au



Gregory Lawrence
Manager Economic Investment & Transition
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Manager Business Development
 Tel: 03 5128 5759
 E-mail: Bruce.Connolly@latrobe.vic.gov.au

Partners



Draft

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LatrobeCity



ASSETS AND PRESENTATION

15. ASSETS AND PRESENTATION

Agenda Item: 15.1

Agenda Item: Branding and Naming Strategy for new Major Venues

Sponsor: General Manager, Assets and Presentation

Council Plan Objective: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

Status: For Decision

MOTION

Moved: Cr Harriman

Seconded: Cr Howe

That Council:

- 1. Adopts the Branding Scheme utilising the extension of the 'New Energy' logo as presented;**
- 2. Adopts the Naming Protocol utilising the tiered approach befitting the status of the selected venues;**
- 3. Approves the following names to be adopted and applied:**
 - Gippsland Regional Aquatic Centre;**
 - Gippsland Regional Indoor Sports Stadium;**
 - Gippsland Regional Cricket Centre of Excellence;**
 - Gippsland Regional AFL Centre of Excellence;**
 - Gippsland Sports and Entertainment Park;**
 - Gippsland Performing Arts Centre;**
 - Latrobe Regional Gallery; and**
- 4. Endorses the Chief Executive Officer to approve the development of a comprehensive communications plan prior to notifying the community of this decision.**

CARRIED UNANIMOUSLY

Executive Summary:

- There has been wide discussion since the funding was announced for the major recreation projects, regarding the opportunity to utilise the new venues to reinforce the branding and ownership of Latrobe City as a regional centre.
- Whilst being located in the separate towns, all of the new venues have the capacity to be the leading facility in their class, not only in Latrobe City but also in Gippsland and in some cases, Victoria.
- The potential to claim that positioning only serves to reinforce the status of Latrobe City as Gippsland's Regional City.
- To support the ownership of these venues by all of Latrobe City's residents, it is important to establish the link between them all through a common branding theme so that no matter which facility the residents are using, it is distinctly Latrobe City's and there is a sense of pride and title.
- Latrobe City Council engaged leading expert branding company, R-Co, headed by Richard Henderson to develop the necessary branding and naming protocol to support this great opportunity.
- The concepts and how they were created were presented firstly at the Naming Committee on 13 July and then at an out of session presentation of Councillors on Wednesday, 22 July for Councillors to see and provide feedback to the developer, prior to any future decisions and application on the buildings.
- A further report was presented to Council on 27 July for discussion and feedback at the Council Briefing 2 Session.
- The presentation is attached for review.
- In summary the branding scheme proposes a common theme (ribbon) that is incorporated in all signage for the identified venues.
- The naming protocol utilises a three tier system with the top tier being the venue's claimed status, the second tier being the venue's attributes and the third tier allocated to the location of the specific venue.
- All venue names would promote the association with Latrobe City through inclusion of the established Latrobe City name logo or brand.
- The suite of Major Recreation Projects are currently utilising their 'working' names and once any decisions are taken for agreed names, the approved branding and signage will be applied to them.
- The proposed names for each of the identified venues are:

Current Name/Working Name	Suggested Application
Gippsland Regional Aquatic Centre (GRAC)	Gippsland Regional Aquatic Centre (GRAC) Latrobe City Traralgon
Traralgon Sports Stadium (TSS)	Gippsland Regional Indoor Sports Stadium (GRISS) Latrobe City Traralgon
Ted Summerton Reserve Cricket	Gippsland Regional Cricket Centre of Excellence (GRCCOE) Latrobe City Moe
Latrobe City Sports and Entertainment Stadium (LCSES)	Gippsland Sports and Entertainment Park (GSEP) Latrobe City Morwell
Morwell Recreation Reserve (MRR)	Gippsland Regional AFL Centre of Excellence (GRAFLCE) Latrobe City Morwell
Latrobe Creative Precinct (LCP)	Gippsland Performing Arts Centre (GPAC) Latrobe City Traralgon
Latrobe Regional Gallery (LRG)	Latrobe Regional Gallery Latrobe City Morwell

Background:

Latrobe City Council engaged branding expert Richard Henderson of R-Co to provide advice and direction on a branding and naming strategy, and a scheme for the suite of new and existing major sports and community venues.

Richard Henderson is a highly experienced brand creator and implementation expert with many major companies, organisations and world sporting events listed in his

resume. His knowledge and experience brings a best-in-class response to Latrobe City's desire to utilise the new facilities to enhance the community pride

The community significance of the new venues provides an opportunity to capitalise on their status to promote Latrobe City as a 'Major Regional City' both to its own constituents as well as the broader state of Victoria and beyond.

A presentation (see attached) was made to the Councillors outlining a potential branding and naming protocol that sought to claim the positioning of each venue whilst incorporating the Latrobe City brand and where appropriate, the location/town.

The branding scheme utilises a stylised extension of the Latrobe City brand mark that can be incorporated as a common theme across all selected venues in Latrobe City.

The use of common brand aims to provide a coordinated look and feel for all venues that creates a sense of belonging and ownership for the community both as users and more broadly, to support the sense of pride in being a resident of Latrobe City

Approval is being sought as to the acceptance of this overall branding scheme and naming protocol.

For consideration a list of the potential names adopting this protocol is shown in the table below. Feedback was provided as to whether these, or others suggested by Councillors, may be the most appropriate names to progress with.

Current Name/Working Name	Suggested "Gippsland" Application	Suggested "Latrobe" Application
Gippsland Regional Aquatic Centre (GRAC)	Gippsland Regional Aquatic Centre (GRAC) LCC Traralgon	Latrobe Regional Aquatic Centre (LRAC) LCC Traralgon
Traralgon Sports Stadium (TSS)	Gippsland Regional Indoor Sports Stadium (GRISS) LCC Traralgon	Latrobe Regional Indoor Sports Stadium LCC (LRISS) Traralgon
Ted Summerton Reserve Cricket	Gippsland Regional Cricket Centre of Excellence (GRCCOE) LCC Moe	Latrobe Regional Cricket Centre of Excellence LCC (LRCCOE) Moe
Latrobe City Sports and Entertainment Stadium (LCSES)	Gippsland Sports and Entertainment Park (GSEP) LCC Morwell	Latrobe Sports and Entertainment Park (LSEP) LCC Morwell
Morwell Recreation Reserve (MRR)	Gippsland Regional AFL Centre of Excellence (GRAFLCE) LCC Morwell	Latrobe Regional AFL Centre of Excellence (LRAFLCE) LCC Morwell
Latrobe Creative Precinct (LCP)	Gippsland I Performing Arts Centre (GPAC) LCC Traralgon	Latrobe Performing Arts Centre (LPAC) LCC Traralgon
Latrobe Regional Gallery (LRG)	Suggest to remain as is - Latrobe Regional Gallery LCC	Latrobe Regional Gallery LCC Morwell

	Morwell	
--	---------	--

A number of the new major recreation project venues are now complete and awaiting direction in terms of their branding and naming.

Officers are requesting approval for the branding and the naming protocol as an appropriate system to be employed for each of the venues.

Once the protocol is agreed, then it can be applied to the naming process and each selected venue can have its identity approved.

Issues:

Strategy Implications

The opportunity to utilise the naming and branding of these initially selected key major venues can be linked to all objectives in the Council Plan however it is especially relevant to Objective #7 – ‘Grow the civic pride of our municipality and solidify Latrobe City’s image as a key regional city’.

Communication

Once a decision is made regarding the names and branding for the selected venues, a comprehensive communications plan will be developed and implemented.

Financial Implications

The selected new venues have had allocations identified within their construction budgets to be used for the application of the agreed signage that delivers the name and branding. There may additional requirements for marketing collateral that will be accommodated in other existing budgets.

Risk Analysis

In general the cost to develop the branding/design templates has been accounted for in the construction budgets and the application will be covered from the same budgets.

To alleviate the potential issues of community members wanting alternative names for the buildings, a defined protocol for the naming of each venue and its consistency across all Latrobe City key facilities has been proposed.

Identified risk	Risk likelihood*	Controls to manage risk
<p>Financial Risk</p> <p>The cost to apply the signage and branding is not allowed for in existing budgets</p>	<p>1 (Rare)</p>	<p>Amounts have been allowed for in the construction budgets</p>

<p>Reputational Risk</p> <p>The community does not approve of the branding or names selected</p>	3 (Possible)	Utilisation of a reputable expert to develop the scheme and the use of clear protocol for the naming to create a sense of coordination and ownership
<p>Legal/Regulatory Risk</p> <p>NIL</p>	NA	NA
<p>Strategic Risk</p> <p>Community don't believe it is value for money</p>	2 (Unlikely)	A strong well developed communications plan will support the decisions

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

Legal and Compliance

NA

Community Implications

There may be the opportunity for some community members to voice their disapproval either in the proposed name/brand but also that they were not given an opportunity to have their input. This will be countered with a strong communication plan that shows the process that was undertaken and the value to the community in following that route.

Environmental Implications

NA

Consultation

Engagement will be undertaken through a strong communications plan after the decisions are made.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1 [↓](#). Branding and Naming Presentation for Key Venues

15.1

Branding and Naming Strategy for new Major Venues

- 1 Branding and Naming Presentation for Key Venues 274**

22 July 2020



Presentation to Latrobe City Council
Branding of Place

LATROBE CITY
+R-Co experience.

**Imagining
what can be.**

Specialist

**R-Co is expert. We know how to
collaborate and deliver brand impact.**

Capability and relevant experience

The following brands have been developed to bring places to life as unique destinations. Each identity is supported by a comprehensive brand ecosystem.



**R -
CO**

STRATEGY

Delivering Latrobe City's connectedness focus

(We acknowledge our history)

1

Gippsland's only regional city with tremendous growth potential.

(Latrobe City)

+

(We can shape who we wish to become)

1

A vision of delivering wellbeing, prosperity and good governance. A focus on employment, growth, liveability and a connected city.

(Latrobe City / Region)

=

3

(We can be the future we have defined)

Building a greater Latrobe City together (integrity, success and community pride)

(Latrobe City / State)

**R -
CO**

**LATROBE CITY
BRAND
DESIGN**

An analysis of current brandmark

Graphic

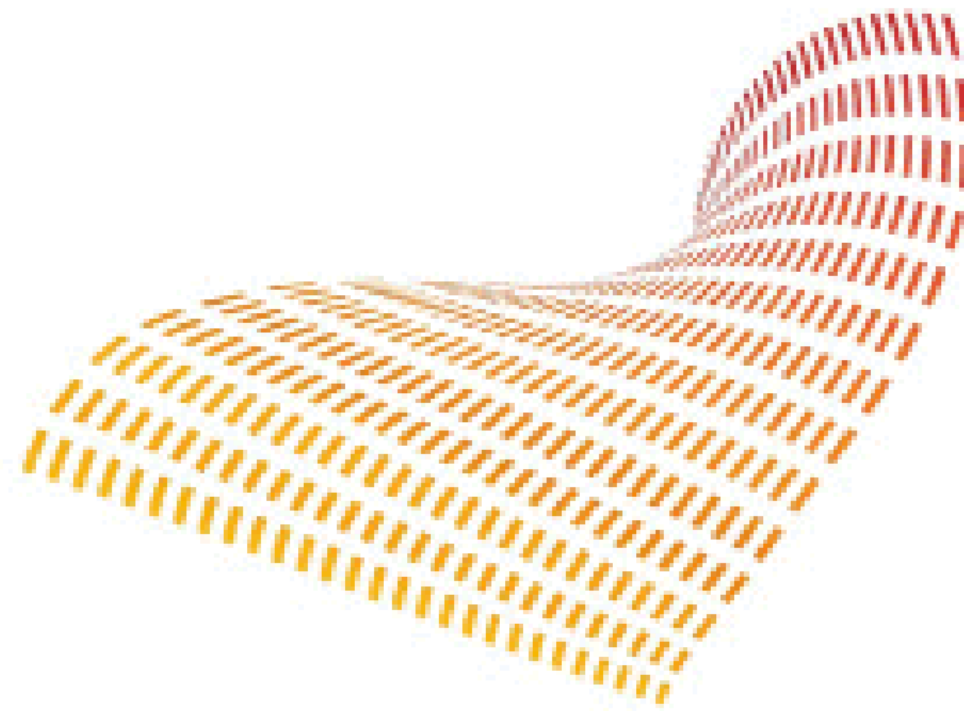
Sense of:
Integration
Vitality
Connection
Landscape
Intelligence
Optimism



Typography

Sense of:
Confidence
Clarity
Intellect
Progress
Stature
Approachable

Animation for Latrobe City



Latrobe City Positioning

Brand Promise:

A connected, vibrant and thriving community



Brand Proposition:

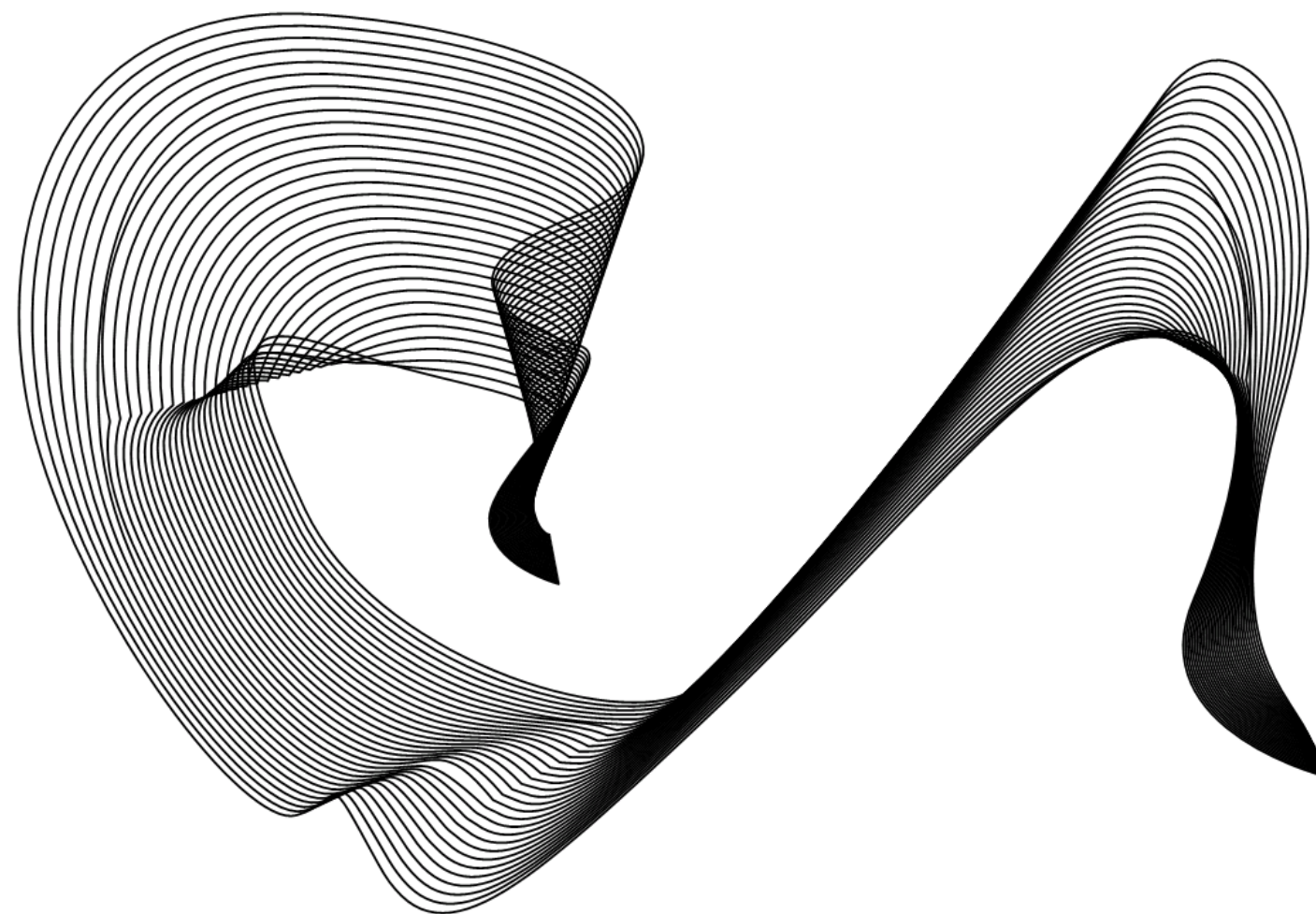
Creating a better future for our community through collaboration, imagination and effective leadership

Brand Idea:

**A new
energy**

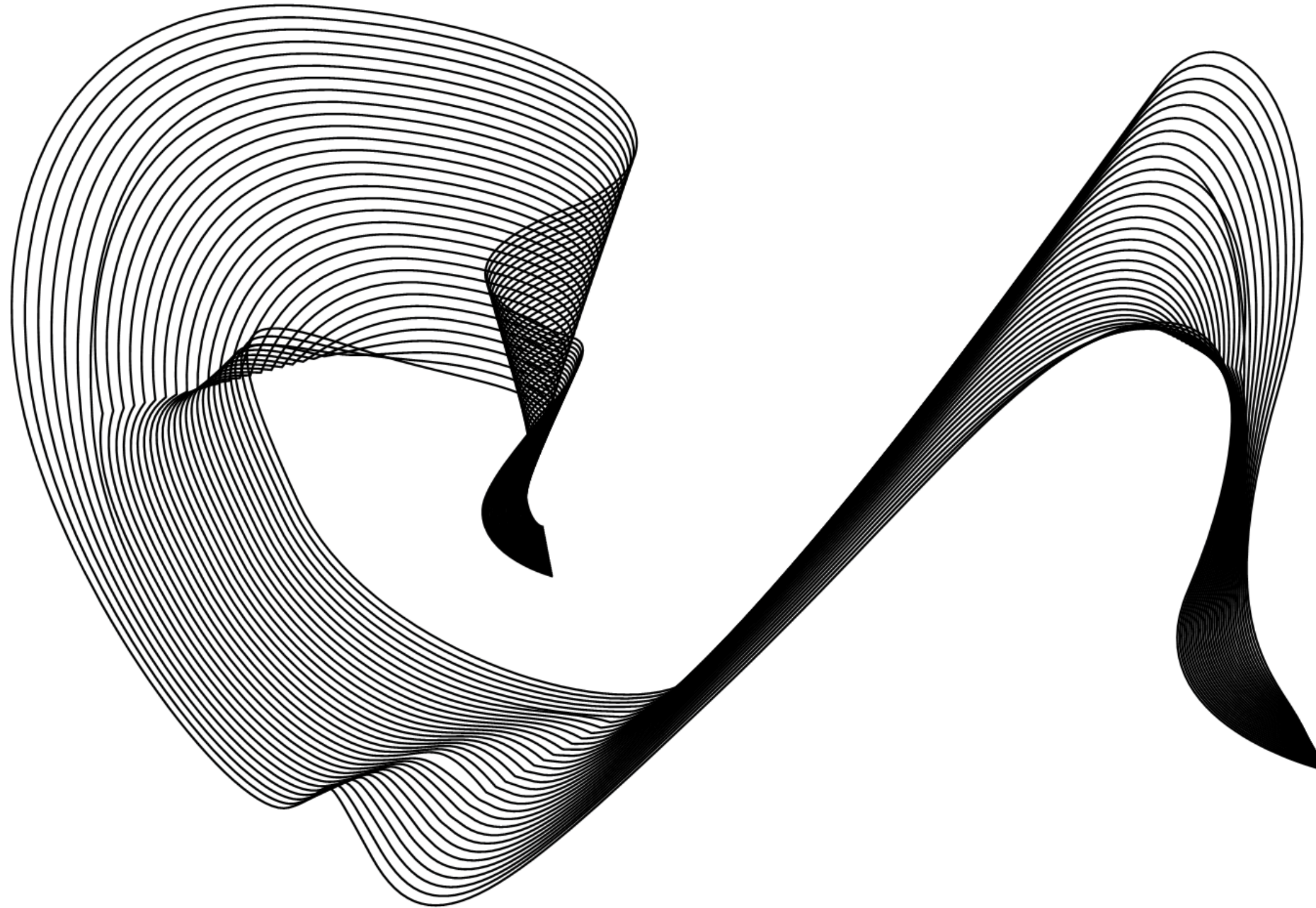


Latrobe City Look & Feel



A pattern inspired by the DNA of the Latrobe City brand. It embraces the idea of 'a new energy' as a visual language and something that can start to permeate across all council activities.

Expressing 'A new energy' through a signature pattern style



**R -
CO**

**LATROBE CITY
FAMILY
OF BRANDS**

**Latrobe City council activities
are wide reaching**



Family of Brands principle



Activating the brand pattern



Activating the brand pattern



Activating the brand pattern



Activating the brand pattern





Latrobe Signage Toolkit Overview

Typography

**TRARALGON
SPORTS STADIUM**

**GIPPSLAND
REGIONAL AQUATIC
CENTRE**

**LATROBE
PERFORMING
ARTS CENTRE**

Body Copy
Font

The Traralgon Sports Stadium (TSS) is being redeveloped and expanded for multi-purpose use, allowing the centre to host large-scale events such as regional, national and international championships.

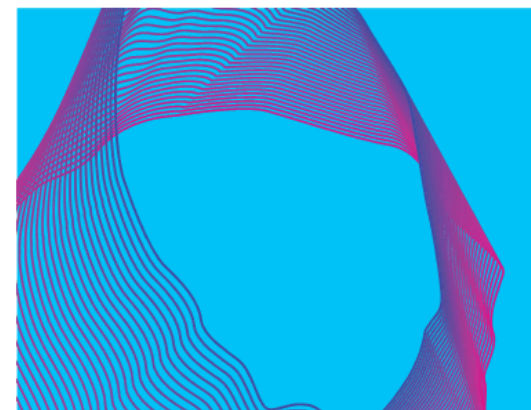
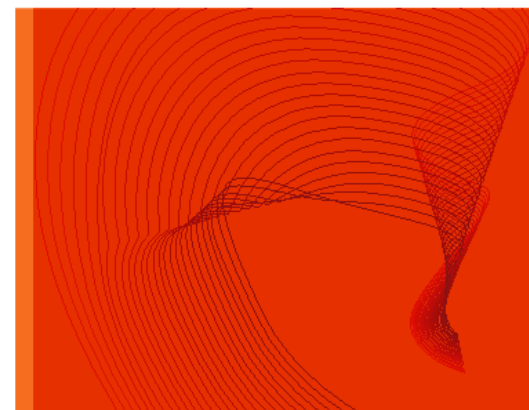
The \$57 million Gippsland Regional Aquatic Centre (GRAC) is the centrepiece of the Latrobe Valley Authority's \$85 million sports and infrastructure package.

The Latrobe Creative Precinct will see a state-of-the-art performing arts centre constructed on land adjacent to the Traralgon Service Centre and Library.

Colour



Pattern



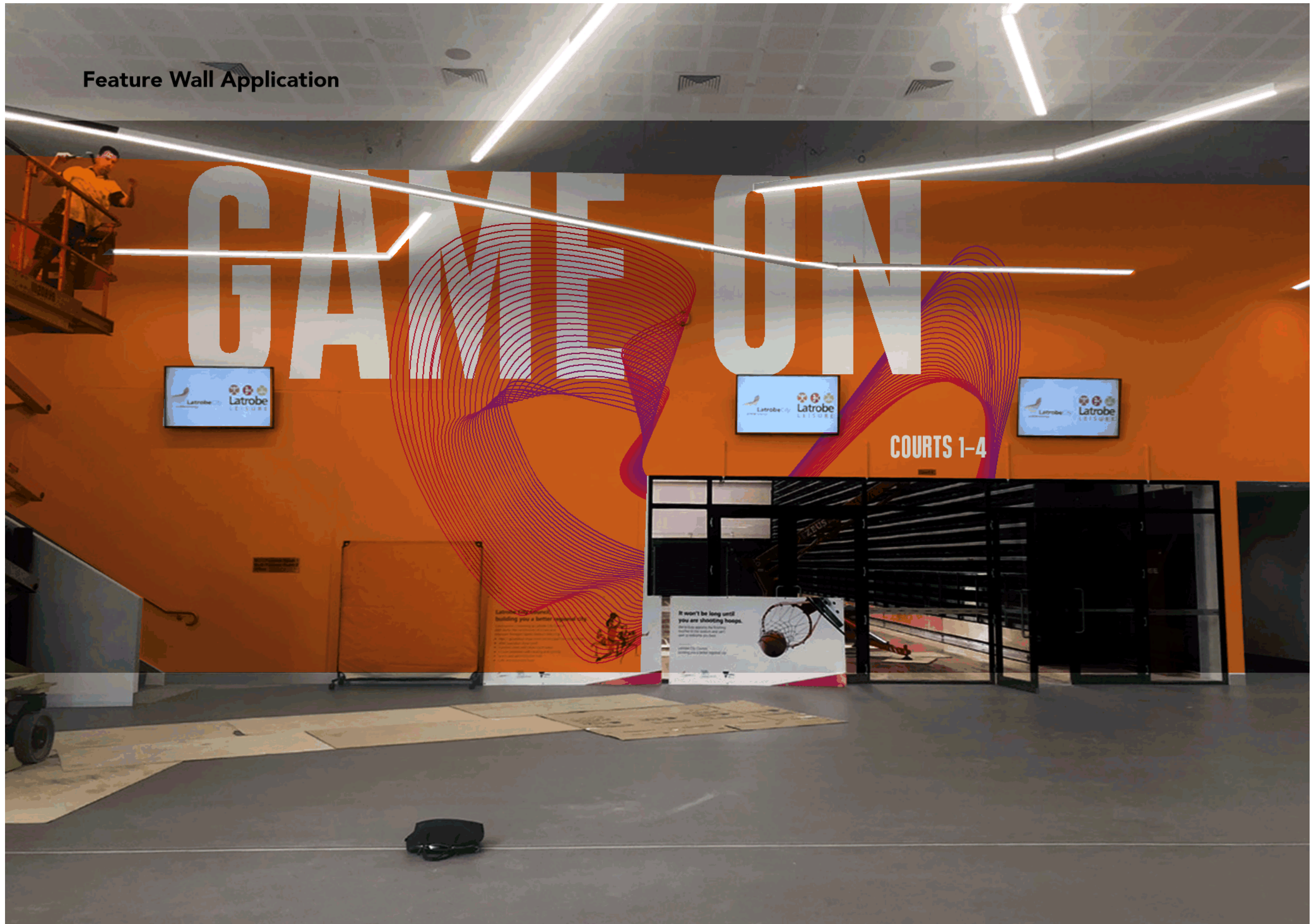
Latrobe City
Community Signage and Wayfinding

R -
CO

**A NEW
ENERGY FOR
TRARALGON
SPORTS STADIUM**

Main Sign Application





Feature Wall Application

COURTS 1-4



Latrobe City Council
Building you a better regional life

It won't be long until
you are shooting hoops.

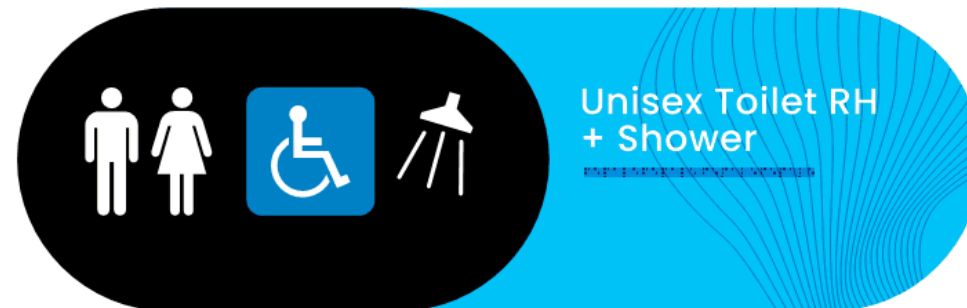
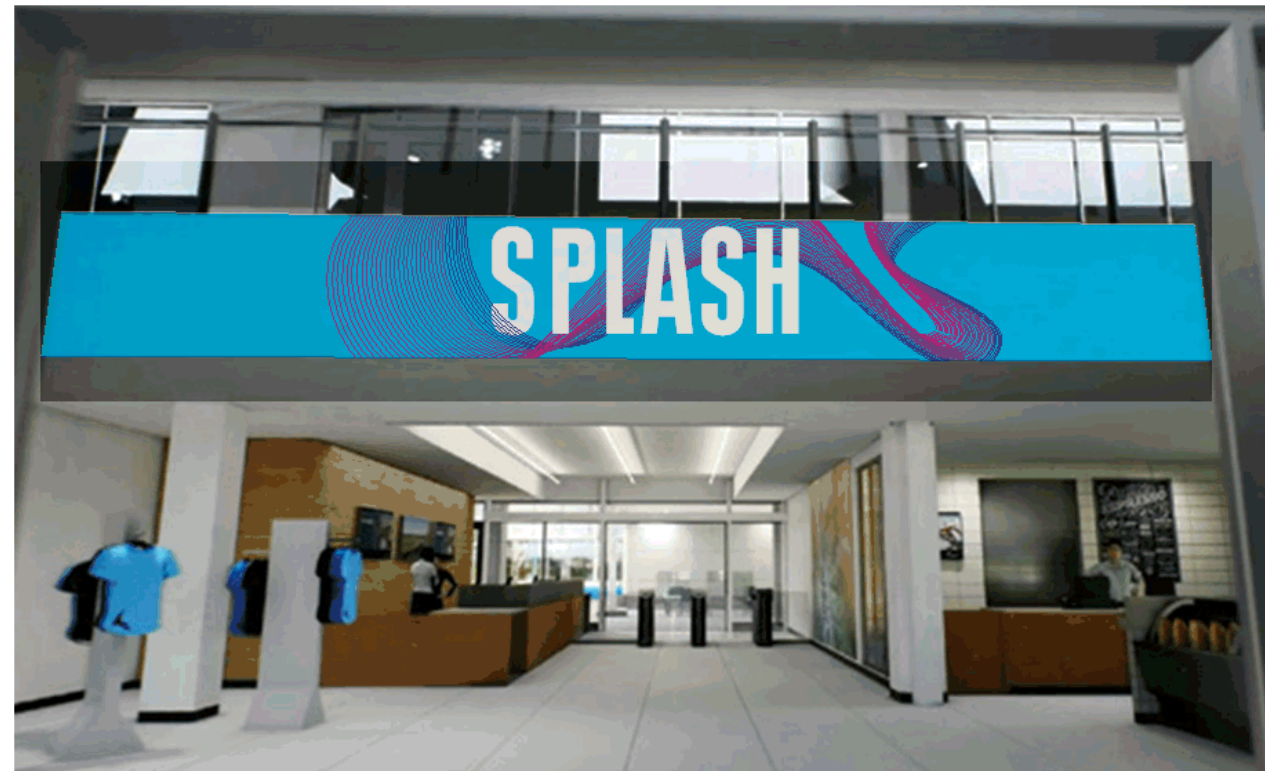


Latrobe City
Community Signage and Wayfinding

R -
CO

**A NEW
ENERGY FOR
GIPPSLAND
REGIONAL
AQUATIC CENTRE**

Gippsland Regional Aquatic Centre

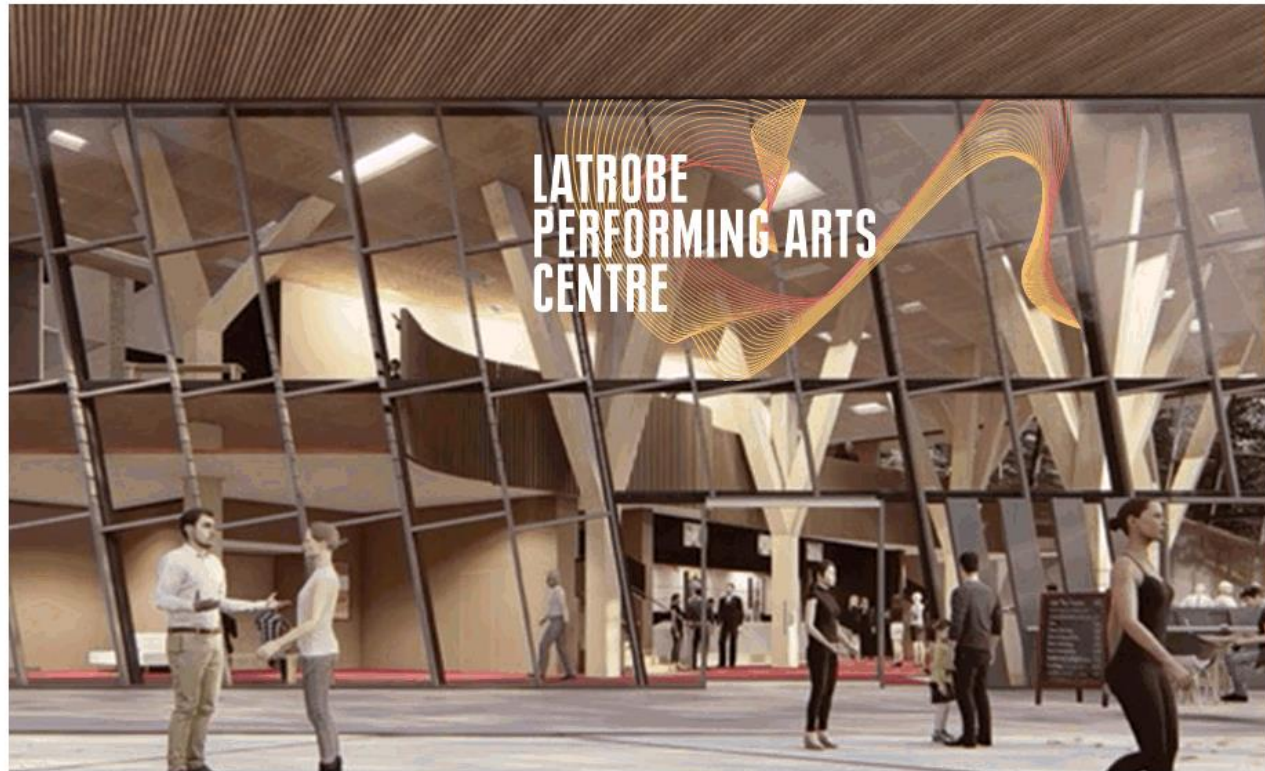


Latrobe City
Community Signage and Wayfinding

R -
CO

**A NEW
ENERGY
FOR LATROBE
PERFORMING
ARTS CENTRE**

Latrobe Performing Arts Centre



**R -
CO**

NAMING

Latrobe City Asset Naming Theory: Thinking global. Acting local.



Global Context



State Context



Local Context

Latrobe City Asset Naming Options

Current Name/Working Name	Suggested "Gippsland" Application	Suggested "Latrobe" Application
Gippsland Regional Aquatic Centre (GRAC)	Gippsland Regional Aquatic Centre (GRAC) LCC Traralgon	Latrobe Regional Aquatic Centre (LRAC) LCC Traralgon
Traralgon Sports Stadium (TSS)	Gippsland Regional Indoor Sports Stadium (GRISS) LCC Traralgon	Latrobe Regional Indoor Sports Stadium (LRISS) LCC Traralgon
Ted Summerton Reserve Cricket	Gippsland Regional Cricket Centre of Excellence (GRCCOE) LCC Moe	Latrobe Regional Cricket Centre of Excellence (LRCCOE) LCC Moe
Latrobe City Sports and Entertainment Stadium (LCSES)	Gippsland Regional Outdoor Sports Stadium (GROSS) LCC Morwell	Latrobe Regional Outdoor Sports Stadium (LROSS) LCC Morwell
Morwell Recreation Reserve (MRR)	Gippsland Regional AFL Centre of Excellence LCC Morwell	Latrobe Regional AFL Centre of Excellence LCC Morwell
Latrobe Creative Precinct (LCP)	Gippsland Regional Performing Arts Centre (GRPAC) LCC Traralgon	Latrobe Regional Performing Arts Centre (LRPAC) LCC Traralgon
Latrobe Regional Gallery (LRG)	Suggest to remain as is	Latrobe Regional Gallery LCC Morwell



Latrobe City Asset Naming Theory

Level 1:
Region
ie. Gippsland

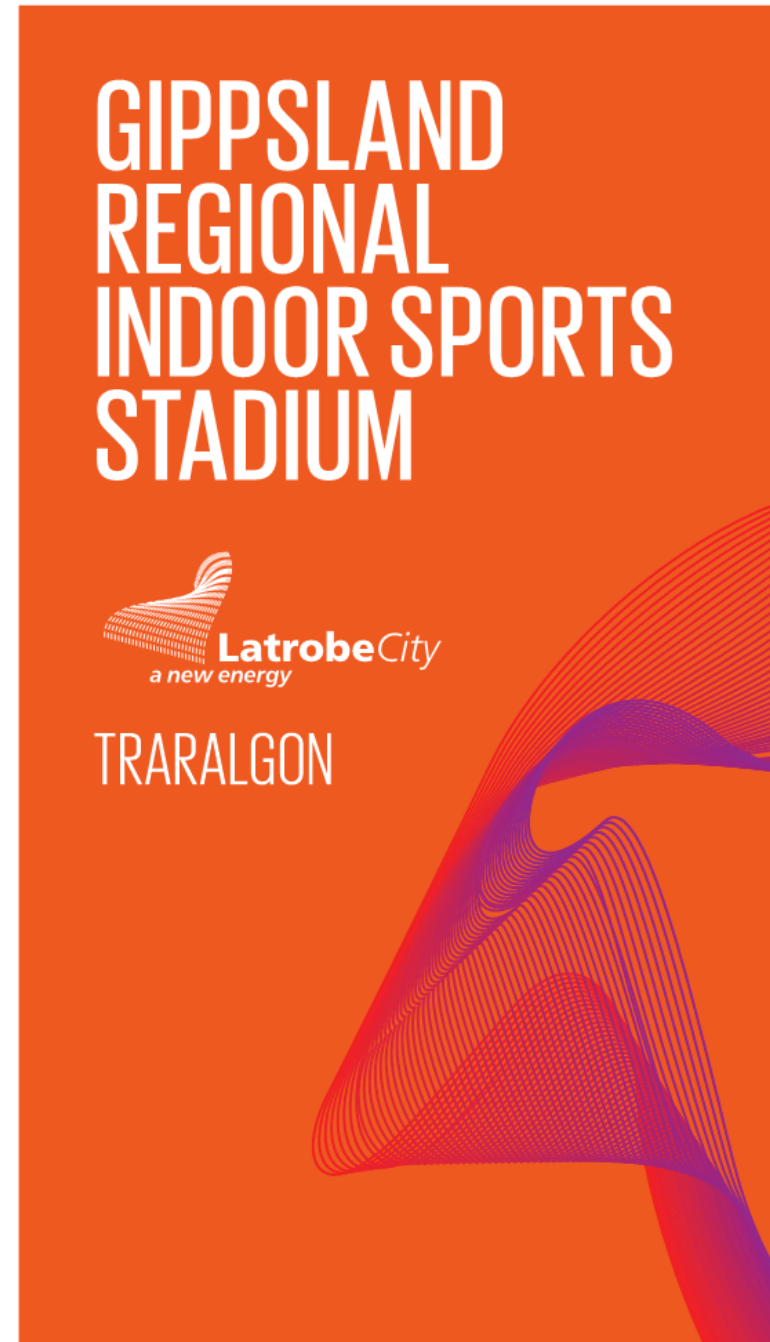
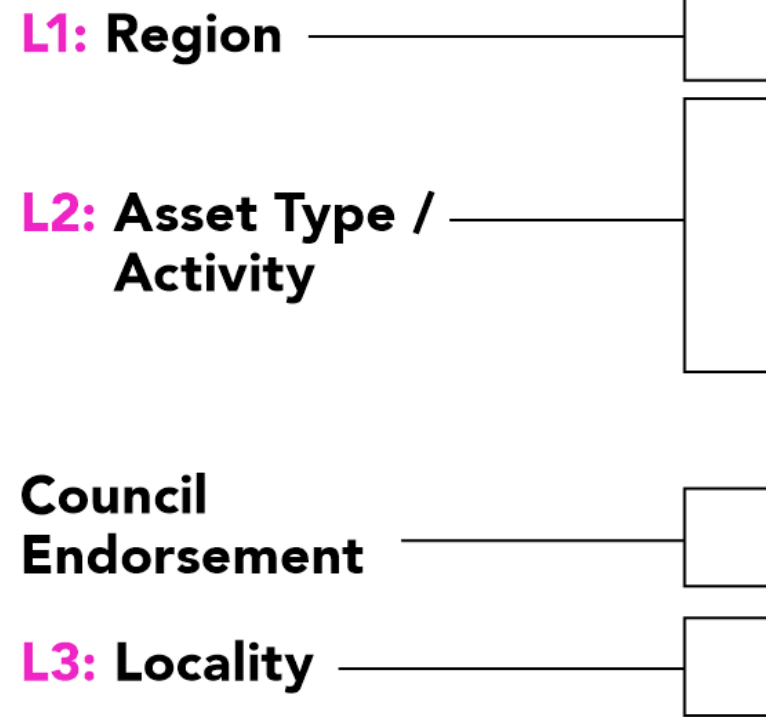


Level 2:
Asset Type / Activity
ie. Aquatic Centre

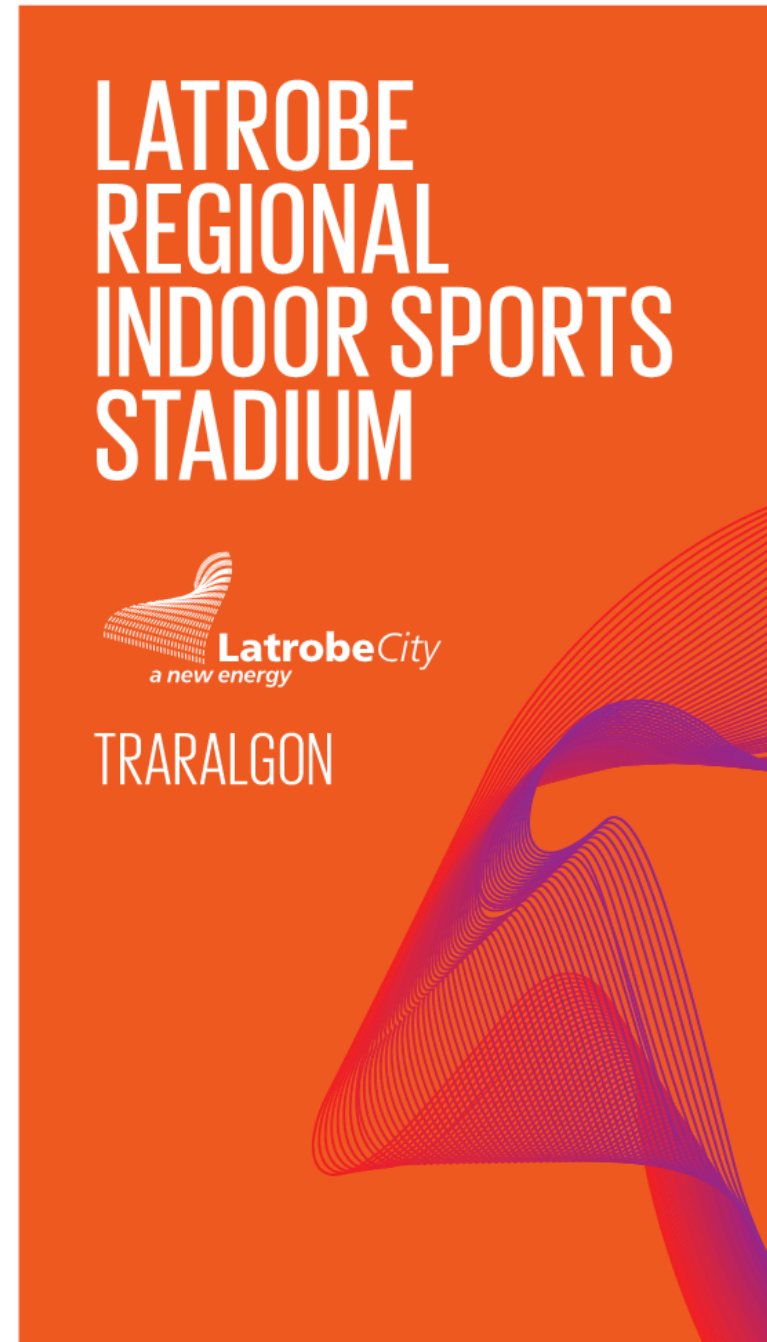
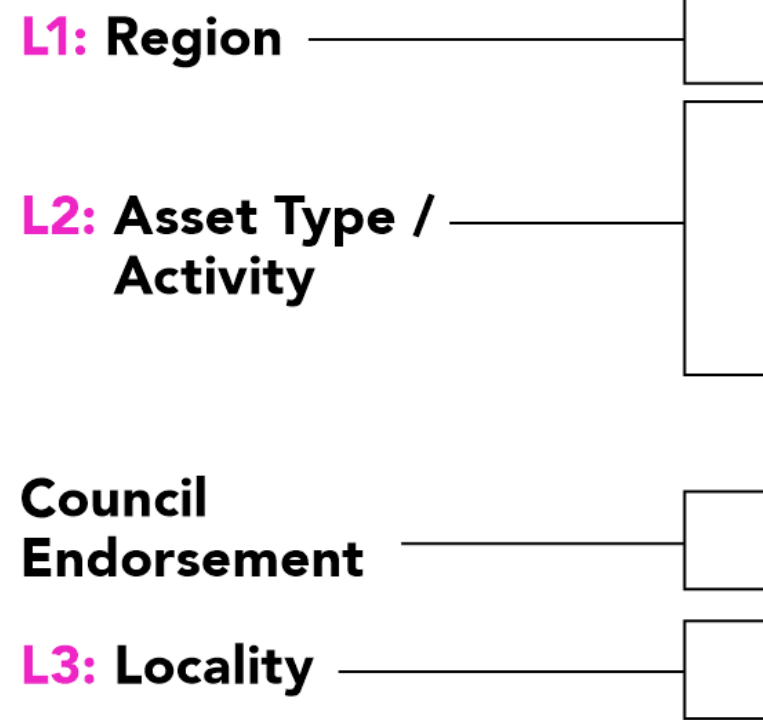


Level 3:
Locality
ie. Traralgon

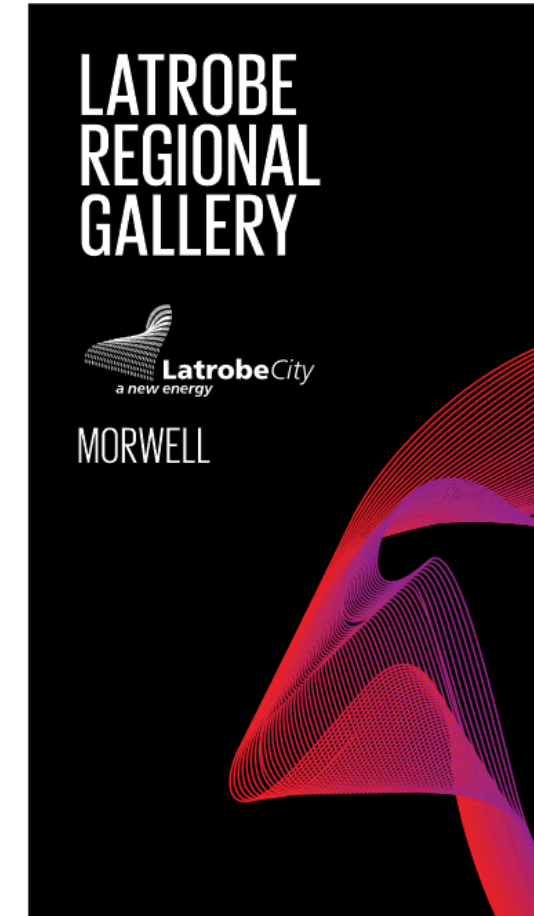
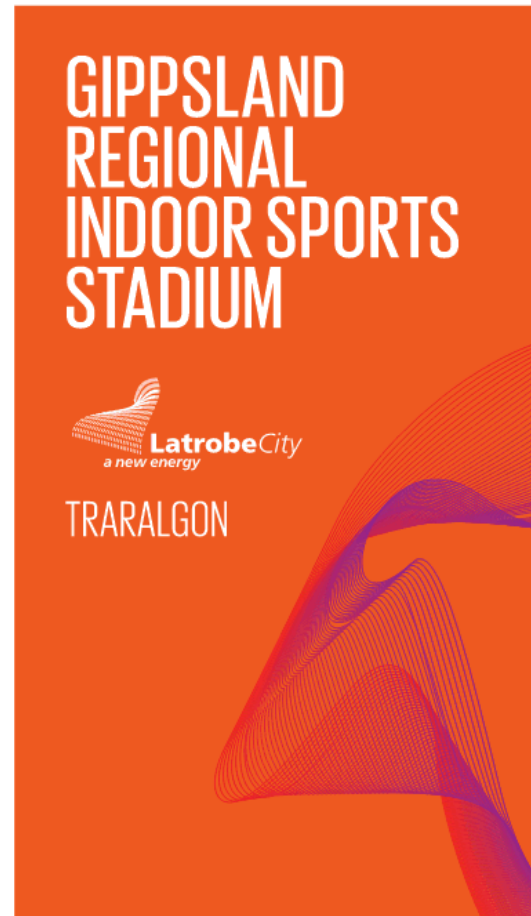
Latrobe City Asset Naming Theory – Version 1



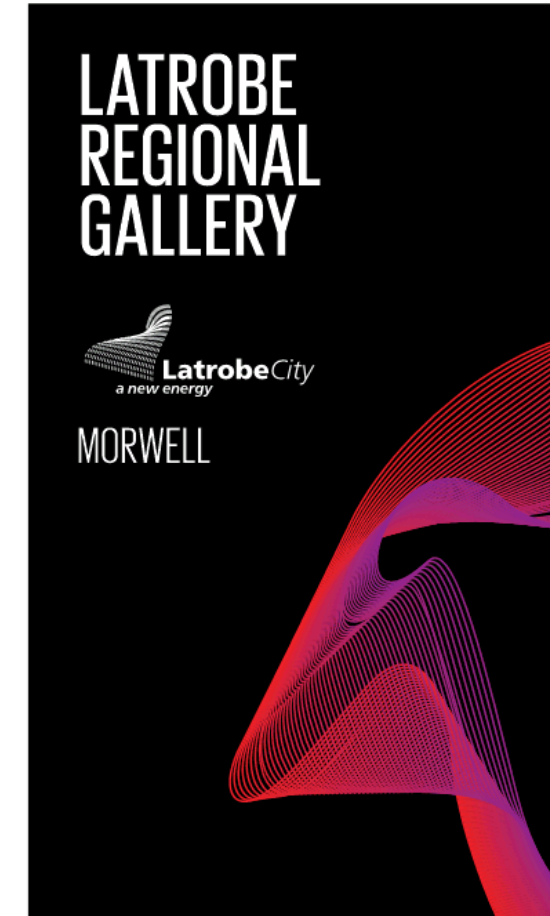
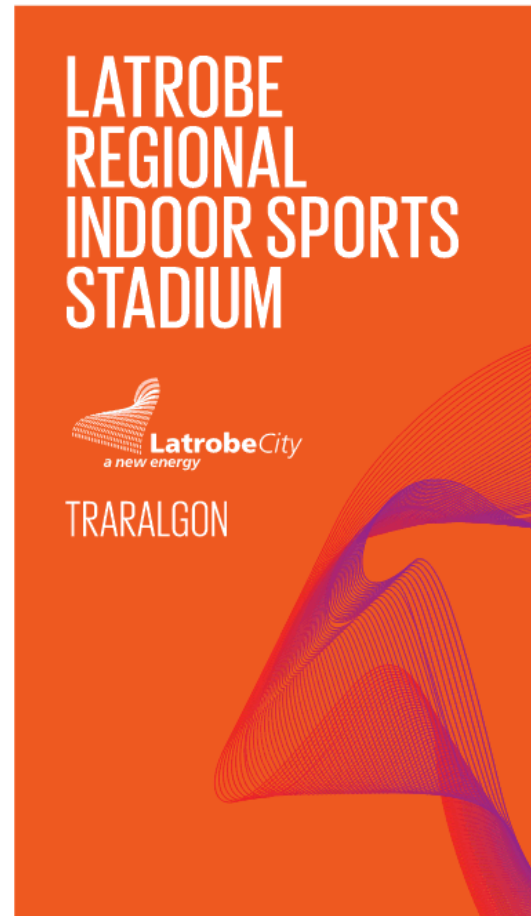
Latrobe City Asset Naming Theory – Version 2



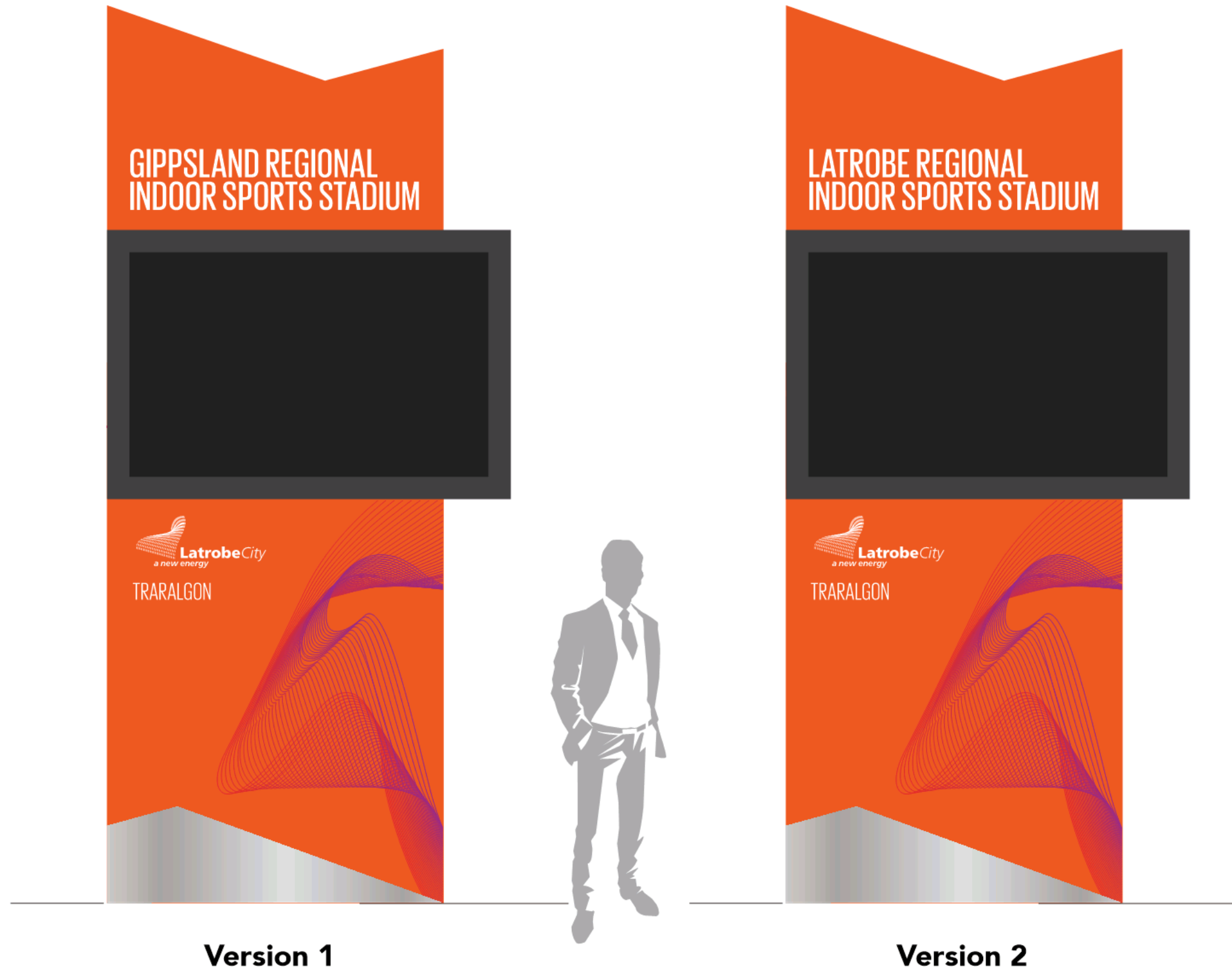
Naming theory applied to iconic facilities – Version 1



Naming theory applied to iconic facilities – Version 2



Naming theory in application



Naming theory in application



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**R -
CO**

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Tai Yau Building
No. 181 Johnston Road
Wanchai, Hong Kong

THANK YOU.

COMMUNITY HEALTH AND WELLBEING

16. COMMUNITY HEALTH AND WELLBEING

Agenda Item: 16.1

Agenda Item: 2019/2020 Outdoor Pool Season Review

Sponsor: General Manager, Community Health and Wellbeing

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

Status: For Decision

MOTION

Moved: Cr Harriman

Seconded: Cr Gibson

That Council:

- 1. Opens all Outdoor Pools 2 pm – 7 pm, on days forecast 25 degree or above;**
- 2. Opens all Outdoor Pools 12 pm – 7 pm, on days forecast 30 degrees or above;**
- 3. On days of extreme heat forecast 36 degrees or above, opens all Outdoor Pools 10 am – 7 pm;**
- 4. Closes all Outdoor Pools on days forecast to be 24.9 degrees or below;**
- 5. Retains free general entry for the Yallourn North Outdoor Pool during the 2020/21 outdoor pool season;**
- 6. Operates the Outdoor Pool Season from 28 November 2020 to 8 March 2021; and**
- 7. Requests officers to provide a report to Council after the end of the outdoor pool season that includes an evaluation of the operating expenses, visitation and community feedback throughout the season.**

CARRIED UNANIMOUSLY

Executive Summary:

- At the Ordinary Council Meeting on 5 August 2019, Council adopted revised

operating hours and trigger temperatures for the Moe and Yallourn North outdoor pools; and retained free general entry to the Yallourn North Outdoor facility.

- The key outcomes for the Moe and Yallourn North Outdoor Pools for season 2019/20 were:
 - Total Outdoor Pool attendance decreased by 3854 visitations compared to the previous season.
 - The average temperature decreased by 4.29 degrees (24.31 in 2019/20) compared to the previous season (28.6 in 2018/19).
 - The decrease in mean temperature including a decrease of total days for both temperature-based triggers (i.e. days above both 25 and 32 degrees). In summary compared to the 2018/19 pool season there were;
 - 27 more days under 25 degrees
 - 15 fewer days between 25-32 degrees
 - 19 fewer days above 32 degrees
 - This decrease in temperature resulted in a decrease in operating hours by approximately 370 hours in 2019/20.
 - With decreased average temperatures and an associated decrease in attendances, the overall operating cost for the financial year was \$169,706, being \$35,547 under budget.
- There are a number of options for consideration for the 2020/21 Outdoor Pool season. These include;
 1. Reducing operating hours, to open 12 pm- 7 pm, on days forecast above 30 degrees, days of extreme heat forecast 36 degrees or above open 10 am – 7.00 pm and 2 pm-7 pm on days forecast between 25-29.9 degrees;
 2. Maintaining the same operating model as 2019/20;
 3. Providing both facilities free of charge for general users (continue to charge fees to school groups / competition)

Background:

During the 2019/20 summer season, Latrobe City Council operated two outdoor pools located in Moe and Yallourn North. The *season ran from 30 November 2019 to 9 March 2020.*

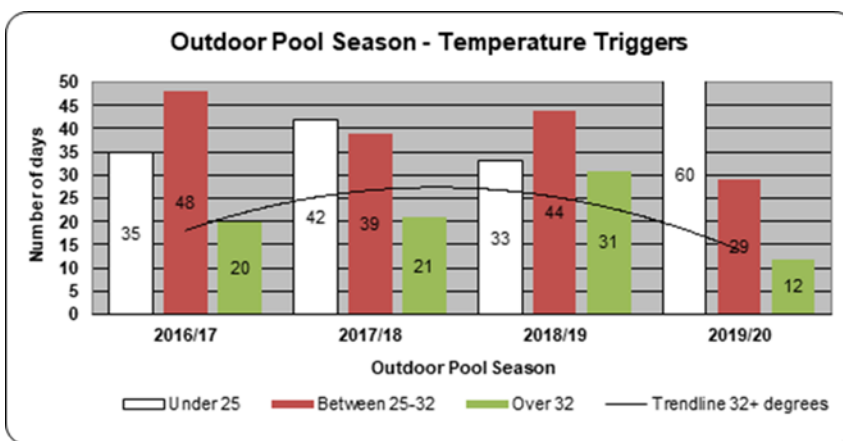
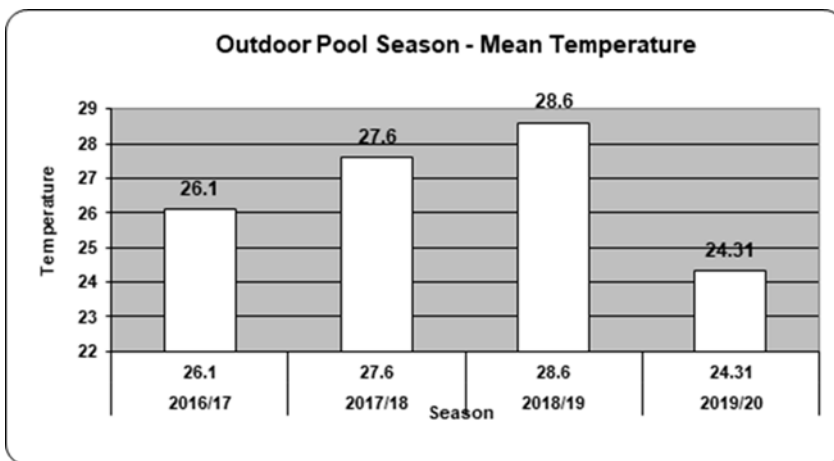
Prior to commencement at the Ordinary Council Meeting on 5 August 2019, Council resolved to:

1. Open all Outdoor Pools 12 pm – 7 pm, on days forecast 25 degrees or above.
2. Open all Outdoor Pools 10 am – 7 pm, on days forecast 32 degrees or above.
3. On days forecast 24.9 degrees or below all Outdoor Pools remain closed.
4. Retain free general entry for the Yallourn North Outdoor Pool during the 2019/20 outdoor pool season.
5. Operate the Outdoor Pool Season from 30 November 2019 to 9 March 2020.

SEASON COMPARISONS

The following tables outline a range of comparisons across the past four outdoor pool seasons. These comparisons include;

- Average temperature,
- Total number of days in each of the following temperature triggers;
 - under 25 degrees (facilities closed),
 - between 25 and 32 degrees (open 12pm to 7pm), and
 - above 32 degrees (open 10am to 7pm).



The average temperature for the 2019/20 season was 24.31 degrees, which represented a 4.29 degree decrease from the 2018/19 summer (28.6 degrees).

The decrease in mean temperature was also reflected in the decrease of total days for both temperature-based triggers (i.e. days above both 25 and 32 degrees). In summary compared to the 2018/19 pool season there were;

- 27 more days under 25 degrees
- 15 fewer days between 25-32 degrees
- 19 fewer days above 32 degrees

This decrease in temperature resulted in a decrease in operating hours by approximately 370 hours in 2019/20.

ATTENDANCE

The overall attendance figure for the 2019/20 outdoor pool season was 10,463 visits. This includes adults, children, families and school visits. Of note, 33% of visits to the Moe Outdoor Pool were school visits when the temperature was below 25 degrees and the facility would have been closed, however maintaining similar overall attendance figures as was recorded in 2018/2019.

During the 2019/20 season the municipality was impacted by bush fires that significantly affected the air quality. This resulted in 2.5 days of closure and many days of lower than normal air quality that could have impacted on attendance numbers.

Overall attendance in 2018/19 was 14,317.

Attendance Summary (per facility)			
Facility	2018/19	2019/20	Variance
Moe Outdoor Pool	6,638	6,467	-171
Yallourn North Outdoor Pool	7,679	3,996	- 3,683
Overall Impact	14,317	10,463	- 3,854

Forecast Temperature & Attendance Breakdown			
Forecast Temperature	Attendances	Total Days in Operation	Average Attendances (Per site)

Below 25 Degrees	2,808(schools)	0 (except for school sessions at Moe)	N/A
25-27.9 Degrees	3,111	29	53.63
32 Degrees and above	4,544	12	189.33

YALLOURN NORTH OUTDOOR POOL 2019/20 ANALYSIS OF FEE WAIVER

In 2019/20 the Yallourn North Outdoor Pool experienced a significant decrease in total attendances from the previous season. This was mostly like due to 27 additional closure days due to the temperature being below 25 degrees. The financial impact of the general fee waiver initiated by Councillor Decision in 2018 was \$16,335.60 outlined in the table below.

Potential Income		
Type of Visit	No of Visitors	Potential Income
Adult Swim	1548	\$7,740.00
Child Swim	2204	\$8,595.60
Child Under 4	244	\$N/A
Total	3996	\$16,335.60

MOE OUTDOOR POOL 2019/20 ANALYSIS

While the Moe Outdoor Pool also experienced the same amount of closure days there was only a small reduction in attendance. This can be attributed to the 2759 of the 3433 school visits that occurred when the temperature was below 25 degrees.

POSSIBLE CHALLENGES IN 2020/21

Gippsland Regional Aquatic Centre (GRAC) will open mid-way through the outdoor pool season. GRAC is a versatile facility offering both indoor and outdoor heated pools along with water slides and kids wet play equipment; the opening of GRAC may affect attendance at other outdoor pools during the 2020/21 season.

Further to the above, Gumbuya World is an amusement park in Tynong North, approximately 45 minutes from Moe. During the 2019/20 season Gumbuya World doubled in size when it opened stage two which included a wave pool and three new water slides. With operating hours in the summer season between 10 am and 6 pm, and for special events open until 9pm, this could impact on attendance.

OPTIONS

Officers have developed three potential options regarding the future of outdoor pool operations. All three options take into consideration the current temperature trigger points, median attendance figures at temperature levels, community demand, and additional costs/savings.

Officers further recommend that all of the below options operate from 28 November 2020 to 8 March 2021.

Please note: The current allocated budget for the 2020/21 outdoor pool season is \$195,962. These financials are based on 'the average' operating temperature for a season; a warmer season will increase overall costs as days of operation will increase.

Officer recommendation is Option 1. After reviewing the attendance data and customer behaviour, a reduction in the hours will have minimal impact on attendances and provide a more economically stable operating model, by not opening when minimal to no attendances traditionally occur. To compensate for the reduction in hours, it is suggested to reduce the next temperature trigger from 32 down to 30 (which allows for extended operating hours). The data suggests attendances are strong once the weather is 30 degrees therefore we can increase opportunities for the community to attend without significantly increasing the financial burden.

The three options are as follows;

	OPTION	IMPACT	FINANCIAL IMPACT (Estimate)
Option 1:	<p>Reduce Operating hours to align with more utilised times.</p> <p>Open all Outdoor Pools 2 pm – 7 pm, on days forecast 25-29.9 degrees or above.</p> <p>Open all Outdoor Pools 12 pm – 7 pm, on days forecast 30 degrees or above.</p> <p>Days of extreme heat forecast 36 degrees or above, Open all Outdoor Pools 10 am – 7 pm</p> <p>On days forecast 24.9</p>	<p>Opening the pools from 12 pm when the forecast is 30 degrees could affect 11.55% of attendees who in 2019/20 entered the pool between 10 am- 12 pm</p> <p>Opening the pools from 2 pm when the forecast is between 25-29.9 degrees could affect 13.5% of attendees who in 2019/20 entered the pool between 12 pm-2 pm</p> <p>Pools would be closed between 12 pm-2 pm</p>	<p>Saving approximately \$19,000 bringing total expenditure to Council of \$176,960.</p>

	degrees or below all Outdoor Pools remain closed.	when the temperature is between 25-29.9 when it would have normally been open. Using 2019/20 temperature and data as a benchmark, this option could reduce operating cost.	
Option 2:	<p>Maintain the same operating model as 2019/20</p> <p>Open all Outdoor Pools 12 pm – 7 pm, on days forecast 25 degree or above.</p> <p>Open all Outdoor Pools 10 am – 7 pm, on days forecast 32 degrees or above.</p> <p>On days forecast 24.9 degrees or below all Outdoor Pools remain closed.</p> <p>Retain free general entry for the Yallourn North Outdoor Pool during the 2020/21 outdoor pool season.</p>	This option involves repeating the same operating model and temperature triggers as 2019/20.	No Financial impact, currently budgeted for in 2020/21 at a cost of \$195,962.
Option 3:	Provide Moe facility free of charge for general users (fee for school/competition)	<p>A budget allocation will need to be made out of the 2019/20 surplus funds to operate under these parameters.</p> <p>The current operating budget for 2020/21 is \$195,962; however this does not consider the loss of income associated with free entry at Moe</p>	Based on revenue generated from school groups in 2019/20, an additional cost of \$15,435 could be expected bringing total expenditure to Council of \$211,397.

		Outdoor Pool. The likelihood of reinstating entry fees at outdoor pool in the future would be compromised due to increased community expectation.	
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Issues:

Strategy Implications

Provide a connected, engaged and safe community environment, which is improving the wellbeing of all Latrobe City citizens.

Communication

Latrobe City Council will utilise radio, print and social media advertising the changes to the operating hours prior to and during the outdoor pool season to ensure the community are well informed of any changes.

Financial Implications

<u>2019/20</u>	Moe Outdoor Pool	Yallourn North Outdoor Pool	All Outdoor Pools
Net Operating Loss	\$115,717	\$53,989	\$169,706
Attendances	6,467	3,996	10,463
Operating Subsidy (per visit)	\$17.89	\$13.51	\$16.21

Overall, the average operating subsidy per attendee increased from \$12.53 in 2018/19, to \$16.21 per attendee in 2019/20 – representing a \$3.68 increase in subsidy per outdoor pool attendance.

Potential entry fee income from Yallourn Pool of \$16,335.60 could have reduced the over subsidy to \$14.65 had it been charged.

Two of the operating models for 2020/21 have a financial implication on Councils budget- these include:

Option 1 – Saving to budget of \$19,000 resulting in a total of \$176,960

Option 2- No change to budget, total cost \$195,962

Option 3 – Additional budget cost of \$15,435 resulting in a total of \$211,397

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational risk.</p> <p>Having an inconsistent fee model between the two Outdoor Pool facilities that will be operating in 2020/21 (i.e. Moe Outdoor Pool and Yallourn/North Outdoor Pool), could generate a negative public perception that Council's decision is not fair and equitable.</p>	Possible	Develop and implement a clear communication plan outlining the reasons behind Council's original resolution in June 2018, regarding free entry at Yallourn North Outdoor Pool.
<p>Reputational Risk</p> <p>Reinstating fees at Yallourn North Pool could negatively impact Council as there has not been a charge for the last two seasons. This could now be a community expectation.</p>	Possible	Develop and implement a clear communication plan outlining the reasons behind Council's decision.
<p>Reduced attendance</p> <p>Reducing the operating hours and changing trigger temperature points could result in an approximately 12.5% reduction in attendance based on 2019/20 data.</p>	Possible	Develop and implement a clear communication plan on trigger temperatures and opening times.
<p>COVID-19</p> <p>May not affect the proposed operating hours</p>	Possible	Remain update to date with government restriction and guidelines and plan

but could impact the attendance if government restrictions are in place.		accordingly.
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Legal and Compliance

There are no legal and compliance issues identified as a result of the briefing.

Community Implications

Should Council decide to reduce the operating hours, this would impact the amount of access for the community.

Environmental Implications

There are no environmental implications as a result of the briefing.

Consultation

There is no requirement for Community Engagement as this briefing is based on 2018/2019 attendance data.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments
Nil

ORGANISATIONAL PERFORMANCE

17. ORGANISATIONAL PERFORMANCE

Agenda Item: 17.1

**Agenda Item: Local Government Act 2020 Delegated Committee and
Community Asset Committee Instruments**

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr Howe

Seconded: Cr Gibson

That Council endorses the Delegated Committee Instrument of Delegation template, Community Asset Committee Terms of Reference template and Community Asset Committee Instrument of Sub-Delegation template for use in establishment of those committees under the *Local Government Act 2020*.

CARRIED UNANIMOUSLY

Executive Summary:

As part of the introduction of the *Local Government Act 2020* (the 2020 Act), Special Committees under the *Local Government Act 1989* (the 1989 Act) are to be replaced by Delegated Committees and Community Asset Committees.

A Community Asset Committee may be established under section 65 of the 2020 Act, for the purpose of managing a community asset. Any other committee to be established with the intention that it receive delegation of powers, functions or duties of Council must be a Delegated Committee created pursuant to section 63.

Like Special Committees under the 1989 Act, Delegated Committees will be able to receive delegation of powers, functions or duties directly from Council under section 11 of the 2020 Act. Pursuant to section 47, Community Asset Committees will instead receive delegation from the Chief Executive Officer of powers, functions or duties already delegated to the Chief Executive Officer by Council, with certain limitations prescribed by the Act. Community Asset Committees will also report to the Chief Executive Officer.

Special Committees will remain operative until 1 September 2020, after which it will

be necessary to have Delegated or Community Asset Committees in place for any matters those committees have been managing.

Council currently has 8 Special Committees, namely:

1. Latrobe Regional Airport Board;
2. The Yallourn North Community Housing Committee;
3. Morwell Centenary Rose Garden Special Committee;
4. Callignee and Traralgon South Sporting Facilities Special Committee;
5. Traralgon Railway Reservoir Conservation Reserve Special Committee;
6. George Bates Reserve Special Committee;
7. Baillie Reserve Tyers Special Committee; and
8. Mathison Park Special Committee.

A draft Instrument of Delegation for Delegated Committees and draft Terms of Reference and Instrument of Sub-Delegation by CEO for Community Asset Committees have been prepared by Council officers and are provided as Attachments 1, 2 and 3 respectively for consideration. It is intended that once endorsed templates are available, documentation will be prepared for establishment of Delegated Committees and Community Asset Committees as appropriate for each of Council's current Special Committees.

Background:

Under provisions commencing 1 May 2020 of the *Local Government Act 2020* (the 2020 Act), Council is able to establish Delegated Committees and Community Asset Committees. These committees are designed to replace Council's current Special Committees, of which there are currently 8. The provisions come into effect on 1 September 2020, with provisions relating to Special Committees under the *Local Government Act 1989* (the 1989 Act) also being repealed at that time.

While any Special Committee can be replaced by a Delegated Committee, those that manage a community asset can also be replaced by a Community Asset Committee. There is no definition of community asset in the 2020 Act, however the explanatory memorandum to the *Local Government Bill 2019* provides the examples of a hall, sports facility or reserve.

As Delegated Committees are established by and receive delegation from Council, both of those matters may be included in an Instrument of Delegation. Given it is established by Council but receives any delegations from the Chief Executive Officer, to function effectively a Community Asset Committee requires Terms of Reference for endorsement and a separate Instrument of Sub-Delegation by Chief Executive Officer.

A draft template for a Delegated Committee Instrument of Delegation and draft templates for Community Asset Committee Terms of Reference and Instrument of Sub-Delegation by Chief Executive Officer have been prepared to best ensure uniform, transparent operation of the transition process.

Issues:

Strategy Implications

Endorsement of template documents for establishment of Delegated Committees and Community Asset Committees under the 2020 Act will achieve Objective 6 of the Council Plan - Ensure Council operates openly, transparently and responsibly.

Communication

Council officers will be communicating with members of existing Special Committees regarding the changeover process.

Financial Implications

Nil.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>Reputational risk if the replacement committees are not established by 31 August 2020 causing interference in management of matters currently handled by Council Special Committees.</p>	3 (Possible)	Ensure proposed timeline is followed which will allow sufficient time for consultation, consideration of feedback, final amendments to template documents, further consultation and preparation of final documents for each committee to be established.
<p>Legal/Regulatory Risk</p> <p>Adverse consequences due to decisions not being able to be made if replacement committees are not established by 31 August 2020.</p>	3 (Possible)	Ensure proposed timeline is followed which will allow sufficient time for consultation, consideration of feedback, final amendments to template documents, further consultation and preparation of final documents for each committee to be

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

Legal and Compliance

Section 63 of the 2020 Act allows Council to establish Delegated Committees to perform delegated powers, functions and duties from Council, and section 65 allows Council to establish Community Asset Committees to perform sub-delegated powers duties and functions from the Chief Executive Officer in relation to management of community assets. With the repeal of the provisions of the 1989 Act on Special Committees, it will be necessary for Council to establish appropriate replacement committees under the 2020 Act if it is to have continued management via delegation of the matters currently dealt with by Special Committees.

Community Implications

Clear and consistent governing template documents for Delegated Committees and Community Asset Committees will provide a strong framework for the operation of those committees, which in turn promotes the trust of the municipal community and encourages community member engagement, including as potential committee members.

Replacement of Special Committees with Delegated Committees and Community Asset Committees as appropriate will assist in the continued effective management of assets that are of significant benefit to the community.

Environmental Implications

Nil.

Consultation

Officers have been involved in a Gippsland Councils working group in relation to implementing the 2020 Act.

Consultation will occur with Special Committee members as part of the transition process.

Other

Nil.

Declaration of Interests:

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

Supporting Documents:

Local Government Act 2020

Local Government Act 1989

Attachments

- 1 [↓](#). Draft Delegated Committee Instrument of Delegation template
- 2 [↓](#). Draft Community Asset Committee Terms of Reference template
- 3 [↓](#). Draft Community Asset Committee Instrument of Sub-Delegation from Chief Executive Officer template

17.1

Local Government Act 2020 Delegated Committee and Community Asset Committee Instruments

- 1 Draft Delegated Committee Instrument of Delegation
template..... 333**
- 2 Draft Community Asset Committee Terms of Reference
template..... 356**
- 3 Draft Community Asset Committee Instrument of Sub-
Delegation from Chief Executive Officer template..... 373**

<F11 Fields: Insert Name>
(Delegated Committee)
Instrument of Delegation

(FACILITY IMAGE HERE)



Instrument of Delegation

Pursuant to the exercise of the power conferred by section 63 of the *Local Government Act 2020*, Latrobe City Council (the Council) hereby delegates to the members of (*insert name of delegated committee*) (the Committee), the powers, duties and functions set out in the Schedules attached and declares that:

1. This Instrument of Delegation is authorised by a resolution of Council passed on [#date#]; and
 - 1.1. The delegation:
 - 1.1.1. Comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 1.1.2. Remains in force until varied or revoked;
 - 1.1.3. Must be exercised in accordance with the attached schedules, and is subject to any conditions and limitations set out in the schedules;
 - 1.1.4. Must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 1.2. The Committee must annually report to Council concerning decisions made during and finances of the Committee for the preceding 12 months; and
 - 1.3. Council may remove a member from the Committee at any time.

[#Council seal clause#]



Schedule One: Powers, Functions and Duties of the Delegated Committee

1. DEFINITIONS

1.1. In this delegation and schedules, the following words have the following meanings:

The Committee	means the <i>(insert name)</i> Delegated Committee appointed pursuant to the provisions of section 63 of the <i>Local Government Act 2020</i> .
Council	means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Councillor	means a person who holds the office of a member of Latrobe City Council.
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Delegated Committee	means a committee to which the Council delegates a duty, function or power established under section 63 of the <i>Local Government Act 2020</i> .
Facility (or other name as appropriate substituted throughout document eg Reserve, Airport)	means an asset of the Council for which the care and management has been delegated to the Committee which is identified on the attached plan in Schedule 2 that is subject to this Delegation.
Governance Rules	means the Governance Rules of Latrobe City Council adopted pursuant to section 60 of the <i>Local Government Act 2020</i> and as amended from time to time
Management	includes the maintenance, hire, control, operation, conservation, promotion and/or development of property exercised subject to any limitations or restrictions in this



Instrument of Delegation.

2. OBJECTIVES OF THE DELEGATED COMMITTEE

This will vary according to the circumstances, such as whether the Committee is established to manage assets such as an airport, building, parks and reserves or to make decisions on specific matters such as planning.

- 2.1. The principle objective of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Facility which is entrusted in the Committee's care and to undertake functions and duties relating to the Facility, in particular:
- (a) Undertaking the management and improvement of the Facility on behalf of Council;
 - (b) Act as an advisory and liaison body between the Council and the community, (e.g. user groups) who use the Facility;
 - (c) Encourage public interest and maximise involvement and participation of the community in the development of the Facility;
 - (d) Making available the Facility for public use, consistent with the function for which the Facility has been provided, and to ensure a wide range of community, cultural and entertainment programs to give residents a choice of leisure-time activities;
 - (e) Ensure the effective financial control of the Facility to meet the Council's and Delegated Committee's objectives by collecting rentals and charges, as set and adopted by Council, on the users of the Facility, and to expend these funds on maintaining and/or improving the Facility and providing amenities for the better use and enjoyment by the community and public; and
 - (f) To make representations to Council on behalf of other organisations relating to the Facility; and
 - (g) Carrying out such other objectives, matters and things incidental to and in furtherance of the functions and duties as set out in 2.1 (a), (b) and (c) hereof.

3. COMPOSITION OF COMMITTEE

This will vary according to the circumstances, such as whether the Committee is established to manage assets such as an airport, building, parks and



reserves or to make decisions on specific matters such as planning

3.1. Membership

The Committee will comprise of up to *(insert number)* members being:

- (a) up to *(insert number of Councillors)* but no less than 2 Councillors appointed annually by the Council;
- (b) up to *(insert number)* representatives from each of the following:
**insert specific organisations, clubs etc*
- (c) 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative;
- (d) up to *(insert number)* community representatives appointed via an expression of interest process; and
- (e) 1 Council officer.

3.2. The appointment of the community representatives must be as described in clause 3.7.

3.3. Each member may also nominate a substitute representative to attend meetings of the Committee (with voting rights) in the absence of the appointed person. The substitute representative may attend meetings at other times only as an observer (without voting rights) at the invitation of the Committee.

3.4. No person may be or act as a member of the Committee until endorsed by Council.

3.5. The Council may also appoint a Council officer or Councillor to be its representative, including an office bearer position on the Committee, and such person will hold office until removed by the Council or until any one of the contingencies referred to in Clause 5 hereof occurs.

3.6. Nomination Process – Main User Groups

- (a) Main user representatives may be nominated by the controlling body of the main user, or by Council.
- (b) Depending on how many main users there are (see Schedule 3), there must not be a majority representation from any user group on the Committee.

3.7. Nomination Process – Community Representatives

- (a) A public notice calling for expressions of interest from members of the



community for Committee membership must be published in a newspaper within 28 days of the Council's decision to appoint a Delegated Committee;

- (b) Expressions of interest must be in writing and must be received within 14 days of the public notice;
- (c) Council may appoint a person as a community representative whose name has not been submitted through the above process.

3.8. Qualifications for Committee - General

- (a) Except with the prior approval of the Council, no person cannot be appointed to the Committee unless such person has attained the age of eighteen (18) years and resides, or owns property, or works within the municipality;
- (b) All Committee members must be prepared to comply with Conflict of Interest provisions in the *Local Government Act 2020* and the procedures for disclosure of a conflict of interest set out in the Governance Rules of Latrobe City Council;
- (c) All Committee members who are not Councillors must be prepared to lodge an initial personal interests return with the Chief Executive Officer and a biannual personal interests return thereafter in accordance with sections 133 and 134 of the *Local Government Act 2020*; and
- (d) Committee members must complete a *Nominee Declaration Form* to qualify to be a member of the Committee.

4. TERM OF OFFICE

- 4.1. All members of the Committee will (subject to Clause 5) hold office for a period of three (3) years from the date that their appointment is endorsed by Council but the existing Committee will continue to undertake the functions and powers delegated to it until the Council approves a new delegation and appoints a new Committee following the process required under clause 3.7.
- 4.2. A member appointed to fill a casual vacancy on the Committee will retire at the end of the three-year period applicable to the member whose inability to see out their term (for whatever reason) caused the vacancy.
- 4.3. A member of the Committee is eligible for re-nomination at the expiration of the period of office.



5. VACANCIES

- 5.1. Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the Committee.
- 5.2. If any Committee member misses three (3) consecutive meetings of the Committee without submitting their apology prior to the meeting such person will cease to be a member of the Committee upon confirmation by Council.
- 5.3. Casual Vacancies
 - (a) Where a vacancy on the Committee occurs through retirement, resignation, death, incapacity or loss of qualification, the Committee will within one month of this occurring, advise the Council and nominate a suitable person to Council for appointment to the vacancy for the period remaining of the original tenure; and
 - (b) Any vacancy caused by the resignation of a member who is a community representative may only be filled by Council via an expression of interest process.

6. OFFICE BEARERS

- 6.1. Within 1 month of the Council's endorsement of the appointment of members of the Committee, the Committee must call and hold a meeting to appoint its office bearers other than the Chairperson who is to be appointed by the Council when members are endorsed.
- 6.2. The office bearers to be appointed and who will hold office for a period of twelve (12) months will be:
 - Treasurer
 - Secretary
 - Other positions determined by the Committee as being necessary for the effective functioning of the Committee
- 6.3. There must be segregation of duties amongst office bearers i.e. no one person may hold more than one office bearing position. In special circumstances one person may, with the approval of Council hold more than one position, excluding the position of Chairperson, or Deputy Chairperson if one is appointed.
- 6.4. The Committee must provide all nomination forms and notify the Council of the name and address of each office bearer other than the Chairperson within



seven (7) days of that person's appointment.

7. COMMITTEE MEETINGS

7.1. General Provisions

- (a) Except where a contrary intention is indicated in this Instrument of Delegation, the Governance Rules of Latrobe City Council apply to the Committee and any meetings of the Committee. In the event of any inconsistency between the Governance Rules and this Instrument of Delegation, the Instrument of Delegation shall prevail.
- (b) The Committee shall hold at least four (4) meetings during the year on such dates as the Chairperson appoints with the first meeting of the Committee to be held within one (1) month of the Committee's appointment.
- (c) The Secretary must give public notice of all meetings of the Committee.
- (d) The Secretary must distribute a notice of the meeting to all members of the Committee at least seven (7) clear days prior to the meeting and advise the Council of any Committee meetings.

7.2. Meeting Procedures

- (a) All requirements of the *Local Government Act 2020* must be adhered to; and
- (b) All requirements of the Governance Rules of Latrobe City Council must be adhered to unless specified otherwise in this Instrument of Delegation.
- (c) The Chairperson shall take the chair at all meetings of the Committee at which the Chairperson is present. In the absence of the Chairperson, the Committee may appoint another Councillor who is a member of the Committee to be the Chairperson for the meeting.

7.3. Quorum

- (a) A meeting of the Committee must not proceed if a quorum cannot be established within 30 minutes of the published commencement time of the meeting.
- (b) The quorum must be as defined in the Governance Rules of Latrobe City Council.

7.4. Annual General Meeting



Each year the Committee will hold an annual general meeting which will:

- (a) Elect members to the positions listed in clause 6.2 and any other positions determined by the Committee as being necessary for the efficient functioning of the Committee;
- (b) Receive and consider the Committee's annual report;
- (c) Receive and consider a report on the program of activities proposed for the next year; and
- (d) Receive and adopt the annual financial statements.

7.5. Unscheduled Meetings

- (a) The Chairperson may call an unscheduled meeting and must call an unscheduled meeting if a written request is received from 3 members of the Committee and must give notice of the meeting in accordance with the requirements of clause 7.. An unscheduled meeting of the Committee may also be called by the Council at any one time, providing that notice of the meeting is issued at least seven (7) clear days prior to its commencement.
- (b) The notice of an unscheduled meeting shall contain a statement of the purpose of the meeting.
- (c) The meeting will be held on such date and at such time as fixed by the Chairperson.
- (d) In cases where the Chairperson calls a meeting in response to a request from 3 Committee members, the meeting must be held within 21 days of receiving the request. The Chairperson must arrange for notice of the meeting to be given to all Committee members.
- (e) No other business other than that specified in the notice must be transacted at the meeting.

7.6. Minutes of meetings

- (a) The Chairperson of the Committee must arrange for minutes of each meeting of the Committee to be kept.
- (b) The Chairperson must submit the Minutes of a Committee meeting to the next meeting of the Committee for confirmation. If the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.



- (c) The minutes of a meeting of the Committee must:
- contain details of the proceedings and resolutions made;
 - be clearly expressed; and
 - be self-explanatory.
- (d) Relevant reports or a summary of the relevant reports considered in the decision making process must be incorporated in relation to resolutions recorded in the minutes.
- (e) The Chairperson must ensure a copy of the minutes of each meeting of the Committee is sent to Council within seven (7) days of the meeting.
- (f) The Chairperson must ensure that the form and availability of all minutes of Committee meetings are otherwise in accordance with the Governance Rules of Latrobe City Council.

7.7. Voting

- (a) Each member present at a meeting of the Committee will have one vote on each matter being considered by the Committee.
- (b) In the event that voting on any matter is equal, the Chairperson shall have a casting vote.
- (c) A motion before a meeting of the Committee is to be determined as follows:
- (i) Each member of the Committee who is entitled to vote is entitled to one vote;
 - (ii) Unless otherwise prohibited by the *Local Government Act 2020*, each member of the Committee present must vote;
 - (iii) Unless the procedures of the Committee otherwise provide, voting must be by show of hands;
 - (iv) The Motion is determined by a majority of the vote;
 - (v) If there is an equality of votes the Chairperson has a second vote.
- (d) Any decision of the Committee which does not relate to a matter delegated to the Committee cannot be actioned until approved by Council.
- (e) In the event of any unresolved dispute arising between Committee



members, the matter shall be submitted to Council in writing and any decision made thereon by the Council shall be final.

- (f) The Committee may form Sub-Committees from amongst its members for the purpose of recommending on matters pertaining to the provisions of this Instrument of Delegation, provided that no decision is made.
- (g) The Chairperson will be an ex-officio member of all Sub-Committees.
- (h) A Sub-Committee may only be established by resolution of the Committee and may only carry out the functions stated in the resolution.

7.8. Conflict of Interest

- (a) If a member of the Committee has a Conflict of Interest in any matter in which the Committee is concerned, the member must disclose the Conflict of Interest in accordance with the procedure contained in the Governance Rules of Latrobe City Council.
- (b) The member must not remain in the room in which the meeting is being held during any discussion or any vote taken on the matter.
- (c) The Minutes must record the Conflict of Interest and the time the member left and returned to the meeting.

7.9. Meetings open to the Public

- (a) Any meeting of the Committee must be open to members of the public unless the Committee considers it necessary to close the meeting pursuant to one of the circumstances set out in section 66 of the *Local Government Act 2020*, namely:
 - (i) the meeting is to consider confidential information, as defined in the *Local Government Act 2020*;
 - (ii) security reasons; or
 - (iii) it is necessary to do so to enable the meeting to proceed in an orderly manner.
- (b) If the Committee resolves to close the meeting to the public, the reason must be recorded in the Minutes of the meeting.



8. FINANCE

8.1. Financial Administration

- (a) The Financial Year of the Committee shall be from 1st July to 30th June next.
- (b) The Committee must ensure the effective financial control of the Committee and must submit reports to each meeting of the Committee that accurately represent the financial position of the Committee at that time.
- (c) The Committee must not borrow or obtain funds by way of overdraft or loan.
- (d) All monies received on behalf of the Committee must be banked within fourteen (14) days of receipt in a bank account in the name of the Committee.
- (e) The Committee must when requested by Council produce any information in relation to its bank accounts.
- (f) All accounts over fifty dollars (\$50) (including GST) must be paid by cheque and all cheques must be signed by two (2) Committee members or office bearers appointed by resolution of the Committee.
- (g) The Treasurer must:
 - list all accounts received for payment to each meeting of the Committee;
 - report on the state of the Committee's finances and make such recommendations as he/she considers necessary; and
 - ensure that the information provided to the meeting is recorded in the minutes of the meeting.
- (h) Monies held by the Committee shall not exceed fifty thousand dollars (\$50,000) at the end of any given financial year, unless otherwise approved by Council.
- (i) All monies received from fees or charges associated with the management of the Facility will be retained by the Committee.
- (j) All monies received by the Committee must be applied to the maintenance, operations, promotion and improvements of the Facility and any other expenses which may be incurred by the Committee in its



management of the Facility.

- (k) Committee members are entitled to be reimbursed through Committee funds for any out of pocket expenses which:
- are bona fide expenses;
 - have been reasonably incurred while carrying out the functions set out in this delegation;
 - are reasonably necessary to carry out those functions;
 - a tax invoice receipt is provided; and
 - the Committee member complies with any applicable reimbursement procedure set out in Council's *Resources and Support to Councillors and Delegated Committee Members Policy*.
- (l) No member of the Committee is entitled to receive any remuneration or honorarium for carrying out any of his/her duties as a member of the Committee without approval from the Council.
- (m) On dissolution of the Committee, the outgoing Committee must close all accounts and transfer the remaining funds to Council and provide evidence that the accounts have been closed

8.2. Annual Statements and Reports

- (a) The Committee must on or before the 10th day of July in each year ensure that:
- the accounts of the Committee are balanced (up to the 30th day of June preceding);
 - annual Financial Statements are provided to Council;
 - an acquittal report is provided to Council as required under the *Grant Governance Policy*;
 - a written report is provided to Council on the operation of the Facility which will be considered the Annual Report.
- (b) Council will supply a standard template and information document to assist the Committee with the preparation of its annual financial statement.

8.3. Determination of charges



- (a) If the Committee considers that fees and charges should be applied for the use of the Facility, the Committee must provide Council with a proposed list of fees and charges by 1 October each year to be included for consideration and adoption by Council within the Council budget process.
- (b) The Committee will collect and abide by the Council adopted fees and charges, and any adopted policies or procedures for the various user groups of the Facility. Details of such fees and charges shall be advised by Council once the budget has been adopted.
- (c) A member appointed by the Committee to collect any fees or charges shall within seven (7) days after he or she has received any monies on account of the Committee ensure same is paid into the Committee's bank account unless other arrangements have been approved by Council.
- (d) Every member appointed for the collection of rentals or charges by the Committee must issue a receipt on collection.

8.4. Fundraising

The Committee may arrange functions, fixtures or entertainment for the purpose of raising funds utilising Council's prescribed casual hiring information.

9. MANAGEMENT OF FACILITIES

9.1. General Requirements

- (a) The Committee must manage the Facility by:
 - (i) actively promoting its use;
 - (ii) entering into contracts with permanent and occasional users as per the requirements set out in this document;
 - (iii) assisting the community and user groups to access the facilities;
 - (iv) ensuring users maintain the Facility in accordance with their user agreements;
 - (v) monitoring the physical condition of all Facility assets, ensuring they are generally maintained in a safe and clean condition and are fit for purpose;
 - (vi) working with Council officers on asset maintenance and development plans;



- (vii) ensuring that conditions of use imposed by Council Local Laws and policies and State and Federal Laws are enforced to the extent practicable for the Committee and to report any breaches which occur to the Council;
 - (viii) arranging and paying for contents insurance; and
 - (ix) making recommendations to Council on the development of future capital works and the provision of future facilities and amenities to the Facility.
- (b) The Committee may seek advice, assistance and expertise from the Council as is necessary for the proper and efficient management of the Facility within the constraints of the budget and including the ability to invite persons to the meetings of the Committee as observers or advisers.
- (c) The Committee must take all reasonable steps to:
- (i) liaise with Council and its staff to ensure continuing co-operation and co-ordination of the Facility.
 - (ii) ensure the safety requirements and acts and regulations appropriate to the management of the Facility are adhered to.
 - (iii) ensure that the Committee and its servants do not commit, or permit to be carried out, any act which will render the operation of Council's insurance policies invalid.
 - (iv) require all users to comply with the conditions of use or any rules made by the Committee and to advise Council and give effect to any requirements made by the Council applicable to the Facility.

9.2. Planning

- (a) Management Plans for the Facility will be prepared by the Committee with support from the Council. Plans must be reviewed at least once every three (3) years.
- (b) The Committee may work with Council officers to develop a Capital Works Program on an annual basis, for consideration by Council.

9.3. Undertaking Works and Maintenance

- (a) The Committee must not proceed with any capital works (being works exceeding a cost of five thousand dollars (\$5,000)), developments or



construction on the Facility or appoint any architect or consultant, without first obtaining approval by Council.

- (b) The Committee may undertake tasks associated with general day to day maintenance and upkeep of the Facility But must require volunteers, including volunteer contractors to complete a *Volunteer Registration* form (available online) if they are assisting the Committee.
- (c) The Committee must not carry out or authorise any capital works, extensions, additions or materially alter the buildings or surrounds of the Facility without prior written approval from the Council.
- (d) The Committee must ensure that any alterations or works undertaken at the Facility by user groups are discussed with Council. Approval of Council must be obtained in writing prior to any such works being commenced.
- (e) The Committee may with Council's prior approval engage and pay people or contractors for the maintenance and upkeep of the Facility and the performance of any other matters required to be done for the proper management and control of the Facility.
- (f) The Committee must promptly report to Council any breakage or damage to the Facility, any malfunction or mechanical hazard, any abnormal damage to any playing surfaces or surrounds or any equipment used at the Facility.

9.4. Entering into Commercial Arrangements

- (a) The Committee may subject to complying with Council's *Procurement Policy* enter into contracts or other agreements not exceeding a value of five thousand dollars (\$5,000) per annum associated with the management of the Facility
- (b) The Committee must not establish any other commercial or occupancy agreements for any part of the Facility.
- (c) The Committee must not without the approval of the Council allow the Facility to be occupied or used in any way that excludes the public except by a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature.
- (d) The Committee may only accept casual occupation by commercial operators when:



- (i) a commercial fee is charged and paid;
- (ii) the Facility is not being used by a member of the public, a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature; and
- (iii) the commercial venture has a common purpose or object of a sporting, recreational or cultural nature.

10. GENERAL REQUIREMENTS

10.1. The Committee must not:

- (a) delegate any of the powers delegated to it by the Council; or
- (b) seek or obtain independent legal advice.

10.2. The Committee must:

- (a) maintain a Post Office box and ensure that all correspondence is directed to that box.
- (b) ensure that any applicable Council policies and requirements of the Council's Local Laws and Planning Scheme are complied with, including by users of the Facility.
- (c) Comply with any requests and directions, financial rules, relevant policies or requirements made by Council.

10.3. Communications

- (a) The Council and the Committee will work together to develop a harmonious relationship that takes into account the needs and wants of stakeholders.
- (b) As such, Schedule Four 'Communications Protocol' will form the basis for communicating between the Committee and the Council.
- (c) The Committee must have regard to any Council Policy applying to public relations, communications and use of social media.

10.4. Disputes

- (a) In the event of any dispute between the Committee and any other party, the matter will be referred to the General Manager Assets and Presentation for resolution subject to any dispute process in any written agreement between the Committee and the other party.



10.5. Indemnity

The Council will indemnify members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with this Instrument of Delegation and in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee.

10.6. Powers Excluded

The Committee is not by this Instrument of Delegation empowered to do any of the following things without the prior written approval of the Council:

- (a) Enter into contracts exceeding a value of five thousand dollars (\$5,000) per annum;
- (b) Borrow money;
- (c) Incur any banking overdraft; or
- (d) Make any alterations or additions to the Facility.

10.7. Changes to Schedules or Delegation

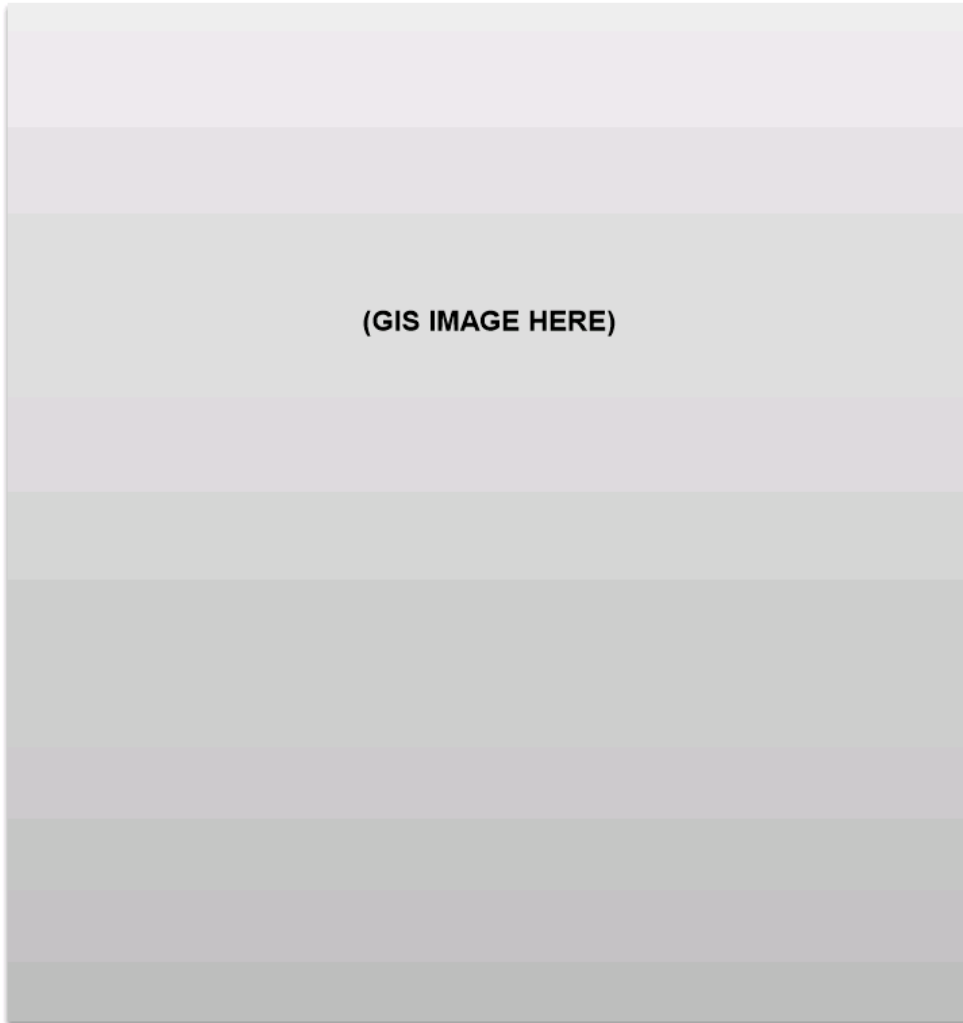
No alteration to this delegation or the schedules shall be effective unless first approved by Council.

10.8. Revocation

This Instrument of Delegation may be revoked at any time by Council, if in the view of Council; the Committee is not managing the Facility in the best interest of user groups, the community and Council.



Schedule 2: GIS Imagery of managed land





Schedule 3: User Group Representation

The following user groups may be represented on the Delegated Committee:

- < User Group >
- < User Group >
- < User Group >



Schedule 4: Communications Protocol

Latrobe City Council is committed to working in an open and harmonious way with the community. As such Council will:

- Seek to manage service delivery to meet the expectations of the community within the resources available; and
- Be open and transparent in its dealings with its community.

This protocol seeks to define how Latrobe City Council and the Committees of Management of Council facilities will communicate.

Council will:

- Consult with Committees of Management in the development and implementation of capital works and maintenance programs.
- Consult with Committees of Management in developing and administering maintenance schedules.
- Provide Committees of Management with maintenance schedules and programs annually or prior to the commencement of the seasons whichever is applicable.
- Advise the nominated Committees of Management representative of any variations to maintenance schedules and programs where they will interfere with the operation of the Council facility within 24 hours of the variation occurring.
- Respond to maintenance requests and letters from Committees of Management within fourteen working days.
- Advise Committees of Management of any decisions or matters that will restrict or impinge on the use of their facilities within 24 hours of the decision.
- Provide Committees of Management with a list of designated Council Officers authorised to be the contact person for specific matters and concerns annually.
- Meet with Committees of Management formally once per year to discuss matters of interest and concern to both parties.
- Explain clearly any decisions made that effect Committees of Management in respect to maintenance, capital works and the like.



- Regularly inspect the facilities to ensure it is being maintained in a proper condition in accordance with any service specifications and the like.

Committees of Management will:

- Assist Council in ensuring that facilities are presented in the best possible condition taking into account the prevailing conditions.
- Advise the Recreation Liaison team annually of a nominated Committee of management representative, together with their address and phone numbers, who will be the Committee of management's contact person for Council for that year.
- Raise directly with the relevant, designated Council Officer any concerns or matters regarding contractor performance or any matters or concerns relating to maintenance schedules and programs.
- Not seek to direct Council contractors or Council staff when carrying out their duties at the facility.
- Discuss with the relevant, nominated Council Officer all requests for services that are beyond scheduled service provision. Such requests are to be made in writing where possible at least two weeks prior to the service requested being required.
- When requesting maintenance work, provide a preferred time schedule, which Officers will confirm subject to the availability of trades people and previous commitments.
- Refer any requests for capital works or projects to the Recreation Liaison team no later than October each year with concept plans, costing and methods of funding to ensure that the project can be considered and a case prepared for the following year's budget.
- In the first instance discuss any matters regarding lease conditions or commercial issues with the Recreation Liaison team.
- Refer any enquires regarding facility hire from other users to the Recreation Liaison team.

If Committees of management are dissatisfied with the service provided they may, in the first instance, lodge a complaint with the Manager Recreation.



If the Committee is unsatisfied with that outcome they can then write to the:

Chief Executive Officer

Latrobe City Council

PO Box 264

Morwell Victoria 3840

**<F11 Fields: Insert Name>
(Community Asset
Committee)
*Terms of Reference***

(FACILITY IMAGE HERE)



Terms of Reference

Pursuant to the exercise of the power conferred by section 65 of the *Local Government Act 2020*, Latrobe City Council (the Council) hereby establishes (*insert name of community asset committee*) (the Committee), with the purposes and rules set out in the Schedules attached:

1. These Terms of Reference are authorised by a resolution of Council passed on [#date#].

[#Council seal clause#]



Schedule One: Role, Membership and Meeting Procedures of the Community Asset Committee

1. DEFINITIONS

1.1. In these terms of reference and schedules, the following words have the following meanings:

The Committee	means the <i>(insert name)</i> Community Asset Committee appointed pursuant to the provisions of section 65 of the <i>Local Government Act 2020</i> .
Community Asset Committee	means a committee established by the Council under section 65 of the <i>Local Government Act 2020</i> and to which the Chief Executive Officer delegates a duty, function or power under section 47 of the <i>Local Government Act 2020</i> .
Council	means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Councillor	means a person who holds the office of a member of Latrobe City Council.
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Facility (or other name as appropriate substituted throughout document eg Reserve)	means an asset of the Council for which the care and management has been delegated to the Committee which is identified on the attached plan in Schedule 2 that is subject to these Terms of Reference.
Governance Rules	means the Governance Rules of Latrobe City Council adopted pursuant to section 60 of the <i>Local Government Act 2020</i> and as amended from time to time
Management	includes the maintenance, hire, control, operation, conservation, promotion and/or development of property exercised subject to any limitations or restrictions in these Terms of Reference and any Instrument of Sub-



Delegation to the Committee by the Chief Executive Officer.

2. ROLE AND FUNCTIONS OF THE COMMUNITY ASSET COMMITTEE

This will vary according to the circumstances, such as whether the Committee is established to manage assets such as a building, parks and reserves.

- 2.1. The role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Facility which is entrusted in the Committee's care and to undertake functions relating to the Facility, in particular:
- (a) Undertaking the management and improvement of the Facility on behalf of Council;
 - (b) Act as an advisory and liaison body between the Council and the community, (e.g. user groups) who use the Facility;
 - (c) Encourage public interest and maximise involvement and participation of the community in the development of the Facility;
 - (d) Making available the Facility for public use, consistent with the function for which the Facility has been provided, and to ensure a wide range of community, cultural and entertainment programs to give residents a choice of leisure-time activities;
 - (e) Ensure the effective financial control of the Facility to meet the Council's and Community Asset Committee's objectives by collecting rentals and charges, as set and adopted by Council, on the users of the Facility, and to expend these funds on maintaining and/or improving the Facility and providing amenities for the better use and enjoyment by the community and public; and
 - (f) To make representations to Council on behalf of other organisations relating to the Facility; and
 - (g) Carrying out such other objectives, matters and things incidental to and in furtherance of the functions as set out in 2.1 (a), (b) and (c) hereof.

3. DELEGATIONS

- 3.1. The Committee will exercise the powers, functions and duties delegated to it by the Chief Executive Officer in an instrument of sub-delegation made in accordance with section 47 of the *Local Government Act 2020*.



3.2. The Chief Executive Officer may, at any time, review and vary the delegations to the Committee and will notify any variations to the Committee by providing an updated instrument of delegation.

4. COMPOSITION OF COMMITTEE

This will vary according to the circumstances, such as whether the Committee is established to manage assets such as a building, parks and reserves

4.1. Membership

The Committee will comprise of up to *(insert number)* members being:

- (a) up to *(insert number of Councillors)* Councillors appointed annually by the Council;
- (b) up to *(insert number)* representatives from each of the following:
**insert specific organisations, clubs etc*
- (c) 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative;
- (d) up to *(insert number)* community representatives appointed via an expression of interest process; and
- (e) 1 Council officer.

4.2. The appointment of the community representatives must be as described in clause 4.7.

4.3. Each member may also nominate a substitute representative to attend meetings of the Committee (with voting rights) in the absence of the appointed person. The substitute representative may attend meetings at other times only as an observer (without voting rights) at the invitation of the Committee.

4.4. No person may be or act as a member of the Committee until endorsed by Council.

4.5. The Council may also appoint a Council officer or Councillor to be its representative, including an office bearer position on the Committee, and such person will hold office until removed by the Council or until any one of the contingencies referred to in Clause 5 hereof occurs.

4.6. Nomination Process – Main User Groups

- (a) Main user representatives may be nominated by the controlling body of the main user, or by Council.



- (b) Depending on how many main users there are (see Schedule 3), there must not be a majority representation from any user group on the Committee.

4.7. Nomination Process – Community Representatives

- (a) A public notice calling for expressions of interest from members of the community for Committee membership must be published in a newspaper within 28 days of the Council's decision to appoint a Community Asset Committee;
- (b) Expressions of interest must be in writing and must be received within 14 days of the public notice;
- (c) Council may appoint a person as a community representative whose name has not been submitted through the above process.

4.8. Qualifications for Committee - General

- (a) Except with the prior approval of the Council, no person cannot be appointed to the Committee unless such person has attained the age of eighteen (18) years and resides, or owns property, or works within the municipality;
- (b) All Committee members must be prepared to comply with Conflict of Interest provisions in the *Local Government Act 2020* and the procedures for disclosure of a conflict of interest set out in the Governance Rules of Latrobe City Council;
- (c) Committee members must complete a *Nominee Declaration Form* to qualify to be a member of the Committee.

5. TERM OF OFFICE

- 5.1. All members of the Committee will (subject to Clause 6) hold office for a period of three (3) years from the date that their appointment is endorsed by Council but the existing Committee will continue to undertake the functions and powers delegated to it by the Chief Executive Officer until the Council appoints a new Committee following the process required under clause 4.7.
- 5.2. A member appointed to fill a casual vacancy on the Committee will retire at the end of the three-year period applicable to the member whose inability to see out their term (for whatever reason) caused the vacancy.
- 5.3. A member of the Committee is eligible for re-nomination at the expiration of the period of office.



6. VACANCIES

- 6.1. Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the Committee.
- 6.2. If any Committee member misses three (3) consecutive meetings of the Committee without submitting their apology prior to the meeting such person will cease to be a member of the Committee upon confirmation by Council.
- 6.3. Casual Vacancies
 - (a) Where a vacancy on the Committee occurs through retirement, resignation, death, incapacity or loss of qualification, the Committee will within one month of this occurring, advise the Council and nominate a suitable person to Council for appointment to the vacancy for the period remaining of the original tenure; and
 - (b) Any vacancy caused by the resignation of a member who is a community representative may only be filled by Council via an expression of interest process.

7. OFFICE BEARERS

- 7.1. Within 1 month of the Council's endorsement of the appointment of members of the Committee, the Committee must call and hold a meeting to appoint its office bearers.
- 7.2. The office bearers to be appointed and who will hold office for a period of twelve (12) months will be:
 - Chairperson
 - Treasurer
 - Secretary
 - Other positions determined by the Committee as being necessary for the effective functioning of the Committee
- 7.3. There must be segregation of duties amongst office bearers i.e. no one person may hold more than one office bearing position. In special circumstances one person may, with the approval of Council hold more than one position, excluding the position of Chairperson, or Deputy Chairperson if one is appointed.
- 7.4. The Committee must provide all nomination forms and notify the Council of the name and address of each office bearer other than the Chairperson within



seven (7) days of that person's appointment.

8. COMMITTEE MEETINGS

8.1. General Provisions

- (a) Except where a contrary intention is indicated in these Terms of Reference, the Governance Rules of Latrobe City Council apply to the Committee and any meetings of the Committee. In the event of any inconsistency between the Governance Rules and these Terms of Reference, the Terms of Reference shall prevail.
- (b) The Committee shall hold at least four (4) meetings during the year on such dates as the Chairperson appoints with the first meeting of the Committee to be held within one (1) month of the Committee's appointment.
- (c) The Secretary must give public notice of all meetings of the Committee.
- (d) The Secretary must distribute a notice of the meeting to all members of the Committee at least seven (7) clear days prior to the meeting and advise the Council of any Committee meetings.

8.2. Meeting Procedures

- (a) All requirements of the *Local Government Act 2020* must be adhered to; and
- (b) All requirements of the Governance Rules of Latrobe City Council must be adhered to unless specified otherwise in these Terms of Reference.
- (c) The Chairperson shall take the chair at all meetings at which the Chairperson is present. If the Chairperson is absent the members present may appoint one of their numbers to chair the meeting.

8.3. Quorum

- (a) A meeting of the Committee must not proceed if a quorum cannot be established within 30 minutes of the published commencement time of the meeting.
- (b) The quorum must be as defined in the Governance Rules of Latrobe City Council.

8.4. Annual General Meeting

Each year the Committee will hold an annual general meeting which will:



- (a) Elect members to the positions listed in clause 7.2 and any other positions determined by the Committee as being necessary for the efficient functioning of the Committee;
- (b) Receive and consider the Committee's annual report;
- (c) Receive and consider a report on the program of activities proposed for the next year; and
- (d) Receive and adopt the annual financial statements.

8.5. Unscheduled Meetings

- (a) The Chairperson may call an unscheduled meeting and must call an unscheduled meeting if a written request is received from 3 members of the Committee and must give notice of the meeting in accordance with the requirements of clause 8. An unscheduled meeting of the Committee may also be called by the Council at any one time, providing that notice of the meeting is issued at least seven (7) clear days prior to its commencement.
- (b) The notice of an unscheduled meeting shall contain a statement of the purpose of the meeting.
- (c) The meeting will be held on such date and at such time as fixed by the Chairperson.
- (d) In cases where the Chairperson calls a meeting in response to a request from 3 Committee members, the meeting must be held within 21 days of receiving the request. The Chairperson must arrange for notice of the meeting to be given to all Committee members.
- (e) No other business other than that specified in the notice must be transacted at the meeting.

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- (a) The Chairperson of the Committee must arrange for minutes of each meeting of the Committee to be kept.
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- contain details of the proceedings and resolutions made;
 - be clearly expressed; and
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- (b) In the event that voting on any matter is equal, the Chairperson shall have a casting vote.
- (c) A motion before a meeting of the Committee is to be determined as follows:
- (i) Each member of the Committee who is entitled to vote is entitled to one vote;
 - (ii) Unless otherwise prohibited by the *Local Government Act 2020*, each member of the Committee present must vote;
 - (iii) Unless the procedures of the Committee otherwise provide, voting must be by show of hands;
 - (iv) The Motion is determined by a majority of the vote;
 - (v) If there is an equality of votes the Chairperson has a second vote.
- (d) Any decision of the Committee which does not relate to a matter delegated to the Committee by the Chief Executive Officer cannot be actioned until approved by Council.
- (e) In the event of any unresolved dispute arising between Committee members, the matter shall be submitted to Council in writing and any



decision made thereon by the Council shall be final.

- (f) The Committee may form Sub-Committees from amongst its members for the purpose of recommending on matters pertaining to the provisions of these Terms of Reference or an Instrument of Sub-Delegation to the Committee by the Chief Executive Officer, provided that no decision is made.
- (g) The Chairperson will be an ex-officio member of all Sub-Committees.
- (h) A Sub-Committee may only be established by resolution of the Committee and may only carry out the functions stated in the resolution.

8.8. Conflict of Interest

- (a) If a member of the Committee has a Conflict of Interest in any matter in which the Committee is concerned, the member must disclose the Conflict of Interest in accordance with the procedure contained in the Governance Rules of Latrobe City Council.
- (b) The member must not remain in the room in which the meeting is being held during any discussion or any vote taken on the matter.
- (c) The Minutes must record the Conflict of Interest and the time the member left and returned to the meeting.

9. GENERAL REQUIREMENTS

9.1. Communications

- (a) The Council and the Committee will work together to develop a harmonious relationship that takes into account the needs and wants of stakeholders.
- (b) As such, Schedule Four 'Communications Protocol' will form the basis for communicating between the Committee and the Council.
- (c) The Committee must have regard to any Council Policy applying to public relations, communications and use of social media.

9.2. Disputes

- (a) In the event of any dispute between the Committee and any other party, the matter will be referred to the General Manager Assets and Presentation for resolution subject to any dispute process in any written agreement between the Committee and the other party.



9.3. Indemnity

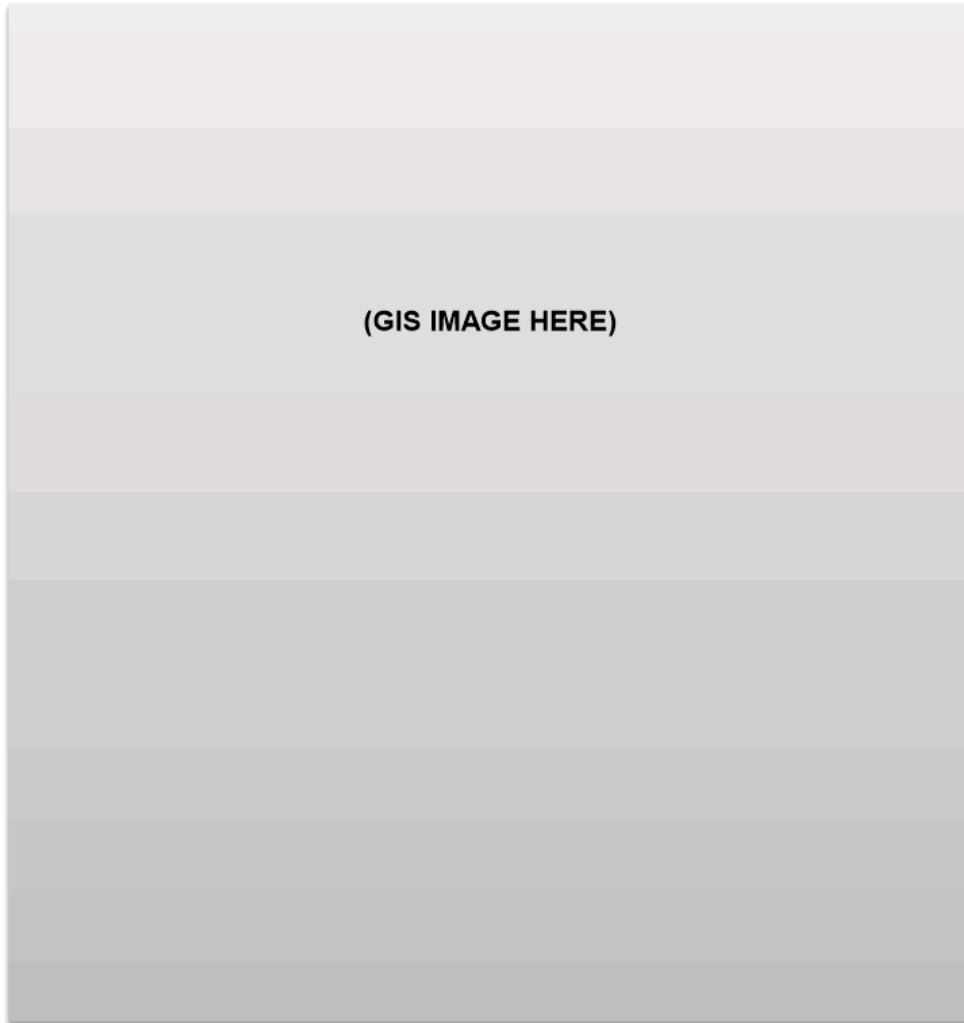
The Council will indemnify members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with these Terms of Reference and an Instrument of Sub-Delegation to the Committee by the Chief Executive Officer and in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee.

9.4. Changes to Terms of Reference

No alteration to these Terms of Reference or the schedules shall be effective unless first approved by Council.



Schedule 2: GIS Imagery of managed land





Schedule 3: User Group Representation

The following user groups may be represented on the Community Asset Committee:

- < User Group >
- < User Group >
- < User Group >



Schedule 4: Communications Protocol

Latrobe City Council is committed to working in an open and harmonious way with the community. As such Council will:

- Seek to manage service delivery to meet the expectations of the community within the resources available; and
- Be open and transparent in its dealings with its community.

This protocol seeks to define how Latrobe City Council and the Committees of Management of Council facilities will communicate.

Council will:

- Consult with Committees of Management in the development and implementation of capital works and maintenance programs.
- Consult with Committees of Management in developing and administering maintenance schedules.
- Provide Committees of Management with maintenance schedules and programs annually or prior to the commencement of the seasons whichever is applicable.
- Advise the nominated Committees of Management representative of any variations to maintenance schedules and programs where they will interfere with the operation of the Council facility within 24 hours of the variation occurring.
- Respond to maintenance requests and letters from Committees of Management within fourteen working days.
- Advise Committees of Management of any decisions or matters that will restrict or impinge on the use of their facilities within 24 hours of the decision.
- Provide Committees of Management with a list of designated Council Officers authorised to be the contact person for specific matters and concerns annually.
- Meet with Committees of Management formally once per year to discuss matters of interest and concern to both parties.
- Explain clearly any decisions made that effect Committees of Management in respect to maintenance, capital works and the like.



- Regularly inspect the facilities to ensure it is being maintained in a proper condition in accordance with any service specifications and the like.

Committees of Management will:

- Assist Council in ensuring that facilities are presented in the best possible condition taking into account the prevailing conditions.
- Advise the Recreation Liaison team annually of a nominated Committee of management representative, together with their address and phone numbers, who will be the Committee of management's contact person for Council for that year.
- Raise directly with the relevant, designated Council Officer any concerns or matters regarding contractor performance or any matters or concerns relating to maintenance schedules and programs.
- Not seek to direct Council contractors or Council staff when carrying out their duties at the facility.
- Discuss with the relevant, nominated Council Officer all requests for services that are beyond scheduled service provision. Such requests are to be made in writing where possible at least two weeks prior to the service requested being required.
- When requesting maintenance work, provide a preferred time schedule, which Officers will confirm subject to the availability of trades people and previous commitments.
- Refer any requests for capital works or projects to the Recreation Liaison team no later than October each year with concept plans, costing and methods of funding to ensure that the project can be considered and a case prepared for the following year's budget.
- In the first instance discuss any matters regarding lease conditions or commercial issues with the Recreation Liaison team.
- Refer any enquires regarding facility hire from other users to the Recreation Liaison team.

If Committees of management are dissatisfied with the service provided they may, in the first instance, lodge a complaint with the Manager Recreation.



If the Committee is unsatisfied with that outcome they can then write to the:

Chief Executive Officer

Latrobe City Council

PO Box 264

Morwell Victoria 3840

<F11 Fields: Insert Name>

(Community Asset Committee)

Instrument of Sub-Delegation by Chief Executive Officer

(FACILITY IMAGE HERE)





Instrument of Sub-Delegation

Pursuant to the exercise of the power conferred by section 47(1)(b) of the *Local Government Act 2020*, I, as Chief Executive Officer of Latrobe City Council (the Council) hereby delegate to the members of the Community Asset Committee established by resolution of Council passed on (*date*) and known as (*insert name of community asset committee*) (the Committee), the powers, duties and functions set out in the Schedule attached and declare that:

1. This Instrument of Sub-Delegation:
 - 1.1. Comes into force immediately upon its execution;
 - 1.2. Remains in force until varied or revoked;
 - 1.3. Must be exercised in accordance with the attached schedule, and is subject to any conditions and limitations set out in the schedule;
 - 1.4. Must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

The Committee must annually report to the Chief Executive Officer concerning decisions made during and finances of the Committee for the preceding 12 months.



Schedule: Powers, Functions and Duties of the Community Asset Committee

1. DEFINITIONS

3.1. In this sub-delegation and schedule, the following words have the following meanings:

The Committee	means the (<i>insert name</i>) Community Asset Committee appointed pursuant to the provisions of section 65 of the <i>Local Government Act 2020</i> .
Community Asset Committee	means a committee established by the Council under section 65 of the <i>Local Government Act 2020</i> and to which the Chief Executive Officer delegates a duty, function or power under section 47 of the <i>Local Government Act 2020</i> .
Council	means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Councillor	means a person who holds the office of a member of Latrobe City Council.
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Facility (or other name as appropriate substituted throughout document eg Reserve)	means an asset of the Council for which the care and management has been delegated to the Committee which is identified on the attached plan in Schedule 2 to the Terms of Reference for the Committee and is subject to this Sub-Delegation.
Governance Rules	means the Governance Rules of Latrobe City Council adopted pursuant to section 60 of the <i>Local Government Act 2020</i> and as amended from time to time



Management includes the maintenance, hire, control, operation, conservation, promotion and/or development of property exercised subject to any limitations or restrictions in this Instrument of Sub-Delegation.

2. ROLE AND FUNCTIONS OF THE COMMUNITY ASSET COMMITTEE

- 2.1 The principle role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity.
- 2.2 The purpose of the Committee and functions for which it has been established by Council are as defined in the Terms of Reference for the Committee as updated from time to time.

3. FINANCE

3.1. Financial Administration

- (a) The Financial Year of the Committee shall be from 1st July to 30th June next.
- (b) The Committee must ensure the effective financial control of the Committee and must submit reports to each meeting of the Committee that accurately represent the financial position of the Committee at that time.
- (c) The Committee must not borrow or obtain funds by way of overdraft or loan.
- (d) All monies received on behalf of the Committee must be banked within fourteen (14) days of receipt in a bank account in the name of the Committee.
- (e) The Committee must when requested by Council produce any information in relation to its bank accounts.
- (f) All accounts over fifty dollars (\$50) (including GST) must be paid by cheque and all cheques must be signed by two (2) Committee members or office bearers appointed by resolution of the Committee.
- (g) The Treasurer must:
 - list all accounts received for payment to each meeting of the



Committee;

- report on the state of the Committee's finances and make such recommendations as he/she considers necessary; and
 - ensure that the information provided to the meeting is recorded in the minutes of the meeting.
- (h) Monies held by the Committee shall not exceed fifty thousand dollars (\$50,000) at the end of any given financial year, unless otherwise approved by Council.
- (i) All monies received from fees or charges associated with the management of the Facility will be retained by the Committee.
- (j) All monies received by the Committee must be applied to the maintenance, operations, promotion and improvements of the Facility and any other expenses which may be incurred by the Committee in its management of the Facility.
- (k) Committee members are entitled to be reimbursed through Committee funds for any out of pocket expenses which:
- are bona fide expenses;
 - have been reasonably incurred while carrying out the functions set out in this Sub-Delegation or the Terms of Reference for the Committee;
 - are reasonably necessary to carry out those functions;
 - a tax invoice receipt is provided.
- (l) No member of the Committee is entitled to receive any remuneration or honorarium for carrying out any of his/her duties as a member of the Committee without approval from the Council.
- (m) On dissolution of the Committee, the outgoing Committee must close all accounts and transfer the remaining funds to Council and provide evidence that the accounts have been closed
- 3.2. Annual Statements and Reports
- (a) The Committee must on or before the 10th day of July in each year ensure that:



- the accounts of the Committee are balanced (up to the 30th day of June preceding);
- annual Financial Statements are provided to the Chief Executive Officer;
- an acquittal report is provided to Council as required under the *Grant Governance Policy*, with the Chief Executive Officer to be notified when this has been completed;
- a written report is provided to the Chief Executive Officer on the operation of the Facility which will be considered the Annual Report.

- (b) Council will supply a standard template and information document to assist the Committee with the preparation of its annual financial statement.

3.3 Determination of charges

- (a) If the Committee considers that fees and charges should be applied for the use of the Facility, the Committee must provide Council with a proposed list of fees and charges by 1 October each year to be included for consideration and adoption by Council within the Council budget process. The Chief Executive Officer is to be notified by the Committee when this has been completed.
- (b) The Committee will collect and abide by the Council adopted fees and charges, and any adopted policies or procedures for the various user groups of the Facility. Details of such fees and charges shall be advised by Council once the budget has been adopted.
- (c) A member appointed by the Committee to collect any fees or charges shall within seven (7) days after he or she has received any monies on account of the Committee ensure same is paid into the Committee's bank account unless other arrangements have been approved by Council.
- (d) Every member appointed for the collection of rentals or charges by the Committee must issue a receipt on collection.

3.4 Fundraising

The Committee may arrange functions, fixtures or entertainment for the



purpose of raising funds utilising Council's prescribed casual hiring information.

4. MANAGEMENT OF FACILITIES

4.1 General Requirements

- (a) The Committee must manage the Facility by:
 - (i) actively promoting its use;
 - (ii) entering into contracts with permanent and occasional users as per the requirements set out in this document;
 - (iii) assisting the community and user groups to access the facilities;
 - (iv) ensuring users maintain the Facility in accordance with their user agreements;
 - (v) monitoring the physical condition of all Facility assets, ensuring they are generally maintained in a safe and clean condition and are fit for purpose;
 - (vi) working with Council officers on asset maintenance and development plans;
 - (vii) ensuring that conditions of use imposed by Council Local Laws and policies and State and Federal Laws are enforced to the extent practicable for the Committee and to report any breaches which occur to the Council;
 - (viii) arranging and paying for contents insurance; and
 - (ix) making recommendations to Council on the development of future capital works and the provision of future facilities and amenities to the Facility.
- (b) The Committee may seek advice, assistance and expertise from the Council as is necessary for the proper and efficient management of the Facility within the constraints of the budget and including the ability to invite persons to the meetings of the Committee as observers or advisers.
- (c) The Committee must take all reasonable steps to:
 - (i) liaise with Council and its staff to ensure continuing co-operation and co-ordination of the Facility.



- (ii) ensure the safety requirements and acts and regulations appropriate to the management of the Facility are adhered to.
- (iii) ensure that the Committee and its servants do not commit, or permit to be carried out, any act which will render the operation of Council's insurance policies invalid.
- (iv) require all users to comply with the conditions of use or any rules made by the Committee and to advise Council and give effect to any requirements made by the Council applicable to the Facility.

4.2 Planning

- (a) Management Plans for the Facility will be prepared by the Committee with support from the Council. Plans must be reviewed at least once every three (3) years.
- (b) The Committee may work with Council officers to develop a Capital Works Program on an annual basis, for consideration by Council.

4.3 Undertaking Works and Maintenance

- (a) The Committee must not proceed with any capital works (being works exceeding a cost of five thousand dollars (\$5,000)), developments or construction on the Facility or appoint any architect or consultant, without first obtaining approval by Council.
- (b) The Committee may undertake tasks associated with general day to day maintenance and upkeep of the Facility But must require volunteers, including volunteer contractors to complete a *Volunteer Registration* form (available online) if they are assisting the Committee.
- (c) The Committee must not carry out or authorise any capital works, extensions, additions or materially alter the buildings or surrounds of the Facility without prior written approval from the Council.
- (d) The Committee must ensure that any alterations or works undertaken at the Facility by user groups are discussed with Council. Approval of Council must be obtained in writing prior to any such works being commenced.
- (e) The Committee may with Council's prior approval engage and pay people or contractors for the maintenance and upkeep of the Facility and the performance of any other matters required to be done for the



proper management and control of the Facility.

- (f) The Committee must promptly report to Council any breakage or damage to the Facility, any malfunction or mechanical hazard, any abnormal damage to any playing surfaces or surrounds or any equipment used at the Facility.

4.4 Entering into Commercial Arrangements

- (a) The Committee may subject to complying with Council's *Procurement Policy* enter into contracts or other agreements not exceeding a value of five thousand dollars (\$5,000) per annum associated with the management of the Facility
- (b) The Committee must not establish any other commercial or occupancy agreements for any part of the Facility.
- (c) The Committee must not without the approval of the Council allow the Facility to be occupied or used in any way that excludes the public except by a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature.
- (d) The Committee may only accept casual occupation by commercial operators when:
 - (i) a commercial fee is charged and paid;
 - (ii) the Facility is not being used by a member of the public, a club or group of persons having a common purpose or object of a sporting, recreational or cultural nature; and
 - (iii) the commercial venture has a common purpose or object of a sporting, recreational or cultural nature.

5 GENERAL REQUIREMENTS

5.1 The Committee must not:

- (a) delegate any of the powers delegated to it by the Chief Executive Officer; or
- (b) seek or obtain independent legal advice.

5.2 The Committee must:

- (a) maintain a Post Office box and ensure that all correspondence is



directed to that box.

- (b) ensure that any applicable Council policies and requirements of the Council's Local Laws and Planning Scheme are complied with, including by users of the Facility.
- (c) Comply with any requests and directions, financial rules, relevant policies or requirements made by Council.

5.3 Powers Excluded

The Committee is not by this Instrument of Sub-Delegation empowered to do any of the following things without the prior written approval of the Council:

- (a) Enter into contracts exceeding a value of five thousand dollars (\$5,000) per annum;
- (b) Borrow money;
- (c) Incur any banking overdraft; or
- (d) Make any alterations or additions to the Facility.

5.4 Changes to Sub-Delegation

No alteration to this sub-delegation or the schedule shall be effective unless first approved by Chief Executive Officer.

5.5 Revocation

This Instrument of Sub-Delegation may be revoked at any time by the Chief Executive Officer, if in the view of the Chief Executive Officer the Committee is not managing the Facility in the best interest of user groups, the community and Council.

Agenda Item: 17.2

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

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr McFarlane

Seconded: Cr Gibson

That Council:

- 1. Adopts the Councillors and Delegated Committee Members Expenses, Resources and Support Policy with an effective date of 04 August 2020;**
- 2. Notes that with the adoption of this Policy, that any previous versions are now revoked;**
- 3. Requests a copy of the final formatted policy be provided to all Councillors; and**
- 4. Makes this Policy available on Council's website and available for inspection at all Council Service Centres.**

CARRIED UNANIMOUSLY

Executive Summary:

As part of the introduction of the *Local Government Act 2020* (the 2020 Act), there have been changes to the legislative entitlement to expense reimbursement for Councillors and the introduction of some entitlement to reimbursement for members of Delegated Committees. Council currently has a Provision of Resources and Support to Councillors Policy which was a requirement of the *Local Government Act 1989* (the 1989 Act).

In addition to alterations under section 40 to the 1989 Act terminology around conditions for reimbursement, section 41 of the 2020 Act requires councils to maintain a policy for reimbursement of out of pocket expenses that covers both Councillors and members of Delegated Committees.

The 2020 Act names several specific items that must be reimbursed or support arranged for particular circumstances, namely:

- Child care reasonably required for a Councillor or Delegated Committee member to perform their duties;
- Appropriate expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*;
- Support required by a Councillor due to a disability, or due to being a carer within the above definition;

Details of all reimbursements to Councillors and members of Delegated Committees must be provided to the Audit and Risk Committee under the 2020 Act.

Section 42 of the 2020 Act also contains a minimum list of resources that must be provided to Councillors to assist them to effectively perform their role.

Council officers have reviewed Council's Provision of Resources and Support to Councillors Policy against the requirements of the 2020 Act, and prepared a draft updated policy entitled Councillors and Delegated Committee Members Expenses, Resources and Support Policy, which is provided at Attachment 1 for consideration.

Background:

With the commencement of the *Local Government Act 2020* (the 2020 Act), councils must have an expenses policy for reimbursement of Councillors and members of Delegated Committees in place by 1 September 2020.

There are several specific items of reimbursement and Councillor support that must be included in the policy under the 2020 Act. That Act also provides minimum resources that must be supplied to Councillors, and requires that the Audit and Risk Committee be given details of all reimbursements to both Councillors and Delegated Committee members.

Terminology in relation to what are considered appropriate expenses for reimbursement has undergone minor changes from the *Local Government Act 1989*.

There is provision in the 2020 Act for the Minister to make regulations in relation to council expenses policies; however Local Government Victoria has advised there are no current plans to do so.

Issues:

Strategy Implications

Adoption of the policy will achieve Objective 6 of the Council Plan - Ensure Council operates openly, transparently and responsibly. It will also best ensure compliance with the 2020 Act.

Communication

Internal communications will occur with relevant Council officers to ensure awareness of the changes to the policy. Communications will also occur with members of Delegated Committees (once established) as to the application of the policy to such members.

Financial Implications

As the reimbursement, resources and support relating to Councillors in the 2020 Act are already covered by Council's existing policy, and Special Committee (to be replaced by Delegated Committees) Members are already entitled to reimbursement for out of pocket expenses under the Instruments of Delegation governing the Committees, it does not appear the changes occasioned by the Act will result in a change to associated expenditure.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Legal/Regulatory Risk</p> <p>The policy is not ready for adoption by 31 August 2020 making Council's expenses policy non-compliant.</p>	<p>1 (Rare)</p>	<p>If the policy is adopted at the 3 August 2020 Ordinary Council Meeting, Council will have taken appropriate compliance action.</p>

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

Legal and Compliance

The 2020 Act requires Council to adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors and members of Delegated Committees, by 1 September 2020. The Act further sets out certain mandatory policy inclusions in relation to items of reimbursement, support for Councillors, resources to be provided to Councillors and reporting reimbursements to the Audit and Risk Committee.

Community Implications

A consistent and comprehensive policy for reimbursement of Councillors and Delegated Committee members, and support and resources provided to Councillors,

assists to provide guidance and accountability on that expenditure to the municipal community.

Environmental Implications

Nil.

Consultation

Officers have been involved in a Gippsland Councils working group in relation to implementing the 2020 Act.

The 2020 Act does not suggest any specific consultation in preparation of the Policy.

Other

Nil.

Declaration of Interests:

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

Supporting Documents:

Nil.

Attachments

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

17.2

Councillors and Delegated Committee Members Expenses, Resources and Support Policy

- 1 Draft Councillors and Delegated Committee Members
Expenses, Resources and Support Policy 389**



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

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

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



Councillors and Delegated Committee Members
Expenses, Resources and Support Policy

DOCUMENT CONTROL

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



1. Background

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

2. Objectives

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

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

3. Scope

The Policy applies to:

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

4. Principles of Management

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

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

4.1 Reimbursement of Expenses

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



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

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

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

4.2 Carer Expenses

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

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

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

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

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

³ Includes children up to 16 years of age.



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

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

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

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

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



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

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

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

4.3 Travel expenses

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



4.4 Access to Pool Vehicles by Councillors⁵

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

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

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

4.5 Use of Public Transport by Councillors

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

4.6 Use of Taxis by Councillors⁶

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

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

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



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

4.7 Interstate and Overseas Travel of Councillors for Council Business

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

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

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



4.8 Councillors attending External Meetings, Conferences and Functions

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

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

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

- (3) Presenter at a conference

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

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

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



(5) Political functions

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

4.9 Councillor Accommodation & Meals when travelling

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

5. Responsibility and Accountability

5.1 Process for Reimbursement of Expenses

- (1) Claims for reimbursement of expenses must be received within sixty days of the expense being incurred.
- (2) All claims for reimbursement must:
 - be made on the relevant form¹⁰;
 - completed by the Councillor or delegated committee member making the claim which includes a signed confirmation of the expenses claimed; and
 - accompanied by the original receipts and tax invoices (credit card receipts will not be accepted).

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

¹⁰ Payment voucher or travel form.



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

5.2 Advance Payment Requirements

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

5.3 Reimbursement of Non-Council related expenditure

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

5.4 Reporting Councillor Expenses to the Public

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

5.5 Audit

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



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

5.6 Exclusions

The following expenses will not be reimbursed by Council:

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

5.7 Expenses not included in the Policy

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

6. Training and Professional Development

6.1 Councillor Development and Training

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



Councillors in this Policy (however, may still be reportable expenses under the Local Government Performance Reporting Framework).¹¹

6.2 Individual Professional and Personal Development

- (1) In addition to the corporate training and development needs of Councillors, individual Councillors may undertake additional personal development (which may include personal coaching or mentoring) that benefits their participation as a member of Council and enhances their potential in serving the community as a member of the Council.
- (2) Each Councillor is allocated \$2,500 (inclusive of course material such as reference books, travel, meals and accommodation if required) each calendar year for personal development where that is considered to be in the interests of the Latrobe City community, but must submit valid tax receipts in relation to any expenditure from that allocation when it is incurred.
- (3) Unused funds allocated for a Councillor's personal development may only be rolled over from one year to the next during the Councillor's term of office. Funds rolled over will be up to the cumulative total due in the year but not exceeding the amount of \$10,000 in the fourth year. (That is, \$2,500 for year one, up to \$5,000 in year two, up to \$7,500 in year 3 and \$10,000 in year 4).
- (4) The allocation to a Councillor is not transferable to another Councillor.
- (5) The allocation to a Councillor ends when the Councillor's term of office ends and any balance does not roll over if the Councillor is re-elected.
- (6) If a Councillor wishes to spend more than one year's allocation (\$2,500) on one personal development activity, he or she must first submit a development plan to the Mayor.
- (7) If a Councillor does not complete¹² professional or personal development program or course in respect of which the Mayor has approved a development plan during his or her term, the Councillor, if re-elected, may seek approval from the Mayor to continue the development program.

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

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



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

6.3 Additional requirements applying to professional development

- (1) Subject to a resolution of Council, a Councillor's personal development program or study course may be paid for in advance by Council.
- (2) If Council pays the fees in advance and if the Councillor is not re-elected, then the fees for any uncompleted units must be repaid by the Councillor to the Council.
- (3) If a Councillor has not requested that the fees be paid in advance and a Councillor is claiming reimbursement for professional development, evidence of the successful completion must be submitted with the claim.



- (4) Regardless of the overall cost, Councillors must seek formal approval from Council for any course that involves overseas travel.
- (5) Arrangements associated with Councillors professional or personal development attendance (including registration, air or train travel and accommodation) must be organised through Mayoral and Council Support.

6.4 Professional and Personal Development for the Mayor and Deputy Mayor

- (1) The Mayor will be entitled to attend the following additional professional/personal development activities while in the role as Mayor:
 - The Municipal Association Victoria (MAV) Mayoral Program or the Victorian Local Governance Association Mayoral Weekend.
- (2) The Mayor and Deputy Mayor will be entitled to attend the following additional professional/personal development activities while in the role as Mayor and Deputy Mayor:
 - Media Training (organised through the Mayoral and Council Support team with an appropriate training provider)
 - Municipal Association Victoria MAV Mastering Public Speaking and Presentation training.
- (3) These training courses and seminars are excluded from the individual professional and personal development allocations provided for the Mayor and Deputy Mayor in this Policy (however, may still be reportable expenses under the Local Government Performance Reporting Framework).

7. Additional entitlements for the Mayor and Councillors

7.1 Purchasing Card for the Mayor

- (1) The Mayor may be provided with a purchasing card with a transaction and monthly limit set at no more than \$10,000 for use while discharging the functions of the office.
- (2) Use of a Purchasing Card will be in accordance with the terms of the Purchasing Card Agreement, as well as Council's Purchasing Card and Procurement Policies.
- (3) If the Mayor is provided with a purchasing card monthly reconciliation must be completed using the ProMaster system with the appropriate tax



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invoices/receipts and quotes/exemption forms attached and sent to the Chief Executive Officer for approval.

- (4) Subject to the approval of the Mayor and the Chief Executive Officer, a Councillor may be provided with a purchasing card with a transactional monthly limit of no more than \$500 for use while undertaking their duties and functions as a Councillor.
- (5) If a Councillor is provided with a purchasing card, monthly reconciliation must be completed using the ProMaster system with the appropriate tax invoices/receipts and quotes/exemption forms attached and sent to the Chief Executive Officer for approval.

7.2 Vehicle for Mayor

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

8. Additional Support for Councillors

8.1 Meals and refreshments

- (1) Council will provide Councillors with suitable meals and refreshments where Council meetings and briefings or other scheduled Council business extends through normal meal times or over an extended period.
- (2) Unless the CEO or the Mayor determine that the occasion is an authorised function of Council at which alcohol will be served, no alcohol will be provided with meals and refreshments to Councillors.



- (3) If alcohol is served as part of an authorised Council function Councillors, must observe the Alcohol, Drugs and Smoking in the Workplace Operational Framework.¹³

8.2 Administrative Support

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

8.3 Office / Meeting Room

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

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



8.4 Building Access

- (1) Each Councillor will receive a swipe card allowing access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub during the following:
 - Monday – Friday: 7.00 a.m. – 11.00 p.m.
 - Saturday- Sunday: 8.00 a.m. – 8.00 p.m.
- (2) The Mayor and the Chief Executive Officer may grant a Councillor additional hours of access or access to other Council buildings for undertaking their duties and functions as a Councillor.
- (3) If a Councillor needs access to Corporate Headquarters and Council's service centres outside of normal business hours, the Councillor must advise Council's after hours emergency contact number on arrival and departure.¹⁴
- (4) If the Councillor's swipe card is lost or stolen the Councillor must report the loss or theft to the Mayoral and Council Support team to put in place appropriate security measures as soon as possible.
- (5) The Mayor will be provided access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub 24 hours a day, 7 days a week.

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

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

- with a disability (as defined in the *Disability Discrimination Act 1992* (Cwth)) or illness; or
- who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*¹⁵

to perform their functions and duties as a Councillor.

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

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



9. Information Technology and Communications Equipment

9.1 Equipment to be provided

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

9.2 IT and associated costs

- (1) Council will meet:
 - the cost of Council provided equipment and associated data usage provided the data usage is fair usage; and
 - the line rental and call costs of a dedicated telephone connection installed at the Councillor's principal place of residence and used for official Council duties; or
 - the fixed charge and call costs of the mobile phone provided to the Councillor.
- (2) Council will provide:
 - an allocation advised by the Councillor as representing a fair estimate of usage for Council purposes but not exceeding 50% of the total cost towards a shared phone line installed at the Councillor's principal place of residence (in absence of a Council provided mobile phone); and



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

9.4 Information Technology Support and Training

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

9.5 Information Management Security

- (1) Councillors are responsible for ensuring that full and accurate records of Council business activities undertaken by them are created, managed and



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disposed of in a way that is consistent with organisational practice so that Council can meet its legislative obligations.¹⁶

- (2) On request by any Councillor, every six months that Councillor will be provided with an electronic file containing emails to or from the Councillor and calendar entries of the Councillor for that period (which must be held securely in accordance with an applicable Council policy).
- (3) Support and assistance will be provided to Councillors by Information Services and Mayoral and Council Support to ensure that information relating to Council business that is stored on any equipment provided to Councillors is managed to assist compliance with subclause (1).
- (4) Councillors are responsible for the safety and security of the equipment provided to them and ensuring that there is no unauthorised access to any personal or confidential information that may be stored on that equipment.

9.6 Network connection control and security

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

9.7 Other equipment to be provided

- (1) Councillors may also be provided with standard stationery held or obtained generally for the organisation's requirements including paper, business cards, writing implements, diaries, ink cartridges, writing pad/books, memory sticks, envelopes and the like.
- (2) Council's letterhead stationery is only available for official Council business and may only be used by Councillors for official Council business.
- (3) Each Councillor will be supplied with an official Latrobe City Council name badge for use while on Council business.

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



- (4) All equipment remains the property of the Council and must be returned at the end of a Councillor's term of office or upon retirement, resignation or suspension of the Councillor.

10. Insurance

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

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

11. Legal costs

- (1) Where legal proceedings are brought against a Councillor in connection with an act or omission in his/her role as a Councillor, a Councillor is entitled to have his/her reasonable legal costs reimbursed (to the extent that these are additional to the costs incurred by Council in the same matter).
- (2) Where legal proceedings are brought by a Councillor to permit him/her to carry out his/her functions as a Councillor, a Councillor is entitled to have his/her reasonable legal costs reimbursed if successful
- (3) Legal costs will not be reimbursed for any defamation action brought by a Councillor.
- (4) A Councillor may seek to have his/her reasonable legal costs reimbursed for legal advice provided to the Councillor in the following circumstances:
 - a) The matter relates to an act or omission in his/her role as a Councillor or the functions or duties of the Councillor in his/her role as a Councillor;
 - b) The lawyer must be from a legal firm on the MAV panel or otherwise as approved by the Chief Executive Officer prior to any expense being incurred;



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- c) The Councillor provides a declaration that in relation to the matter for which reimbursement of legal costs is sought that he or she has acted in good faith and not unlawfully or improperly.
- (5) In relation to paragraph 11(4) above, the application is made to the Chief Executive Officer. The Chief Executive Officer must refuse reimbursement of legal costs:
 - a) to the extent the costs are unreasonable;
 - b) if the lawyer is not on the MAV panel, for any cost that was incurred prior to approval of the lawyer by the Chief Executive Officer;
 - c) if the Chief Executive Officer considers that paragraph 11(4) does not apply in relation to the matter; or
 - d) if the CEO considers the Councillor has not acted in good faith or lawfully or properly.
- (6) In relation to any costs reimbursed under paragraph 11(4) above, the Councillor will repay to Council any costs that had been reimbursed where there is a finding by a court, tribunal or regulatory authority in relation to the matter that the Councillor has not acted in good faith or has acted unlawfully or improperly.

12. Accountability and Responsibility

Accountability and responsibility for this Policy is outlined below.

- (1) Council:
 - Comply with the requirements of the Policy;
 - Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy;
 - Responsibility for the decision to approve this Policy by Council Resolution.
- (2) Chief Executive Officer:
 - Overall responsibility for compliance with this Policy;
 - Overall responsibility for enforcing accountability;
 - Overall responsibility for providing resources;
 - Overall responsibility for performance monitoring.



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- (3) General Manager:
- Responsibility for compliance with this Policy;
 - Responsibility for enforcing accountability;
 - Responsibility for providing resources;
 - Responsibility for performance monitoring.
- (4) Manager:
- Develop frameworks and procedures in compliance with this Policy;
 - Enforce responsibilities to achieve compliance with frameworks and procedures;
 - Provide appropriate resources for the execution of the frameworks and procedures.
- (5) Employees, Contractors and Volunteers
- Participate where required in the development of frameworks and procedures in compliance with this Policy;
 - Comply with frameworks and procedures developed to achieve compliance with this Policy.

13. Evaluation and Review

This Policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

14. Definitions

Act	means the <i>Local Government Act 2020</i>
Council	means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Councillor(s)	means the individuals holding the office of a member of Latrobe City Council
Expenses	means reasonable costs incurred by Councillors and members of delegated committees in performing the duties



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

of those roles

Duties of a Councillor

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

- attendance at Council Meetings and Councillor Briefing sessions;
- attendance at civic or ceremonial functions convened by the Council or Mayor;
- attendance at meetings scheduled by Council, the Mayor, Chief Executive Officer or delegate;
- attendance at meetings, or to participate in delegations or deputations to which the Councillor has been appointed as a representative by Council;
- attendance at meetings, functions or other official roles attended as a representative of, and under delegation by, the Council or Mayor;
- attendance at meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed as the Council delegate or is authorised by Council;
- attendance at inspections of a street, property or areas within Latrobe City (or to discuss with any persons) any matter affecting or affected by the Council, and/or to attend to carry out activities in the capacity of a Councillor;
- attendance at planning mediation meetings; and
- private meetings with residents, ratepayers, community groups, developers and others arranged through Mayoral and Council Support or where details of these meetings are documented in a Councillor's diary.

Duties of a Member of a Delegated Committee

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



Councillors and Delegated Committee Members Expenses, Resources and Support Policy

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

Reasonable

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

15. Related Documents

Councillor Code of Conduct 2020

Motor Vehicle Operational Policy 2018

Procurement Policy 2016

Purchasing Card Policy 2017

Occupational Health and Safety Operational Policy 2018

Working Alone or in Isolation Procedure 2018

16. Reference Resources

Local Government Act 2020

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

Agenda Item: 17.3

Agenda Item: Authorisation of Council Officer under the Planning & Environment Act 1987

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr Harriman

Seconded: Cr White

That Council in exercising the powers conferred by Section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instrument of appointment and authorisation resolves that:

- 1. Hanna Steevens and Shivam Reddy be appointed and authorised as set out in the instrument;**
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it; and**
- 3. The instrument be sealed.**

CARRIED UNANIMOUSLY

Executive Summary:

This report seeks to authorise Hanna Steevens, Senior Statutory Planner and Shivam Reddy, Trainee Planner, under section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989*.

Council utilises Instruments of Appointment and Authorisation to identify specific officer's incumbent in roles and, in turn, appoint the officers to be authorised officers for the administration and enforcement of legislation under applicable Acts.

By authorising Hanna Steevens, Senior Statutory Planner and Shivam Reddy, Trainee Planner, the officers will be able to perform their duties with respect to the statutory planning powers and functions of the Council.

Background:

This report seeks to authorise Hanna Steevens and Shivam Reddy under section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989*.

Council utilises Instruments of Appointment and Authorisation to identify specific officers incumbent in roles and, in turn, appoint the officers to be authorised officers for the administration and enforcement of legislation under applicable Acts.

Only a handful of Acts and Regulations require specific roles within an organisation to be identified to undertake a specific function. There are often clauses within Acts or Regulations that state that an “authorised officer” can undertake a specific function. This is why Council needs to identify the authorised officer by role and officer name.

Section 147(4) of the *Planning and Environment Act 1987* provides for the following:

Any reference in this Act to an Authorised officer of a responsible authority or of the Department is a reference to an officer or employee of the authority or employee of the Department whom the authority or the Secretary to the Department (as the case requires) authorises in writing generally or in a particular case to carry out the duty or function or to exercise the power in connection with which the expression is used.

Section 232 of the *Local Government Act 1989* provides for the following:

- (1) *The Secretary, a Council or a person authorised by the Council either generally or in a particular case may institute proceedings in the corporate name of the Council for*
 - a) *the recovery of any rates, charges, fees or other money due to the Council under any Act, regulation or local law; or*
 - b) *the enforcement of any provision of any Act, regulation or local law for which the Council is responsible; or*
 - c) *the recovery of any penalty or surcharge in relation to any offence under any Act, regulation or local law the enforcement of which is the responsibility of the Council; or*
 - d) *any other purpose specified by the Council*
- (2) *A Chief Executive Officer or person authorised by the Council either generally or in a particular case may represent the Council in all respects as though he or she was the party concerned in any proceedings in which the Council is a party or has an interest.*
- (3) *Proceedings for a summary offence under this Act may be commenced within the period of 3 years after the commission of the alleged offence.*

Section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989* specifically state that the appointment of an authorised officer must come from the responsible authority being Council.

Issues:

Strategy Implications

Instruments of Appointment and Authorisation facilitate the statutory operations of Council and ensure that Council fulfils its obligations including Council Plan objective: 'to ensure Council operates openly, transparently and responsibly'.

Communication

Not Applicable.

Financial Implications

There are no financial or resource implications. However, if Council decides not to authorise the nominated officer, it will impede their ability to fully execute their duties.

Risk Analysis

If an officer is not authorised by Council, the officer will be unable to adequately perform their duties. Further implications to this are as follows:

- Delays in processing decisions on planning applications.
- Development and subdivision projects within the Latrobe City Council having time delays.
- Risk that developers will become frustrated with delays and appeal to the Victorian Civil and Administrative Tribunal.
- Planning officers that do not have the appropriate authorisation and delegation are unable to determine planning applications.
- A court or tribunal can declare any planning permit issued by the unauthorised officer invalid.

Appointments of authorised officers are also a risk management practice in that it clearly identifies which officer can act on a particular authorisation.

Legal & Compliance

Section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989* specifically state that the appointment of an authorised officer must come from the responsible authority being Council.

By authorising the nominated officer, they will be able to perform and fulfil their role as described in their position description.

Community Implications

No Community impact.

Environmental Implications

No environmental impact.

Consultation

There is no engagement required as part of this process.

Supporting Documents:

Nil.

Declaration of Interests:

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

Attachments

- 1 [↓](#). S11A Instrument of Appointment & Authorisation - Hanna Steevens
- 2 [↓](#). S11A Instrument of Appointment & Authorisation - Shivam Reddy

17.3

Authorisation of Council Officer under the Planning & Environment Act 1987

- 1 S11A Instrument of Appointment & Authorisation -
Hanna Steevens 420
- 2 S11A Instrument of Appointment & Authorisation -
Shivam Reddy 422

Maddocks Delegations and Authorisations

*S11A. Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*



Latrobe City Council

Instrument of Appointment and Authorisation
(Planning and Environment Act 1987 only)

Hanna Steevens

August 2020

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Hanna Steevens

By this instrument of appointment and authorisation Latrobe City Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked;
- (c) that any authority or appointment to the officer referred to in this Instrument is automatically revoked upon that officer ceasing employment with the Council.

This instrument is authorised by a resolution of the Council on the fourth of June 2020.

The Common Seal of **LATROBE CITY COUNCIL**
was affixed in accordance with Local Law No. 1
this day of 2020 in the presence of:

Steven Piasente - Chief Executive Officer

Maddocks Delegations and Authorisations

*S11A. Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*



Latrobe City Council

Instrument of Appointment and Authorisation
(Planning and Environment Act 1987 only)

Shivam Reddy

August 2020

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Shivam Reddy

By this instrument of appointment and authorisation Latrobe City Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
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was affixed in accordance with Local Law No. 1
this day of 2020 in the presence of:

Steven Piasente - Chief Executive Officer

Agenda Item: 17.4

Agenda Item: Audit and Risk Committee Charter and Appointments

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr Middlemiss

Seconded: Cr Harriman

That Council:

- 1. Establishes the Audit and Risk Committee under section 53 of the *Local Government Act 2020* and adopts the Audit and Risk Committee Charter with an effective date of 04 August 2020;**
- 2. Notes that with the adoption of this Charter, any previous versions are now rescinded;**
- 3. Appoints Councillor Darrell White as a Councillor member of the Committee until 3 August 2021 or earlier ceasing to be a Councillor;**
- 4. Appoints Councillor Alan McFarlane as a Councillor member of the Committee until 3 August 2021 or earlier ceasing to be a Councillor;**
- 5. Appoints Ms Beverly Excell as an independent member and Chair of the Committee until 03 August 2023;**
- 6. Appoints Ms Joanne Booth as an independent member of the Committee until 03 August 2022;**
- 7. Appoints Mr Terry Richards an independent member of the Committee until 02 June 2022; and**
- 8. Makes the Charter and these appointments available on Council's website.**

CARRIED UNANIMOUSLY

Executive Summary:

Provisions of the *Local Government Act 2020* (the 2020 Act) which commenced in May 2020 expand the scope of audit committees, including support for the committee to assume a broader risk management role over and above financial auditing.

In accordance with those provisions, Council must establish an Audit and Risk Committee to replace the equivalent Committee in existence pursuant to the *Local Government Act 1989*, adopt an Audit and Risk Committee Charter (Charter) and appoint members, by 1 September 2020.

Audit and Risk Committee Charter

Council officers have reviewed the current Charter as against the requirements of the 2020 Act and prepared an updated Charter for the Audit and Risk Committee that is to be established, which is provided at Attachment 1 for consideration.

Appointments

Membership of the current Audit and Risk Committee includes Crs Darrell White and Alan McFarlane along with three external representatives as follows:

- Ms Beverly Excell (Chair, expiring on 01 August 2023)
- Mr Terry Richards (expiring on 02 June 2022)
- Ms Joanne Booth (expiring on 01 August 2022)

The external members have been appointed based on skills, knowledge and experience relevant to the role, and complimentary to each other.

A model of 2 Councillor members and 3 external independent members also meets the requirements of the 2020 Act. Under the Charter, Council is to appoint Councillor members for a period of 1 year, and external members for terms of 1, 2 or 3 years as it deems appropriate. Accordingly, it is open to Council to appoint the external members named above to the Committee that is to be established, for terms that essentially reflect what would have been their existing terms on the current Committee.

Background:

Council is required to establish an Audit and Risk Committee pursuant to the commencement of the *Local Government Act 2020* (the 2020 Act), which will replace Council's existing Audit and Risk Committee in place under the *Local Government Act 1989*.

As part of the process of establishing the Committee, an updated Audit and Risk Committee Charter must be adopted, and members appointed to the new Committee.

It is considered that Council's Audit and Risk Committee and its Charter are well established and the existing Charter substantially meets the 2020 Act's requirements such that the practical differences of the updated Charter for operation of the new Committee will be minimal.

Local Government Victoria has provided a model Charter for use by councils in implementing the 2020 Act, and some excerpts from this document have been incorporated in the draft Charter attached for consideration.

The membership of the current Audit and Risk Committee meets the requirements of the 2020 Act, and the procedures for appointment of members in the updated Charter will allow the external members of the current Committee to be appointed to the new Committee for what would have otherwise essentially been their remaining terms. While the appointment of Mr Terry Richards as an external member until 2 June 2022 is slightly less than a 2 year term, it is longer than the minimum appointment of 1 year required by the updated Charter and will ensure appointments of external members remain staggered.

Issues:

Strategy Implications

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

Communication

No particular communication is proposed. The existing Audit and Risk Committee is aware of the transition and has been provided with a copy of the draft updated Charter.

Financial Implications

Nil.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Legal/Regulatory Risk</p> <p>The Charter is not adopted and appointments are not made by 1 September 2020.</p>	<p>3 (Possible)</p>	<p>If the matter is dealt with at the 3 August 2020 Ordinary Council Meeting, Council will have taken appropriate compliance action.</p> <p>Under the 2020 Act, the existing Committee established under the <i>Local Government Act</i></p>

		1989 continues in operation until establishment of the new Committee.
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* Inherent likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

Legal and Compliance

The *Local Government Act 2020* has introduced new provisions which require Council to prepare and approve an Audit and Risk Committee Charter and make appointments to the committee by 1 September 2020.

Community Implications

The 2020 Act expands the scope of audit and risk committees, including support for the committee to assume a broader risk management role over and above financial auditing. This is anticipated to align with some of the known expectations of the community with regard to transparency, risk management and oversight of local governments.

Environmental Implications

Nil.

Consultation

No consultation is proposed although the final draft has been provided to the existing Committee.

Other

Nil.

Declaration of Interests:

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

Supporting Documents:

Nil.

Attachments

1 [↓](#). Draft Audit and Risk Committee Charter

17.4

Audit and Risk Committee Charter and Appointments

- 1 Draft Audit and Risk Committee Charter 429**

Audit and Risk Committee Charter



Adopted XXXXX





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 - Professional Fees for External Independent Members
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 - APPENDIX A: Committee Member Regulatory Obligations



1. Establishment of the Committee

- 1.1. The Audit and Risk Committee is formally established under Section 53 of the *Local Government Act 2020* (Act).
- 1.2. The membership of this Committee and this Charter will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

2. Definitions

- 2.1. Throughout this document, the following terms are defined as:

Act	The <i>Local Government Act 2020</i>
Auditor General	The Victorian State Auditor General; Department; Office; or representative
CEO	The Chief Executive Officer for Latrobe City Council
Committee	The Audit and Risk Committee
Committee Members	The appointed members of the Audit and Risk Committee
Council	The Latrobe City Council
Council Officers	All staff of Latrobe City Council, excluding the CEO of Latrobe City Council
Councillors	The nine elected officials of Latrobe City Council
External Auditor	The auditor appointed by the Auditor General
Internal Auditor	The auditor appointed by Latrobe City Council
Management	The CEO, General Managers, and Managers of Latrobe City Council
VAGO	Victorian Auditor-General's Office



3. Purpose

- 3.1. 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 as set out in this Charter. This Charter has been developed in accordance with Section 54 of the Act.

4. Authority

- 4.1. The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority shall be temporary and may only relate to specific matters as directed by Council. The Committee has no executive authority and no delegated financial responsibilities, and is therefore independent of Management.
- 4.2. The Committee has the authority to:
- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment;
 - Approve internal and external audit plans, including internal audit plans with an outlook of greater than one year;
 - Provide advice and make recommendations to Council on matters within its areas of responsibility;
 - Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the CEO;
 - Seek any relevant information it requires from Council, Council Officers (who are expected to co-operate with the Committee's requests) and external parties;
 - Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities.
- 4.3. The Committee will, through the CEO, have access to appropriate management support to enable it to discharge its responsibilities effectively.



- 4.4. The Chair has no executive authority on behalf of Council but can be consulted as required, as a sounding board by the CEO or General Manager Organisational Performance on matters that arise regarding audit, risk management or governance related issues.

5. Composition

- 5.1. The Council will appoint as members of the Committee:
- 5.1.1. two Councillors and one alternate; and
 - 5.1.2. three (3) external independent members, one of whom will be appointed by Council as Chair of the Committee.
- 5.2. The external independent members of the Committee:
- 5.2.1 will be selected from the broader community after Council having invited applications by public advertisement;
 - 5.2.2 must collectively have:
 - 5.2.2.1 expertise in financial management and risk management; and
 - 5.2.2.2 experience in public sector management;
 - 5.2.3 must consist of at least one member with significant financial expertise with preference given to formal financial management or business qualifications; and
 - 5.2.4 must be reasonably familiar with public sector operations, including reporting requirements, financial management systems and controls, risk management and corporate governance.
- 5.3. Council employees cannot be members of the Committee.

External Independent Members

- 5.4. Membership shall expire upon completion of a term of appointment or via a resolution of Council.
- 5.5. External independent members shall be appointed by a resolution of Council stipulating a term of one, two or three years to ensure that appointments to the Committee are staggered.
- 5.6. Members may be reappointed for multiple terms at Council's discretion but may not exceed a membership of more than nine consecutive years in total. A Member who has served a membership of nine years in total cannot be reappointed to the Committee at any future time.



Councillor Members

- 5.7. Councillor members will be appointed to the Committee by Council annually.
- 5.8. Where a Councillor member does not have the requisite expertise upon initial appointment, financial literacy should be attained within a reasonable period of time after his or her appointment and Council resources will be made available for this purpose.

Other Attendees

- 5.9. Non-delegated Councillors shall be invited to attend meetings but are not members of the Audit and Risk Committee and therefore do not have any entitlement to vote.
- 5.10. The CEO will facilitate the meetings of the Committee and, in consultation with the Chair of the Committee, invite Council Officers, auditors or others to attend meetings to provide pertinent information, as necessary.

Resignations

- 5.11. Any resignation from a member of the Committee is to be submitted in writing to the Chief Executive Officer, Latrobe City Council, PO Box 264, Morwell VIC 3840.

Role of the Chair

- 5.12. The Chair will carry out the following responsibilities:
 - 5.12.1. Promote effective communications between the Committee, Council, the CEO, Council officers and the external auditors
 - 5.12.2. Ensure that meetings of the Committee:
 - 5.12.2.1. run smoothly
 - 5.12.2.2. that the views of all Committee members are heard
 - 5.12.2.3. that adequate time is allowed for discussion of each issue and
 - 5.12.2.4. that the agenda and meeting papers properly reflect proceedings.
 - 5.12.3. Participate in the selection process of the internal auditor as required.
- 5.13. If the Chair is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending members.



6. Meeting Procedures

General Requirements

- 6.1. The Committee will meet at least four times per year, with authority to convene additional meetings, as circumstances require.
- 6.2. Committee members and the internal and external auditors can request the Chairperson to convene additional meetings if they feel that is justified to address unexpected matters that may have arisen.
- 6.3. A schedule of meetings will be developed annually and agreed by members.
- 6.4. All Committee members are expected to attend each meeting in person (or may through teleconference/video conference only if exceptional circumstances apply).
- 6.5. Meetings will follow standard meeting procedures as established in any applicable guidance material available and outlined in this Charter.
- 6.6. All recommendations, proposals and advice must be directed through the Chair.

Meeting agendas

- 6.7. Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.

Quorum

- 6.8. The quorum for a meeting of committee members will be a majority, with a minimum of 2 external and 1 Councillor members.
- 6.9. If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned to either a later time on the same day, or rescheduled to another day.
- 6.10. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 6.11. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

Voting

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



Meeting Minutes

- 6.13. A Council Officer authorised by the CEO shall take the minutes of each Committee meeting.
- 6.14. The minutes shall include a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee.
- 6.15. Minutes will be drafted and circulated to all Committee members and attendees within 10 days and ratified at the following meeting.
- 6.16. The minutes shall be stored in the Latrobe City Council corporate filing system.

Planning

- 6.17. In accordance with section 54(3) of the Act the Committee will develop an annual work program that includes the timing of reporting for all of the duties and responsibilities outlined in this Charter

7. Duties and Responsibilities of the Committee

The duties and responsibilities of the Committee include:

7.1. Financial Reporting

- 7.1.1. At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgment is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof;
- 7.1.2. At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators;
- 7.1.3. Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;
- 7.1.4. Review with Management and the external auditors the results of the annual financial audit, including any difficulties encountered by the auditors and how they were resolved;
- 7.1.5. Recommend the adoption of the annual financial report and annual performance statement to Council; and



7.1.6. Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

7.2. Internal control

- 7.2.1. Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a three to four year period;
- 7.2.2. Determine whether systems and controls are reviewed regularly and updated where required;
- 7.2.3. Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile;
- 7.2.4. Ensure that a programme is in place to test compliance with systems and controls;
- 7.2.5. Assess whether the control environment is consistent with Council's Governance Principles.

7.3. Risk management

- 7.3.1. Review annually the effectiveness of Council's risk management framework, Council's risk appetite statement and the degree of alignment with Council's risk profile;
- 7.3.2. Review Council's risk profile and the changes occurring in the profile from meeting to meeting;
- 7.3.3. Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;
- 7.3.4. Review the insurance programme annually prior to renewal; and
- 7.3.5. Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

7.4. Fraud Prevention Systems and Controls

- 7.4.1. Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes at least every two years;
- 7.4.2. Receive reports from Management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event; and
- 7.4.3. Review reports by Management about the actions taken by Council to report such matters to the appropriate integrity bodies.



7.5. Business Continuity

- 7.5.1. Monitor processes and practices to ensure effective business continuity plans are in place and reviewed annually, including whether business continuity and disaster recovery plans have been periodically updated and tested.

7.6. Internal audit

- 7.6.1. Review the Internal Audit Charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations;
- 7.6.2. Review and approve the three year strategic internal audit plan, the annual internal audit plan and any significant changes to them;
- 7.6.3. Review progress on delivery of annual internal audit plan;
- 7.6.4. Review and approve proposed scopes for each review in the annual internal audit plan;
- 7.6.5. Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;
- 7.6.6. Meet with the leader of the internal audit function at least annually in the absence of Management to discuss any matters that the Committee or the internal auditor believes should be discussed privately;
- 7.6.7. Monitor action by Management on internal audit findings and recommendations including timeliness of Management responses;
- 7.6.8. Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;
- 7.6.9. Ensure that the Committee is aware of and appropriately represented with regard to any proposed changes to the appointment of the internal audit service provider, including being appropriately briefed on the need for any proposed change;
- 7.6.10. Review the performance of the internal auditor annually and, if necessary, recommend to Council the termination of the internal audit contractor.

7.7. External audit

- 7.7.1. Annually review and approve the external audit scope and plan proposed by the external auditor;
- 7.7.2. Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;



- 7.7.3. Ensure that significant findings and recommendations made by the external auditor, and Management's responses to them, are appropriate and are acted upon in a timely manner;
- 7.7.4. Review the effectiveness of the external audit function and ensure that VAGO is aware of the Committee's views;
- 7.7.5. Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them; and
- 7.7.6. Meet with the external auditor at least annually in the absence of Management to discuss any matters that the Committee or the external auditor believes should be discussed privately.

7.8. Compliance

- 7.8.1. Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of Management's follow up of any instances of non-compliance;
- 7.8.2. Review the processes for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance with the Code;
- 7.8.3. Obtain briefings on any significant compliance matters;
- 7.8.4. Receive, review and make a recommendation to Council or the CEO in relation to any written submission provided to the Committee by a Councillor, whether or not that Councillor is a member of the Committee, that relates to any failure or suspected failure:
 - 7.8.4.1 to comply with Council policy and procedures;
 - 7.8.4.2 in Council's financial reporting;
 - 7.8.4.3 in Council's risk management or fraud prevention; or
 - 7.8.4.4 with Council's internal and external audit functions; and
- 7.8.5. Receive reports from Management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses.

8. Reporting

- 8.1. The Committee may report to Council on any matter of significance as determined by the Committee.
- 8.2. The Committee will report regularly to Council about Committee activities, issues, and related recommendations by providing the minutes to Council



at the first available opportunity after clearance by the Committee Chairperson following each Committee meeting.

- 8.3. The Chairperson will prepare a report to Council through the CEO on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year.
- 8.4. Monitor, through clauses 7.6.6 and 7.7.6 that open communication between the internal auditor, the external auditors, and the Council occurs.
- 8.5. Consider the findings and recommendations of relevant Performance Audits undertaken by VAGO and to ensure the council implements relevant recommendations.
- 8.6. The Committee Charter and details of its members will be published on Council's website.
- 8.7. Council's Annual Report will contain information on the makeup of the Committee, number of meetings held and attended by Committee members, audit processes, details of any remuneration paid to independent members during the reporting period and a summary of work completed by the Internal and External Auditor during the year.

Performance Evaluation

- 8.8. The Committee shall undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to Council through the CEO, including recommendations for any opportunities for improvement.
- 8.9. The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.

9. Other responsibilities and requirements

- 9.1. The Committee shall perform other activities related to this Charter as requested by the Council.
- 9.2. The Committee shall review and assess the adequacy of the Charter every two years or earlier if necessary and submit requests to Council through the CEO for revisions and improvements for approval.
- 9.3. Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (Section 123), maintaining the confidentiality of confidential information (Section 125) and conflicts of interest (Sections 126 to 131). Details about these obligations are included in Appendix A to this Charter.



Professional Fees for External Independent Members

- 9.4. External independent members receive payment as set by the Council.
- 9.5. Remuneration is set at \$1,500 per meeting for the Chair and \$1,000 per meeting for the other external members and subject to the review of Council.

Management Responsibility

- 9.6. It is the responsibility of the Management to:
 - 9.6.1. keep the Committee informed regarding financial reporting, regulatory compliance, risk management and risk exposures of the Council;
 - 9.6.2. keep the Committee informed of the findings of any examinations by regulatory agencies, and any auditor (internal or external) observations in order that the Committee may monitor the Management's response to these findings;
 - 9.6.3. provide a comprehensive induction for all newly appointed Committee members including all necessary and relevant information regarding the Committee's responsibilities and the Council's operations and background to enable them to understand the Council and their duties and responsibilities.



Appendix A Committee Member Regulatory Obligations

Guidance to Members

LGA Section	LGA Requirement
Misuse of Position	
123(1)	A Committee member must not intentionally misuse their position to: <ol style="list-style-type: none"> a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or b) Cause, or attempt to cause, detriment to the Council or another person
123(3)	Circumstances involving misuse of a position by a member of the Committee include: <ol style="list-style-type: none"> a) Making improper use of information acquired as a result of being a member of the Committee; or b) Disclosing information that is confidential information; or c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or e) Using public funds or resources in a manner that is improper or unauthorised; or f) Participating in a decision on a matter in which the member has a conflict of interest.
Confidential Information (as defined at section 3)	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
Conflicts of Interest	
126	A member of the Committee has a conflict of interest if the member has: <ol style="list-style-type: none"> a) A general conflict of interest as described in Section 127; or b) A material conflict of interest as described in Section 128.
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.



Please Note

The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.

Agenda Item: 17.5

Agenda Item: Tabling of 'Assembly of Councillors' Records

Sponsor: General Manager, Organisational Performance

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

Status: For Information

MOTION

Moved: Cr Gibson

Seconded: Cr Howe

That Council receives and notes the Assembly of Councillors records tabled for the period 6 November 2019 to 29 June 2020.

CARRIED UNANIMOUSLY

Executive Summary:

The following Assembly of Councillor records have been submitted for tabling since the last ordinary Council meeting:

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
6 November 2019	Tourism & Major Events Committee	Councillors Cr White OAM Cr Howe Cr Gibson Officers Gail Gatt Clint Hong Jo DeJong Wendy Hrynyszyn	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
1 April 2020	Tourism & Major Events Committee	Councillors Cr McFarlane Cr White OAM Cr Howe Cr Gibson Officers Gail Gatt Clint Hong Peter Stewart	No	Nil
6 May 2020	Tourism & Major Events Committee	Councillors Cr McFarlane Cr Howe Officers Gail Gatt Clint Hong Peter Stewart	No	Nil
3 June 2020	Braiakulung Advisory Committee	Councillors Cr O'Callaghan Officers Liam Bantock Chelsea Stewart	No	Nil
3 June 2020	Moe Southside Community Precinct Advisory Committee	Councillors Cr Law Cr Gibson Officers Gail Gatt Clint Hong Peter Stewart	No	Nil
3 June 2020	Tourism & Major Events Committee	Councillors Cr White OAM Cr Howe Cr Gibson Officers Gail Gatt Clint Hong Peter Stewart	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
16 June 2020	Gippsland Regional Aquatic Centre Project Reference Group	Councillors Cr Harriman Cr O'Callaghan Cr Howe Officers Larry Sengstock Luke McGrath Tania Eleftheriou	No	Nil
18 June 2020	Victory Park Precinct Advisory Committee	Councillors Cr Harriman Cr Clancey Officers Simon Clark	No	Nil
18 June 2020	Traralgon Recreation Reserve and Showgrounds Advisory Committee	Councillors Cr Harriman Cr Howe Officers Simon Clark	No	Nil
22 June 2020	Councillor Briefing	Councillors Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson Officers Steven Piasente Gail Gatt Larry Sengstock Suzanne Miller Greg Drumm Hanna Steevens	Yes – Section (g) of the definition of confidential information contained in Section 3(1) as it relates to private commercial information	Yes – Cr Law Cr Harriman

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
29 June 2020	Councillor Briefing	Councillors Cr McFarlane Cr Middlemiss Cr White OAM Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson Officers Steven Piasente Gail Gatt Larry Sengstock Suzanne Miller Greg Drumm	No	Nil

Declaration of Interests:

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

Reasons for Proposed Resolution:

The attached *Assembly of Councillors* records have been submitted for tabling.

Section 80(A)2 of the *Local Government Act 1989* states 'The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as is practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting'.

Attachments

1. Tourism & Major Events Committee
2. Tourism & Major Events Committee
3. Tourism & Major Events Committee
4. Braiakulung Advisory Committee
5. Moe Southside Community Precinct Advisory Committee
6. Tourism & Major Events Committee
7. Gippsland Regional Aquatic Centre Project Reference Group
8. Victory Park Precinct Advisory Committee
9. Traralgon Recreation Reserve and Showgrounds Advisory Committee
10. Councillor Briefing
11. Councillor Briefing

17.5

Tabling of 'Assembly of Councillors' Records

1	Tourism & Major Events Committee	449
2	Tourism & Major Events Committee	451
3	Tourism & Major Events Committee	452
4	Braiakulung Advisory Committee	453
5	Moe Southside Community Precinct Advisory Committee	454
6	Tourism & Major Events Committee	455
7	Gippsland Regional Aquatic Centre Project Reference Group	457
8	Victory Park Precinct Advisory Committee	458
9	Traralgon Recreation Reserve and Showgrounds Advisory Committee	459
10	Councillor Briefing	460
11	Councillor Briefing	462



Assembly of Councillors Record

Assembly details:	Tourism & Major Events Committee
Date:	6 November 2019
Time:	5:45pm
Assembly Location:	Nambur Wariga Meeting Room

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
Officer/s:	Ms Gail Gatt, GM Regional City Growth and Investment Mr Clint Hong, Manager Creative Venues, Events & Tourism Ms Jo Dejong, Coordinator Events & Tourism Ms Wendy Hrynyszyn, Senior Events Officer		
Matters discussed:	<ol style="list-style-type: none"> 1. Tourist Friendly Signage 2. Latrobe Valley Maltese Festival 3. Major Events 4. Events & Tourism Strategy 5. Da Vinci Exhibition 		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



Record Completed by: Peter Stewart, Events & Tourism Contractor

*(Please use the **Quick Add Profile** when registering this form on ECM)*





Assembly of Councillors Record

Assembly details:	Tourism & Major Events Committee
Date:	1 April 2020
Time:	5:45pm
Assembly Location:	GOMEETING internet meeting

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
Officer/s:	Ms Gail Gatt, GM Regional City Growth and Investment Mr Clint Hong, Manager Creative Venues, Events & Tourism Mr Peter Stewart, Contractor Events & Tourism		
Matters discussed:	1. Destination Gippsland 2. Planning for COVID-19 3. Tourism Strategy 4. Recreational Vehicle Strategy		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Peter Stewart, Contractor Events & Tourism
(Please use the **Quick Add Profile** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Tourism & Major Events Committee - Tourism Strategy Meeting
Date:	6 th May 2020
Time:	5:45pm
Assembly Location:	GOMEETING internet meeting

In Attendance

Councillors:	<input checked="" type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Arrival / Departure Time:			
Officer/s:	Ms Gail Gatt, GM Regional City Growth and Investment Mr Clint Hong, Manager Creative Venues, Events & Tourism Mr Peter Stewart, Contractor Events & Tourism		
Matters discussed:	<ol style="list-style-type: none"> 1. Destination Gippsland activities and strategy 2. Tourism Environment 3. Planning for post COVID-19 4. Tourism Opportunities 5. RV Strategy 		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Peter Stewart



Assembly of Councillors Record

Assembly details:	Braiakulung Advisory Committee
Date:	3 June 2020
Time:	10 am to 12 pm
Assembly Location:	GoTo online meeting

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Liam Bantock and Chelsea Stewart		
Matters discussed:	Proposed lead smelter at hazelwood Review of the committee Terms of Reference		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Chelsea Stewart

(Please use the **Quick Add Profile** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Moe Southside Community Precinct Advisory Committee
Date:	3 June 2020
Time:	4:30pm
Assembly Location:	Online - GoToMeeting Format

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
Officer/s:	Simon Clark		
Matters discussed:	Business arising from previous meeting - February 2020.		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
	No

Record Completed by: Simon Clark

(Please use the **Quick Add Profile** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Tourism & Major Events Committee
Date:	3 rd June 2020
Time:	5:45pm
Assembly Location:	GOMEETING internet meeting

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
Officer/s:	Ms Gail Gatt, GM Regional City Growth and Investment Mr Clint Hong, Manager Creative Venues, Events & Tourism Mr Peter Stewart, Co-ordinator Events & Tourism		
Matters discussed:	<ol style="list-style-type: none"> 1. Impact of COVID-19 2. Small Town Trails 3. National White Water Park 4. Tourism Billboards 5. Destination Gippsland Marketing Tool Kit 6. Major Events 		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



Record Completed by: Peter Stewart

*(Please use the **Quick Add Profile** when registering this form on ECM)*





Assembly of Councillors Record

Assembly details:	Gippsland Regional Aquatic Centre Project Reference Group
Date:	16 June 2020
Time:	5.15 pm
Assembly Location:	Video Conference

In Attendance

Councillors:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Harriman 5.14pm - 5.50pm	<input checked="" type="checkbox"/> Cr O'Callaghan 5.16pm - 5.46pm	<input checked="" type="checkbox"/> Cr Howe 5.12pm - 5.50pm
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Larry Sengstock, Luke McGrath, Tania Eleftheriou		
Matters discussed:	Project Manager update GRAC Tender		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Tania Eleftheriou, Project Officer Major Recreation Projects
(Please use the **Quick Add Profile** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Victory Park Precinct Advisory Committee
Date:	18 June 2020
Time:	5:33pm
Assembly Location:	Online - GoToMeeting Format

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input checked="" type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Simon Clark		
Matters discussed:	Table Tennis table project. Discussion on possible memorial for Richard Jeffrey. Map of Australia plantings.		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	No

Record Completed by: Simon Clark

(Please use the **Quick Add Profile** when registering this form on ECM)



Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

Assembly details:	Traralgon Recreation Reserve and Showgrounds Advisory Committee
Date:	18 June 2020
Time:	7:00pm
Assembly Location:	Online- GoToMeeting Format

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Simon Clark		
Matters discussed:	<ol style="list-style-type: none"> 1. Old Trafford Oval water pressure. 2. Reserve Master Plan update. 3. Old Trafford Oval lighting funding application - Community Sports Infrastructure Stimulus Program. 4. 2020/21 Community Grants discussion. 		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures: Nil

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Simon Clark



Assembly of Councillors Record

Assembly details:	Councillor Briefing
Date:	22 June 2020
Time:	5pm to 10.22pm
Assembly Location:	Via audio-visual link

In Attendance

Councillors:	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
	Officer/s:		
Steven Piasente From 7.00pm Gail Gatt, Larry Sengstock, Suzanne Miller, Greg Drumm and Hanna Steevens			
Matters discussed:	<p>Declaration of Interests</p> <p>Future Presentations</p> <p>Mayor's Update</p> <p>Chief Executive Officer's Update</p> <p>Major Project Reference Group Update</p> <p>Moe Netball Park, Netball Pavilion - Expressions Of Interest</p> <p>Latrobe Creative Precinct - Fundraising, Subscription And Partnerships Strategy</p> <p>Gipps Aero - Lease - This Matter is designated as confidential under Section (g) of the definition of confidential information contained in Section 3(1) of the Local Government Act 2020, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—</p> <p>(l) relates to trade secrets; or</p> <p>(li) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage</p> <p>Releasing this information publicly and/or prematurely may prejudice the undertaking of this process.</p> <p>Proposed Planning Scheme Amendment - Toongabbie Structure Plan</p> <p>Response to Regional Roads Victoria Proposed Pedestrian Safety Project - Princes Street / Franklin Street Intersection</p>		



	<p>Consideration of Draft Public Transparency Policy for Public Consultation</p> <p>Consideration of Submissions for 2020/21 Community Grant and Sponsorship Programs</p> <p>Potential Sale of Railway Reserve - Off Minchington Road / Rear Swan Road Morwell</p> <p>Amendment C124 - Request for Authorisation and Exhibition of a Combined Planning Scheme Amendment and Planning Permit Application to Facilitate the Proposed Upgrade and Expansion of Gippsland Water's Moe Water Treatment Plant</p> <p>Service Review Prioritisation 2020/21</p> <p>2020/21 Black Spot Funding Project - Boolarra Mirboo North Road and Reduced Speed Limit</p> <p>Latrobe City Submissions to Senate Inquiries</p> <p>Federal Government Local Roads and Community Infrastructure Stimulus Program - Proposed Projects List</p> <p>Traralgon Central Business District Safety Committee - Terms of Reference</p> <p>Outstanding Issues</p> <p>Strategic Issues for Future Briefings</p>
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Are any of the matters discussed, considered confidential under the *Local Government Act 2020*?

Yes No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Law	Yes
Cr Harriman	Yes

Record Completed by: Hanna Steevens, Manager Governance

(Please use the **Quick Add Profile** when registering this form on ECM)





Assembly of Councillors Record

Assembly details:	Councillor Briefing
Date:	29 June 2020
Time:	5pm to 8.57pm
Assembly Location:	Via audio-visual link

In Attendance

Councillors:	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
Arrival / Departure Time:			
Officer/s:	Steven Piasente From 6.14pm Gail Gatt, Larry Sengstock, Suzanne Miller and Greg Drumm		
Matters discussed:	Future Presentations Upcoming Council Meeting Notice of Motion Requests Points of Clarification Alternate Motion Requests Mayor's Update Chief Executive Officer's Update Consideration of draft Governance Rules (including Election Period Policy) for Public Consultation Victorian Local Government Association Membership Living Well Latrobe Health and Wellbeing Plan - July 2020 to June 2021 Action Plan Outstanding Issues Strategic Issues for Future Briefings		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the			



guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Greg Drumm, General Manager Organisational Performance
*(Please use the **Quick Add Profile** when registering this form on ECM)*



URGENT BUSINESS

18. URGENT BUSINESS

Business may be admitted to this meeting as urgent business in accordance with clause 19 of the *Meeting Procedure Local Law 2017*, by resolution of Council and only then if it:

1. Relates to or arises out of a matter which has arisen since distribution of the agenda; and
2. Cannot reasonably or conveniently be deferred until the next Ordinary Meeting.

**MEETING CLOSED TO
THE PUBLIC TO
CONSIDER
CONFIDENTIAL
INFORMATION**

19. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

The information in this section was declared to be confidential information under section 77 of the Local Government Act 1989 and as a result, this information is also confidential information under the Local Government Act 2020.

For the avoidance of doubt, section 66 of the *Local Government Act 2020* (which came into effect on 01 May 2020) also enables the Council to close the meeting to the public to consider confidential information as this term is defined under the *Local Government Act 2020*.

MOTION

Moved: Cr Gibson

Seconded: Cr Harriman

That Council closes this Ordinary Meeting of Council to the public to consider confidential information on the following grounds:

- (a) the information to be considered has been declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020; and**
- (b) pursuant to section 66 of the *Local Government Act 2020* on the following grounds:**

- 19.1 LCC-648 Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon**
Agenda item 19.1 *LCC-648 Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon is designated as confidential under section (g) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—*
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage
Releasing this information publicly and/or prematurely may prejudice the undertaking of this process.
- 19.2 LCC-647 Supply and Delivery of Quarry Products**
Agenda item 19.2 *LCC-647 Supply and Delivery of Quarry Products is designated as confidential under subsection (g) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to private*

commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

19.3 Appointment of Members to the Cultural Diversity Advisory Committee

Agenda item 19.3 Appointment of Members to the Cultural Diversity Advisory Committee is designated as confidential under section (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it deals with personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Releasing this information would result in the unreasonable disclosure of the personal affairs of persons named in the report.

CARRIED UNANIMOUSLY

The Meeting closed to the public at 8.29 PM.

The meeting re-opened to the public at 8.38 PM.

There being no further business the meeting was declared closed at 8.38 PM.

I certify that these minutes have been confirmed.

Mayor: _____

Date: _____