



LATROBE CITY COUNCIL

**AGENDA FOR THE
COUNCIL MEETING**

**TO BE HELD IN KERNOT HALL, MORWELL
AND VIA AUDIO-VISUAL LINK
AT 6:00PM ON
04 MARCH 2024
CM602**

Please note:

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

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

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1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

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

2. APOLOGIES AND LEAVE OF ABSENCE

3. ADOPTION OF MINUTES

Proposed Resolution:

That Council confirm the minutes of the Council Meeting held on 5 February 2024.

4. DECLARATION OF INTERESTS

5. PUBLIC PARTICIPATION TIME

Public Questions on Notice

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

Public Speakers

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

STRATEGIC ITEMS FOR DECISION

6. STRATEGIC ITEMS FOR DECISION

Item Number 6.1

04 March 2024

Regional City Planning and Assets

DRAFT FAIR ACCESS AND USE POLICY - COMMUNITY SPORTS AND RECREATION FACILITIES

PURPOSE

To present the *draft* Fair Access and Use Policy – Community Sports and Recreation Facilities and seek Council endorsement.

EXECUTIVE SUMMARY

- In 2015, the Victorian Government initiated the Inquiry into Women and Girls in Sport and Active Recreation (the Inquiry) which provided nine recommendations to increase leadership and participation in sport and active recreation for women and girls.
- The Office for Women in Sport and Recreation was established in response to the Inquiry and the Change Our Game initiative was developed.
- In line with the recommendations of the Inquiry, the identified goals of Change Our Game, and to further drive gender equality, the Fair Access Policy Roadmap was developed.
- The Fair Access Policy Roadmap is a guide for local government to fulfill obligations under the *Gender Equality Act 2020* and outlines six guiding principles to improve gender equitable access and use of community sports infrastructure across Victoria.
- Importantly, as a requirement under the Fair Access Policy Roadmap, all local governments in Victoria must have a gender equitable access and use policy for community sports infrastructure (or equivalent) in place by 1 July 2024 to be eligible to receive funding through Sport and Recreation Victoria.
- In line with the *Gender Equality Act 2020*, and the Fair Access Policy Roadmap, the *draft* Fair Access and Use Policy – Community Sports and Recreation Facilities (the *draft* Policy) has been developed (Attachment 1). Through internal and external stakeholder consultation, a *draft* Action Plan has also been developed and provides a list of example actions (Attachment 2).
- Once the *draft* Policy has been endorsed, officers will undertake community engagement on the *draft* Action Plan with relevant stakeholders to ensure it is in line with community expectations.

OFFICER'S RECOMMENDATION

That Council endorse the Fair Access and Use Policy – Community Sports and Recreation Facilities and make the policy available to the public via Council's website.

BACKGROUND

In 2015, an Inquiry into Women and Girls in Sport and Active Recreation was undertaken by an advisory panel of nine prominent state sport sector representatives in consultation with representatives from all levels of sport and recreation. The Inquiry found that overwhelmingly, women are under-represented in leadership roles in a sports sector that is still predominantly male-centric and dominated. The report also highlighted a growing movement of women and girls keen to showcase their talent and desire to contribute to the sport and active recreation sector, however the opportunities to participate and lead are either elusive or not readily evident.

The Inquiry presented nine recommendations to increase leadership and participation in sport and active recreation for women and girls. The Office for Women in Sport and Recreation was established in response to the Inquiry and the Change Our Game initiative was developed.

The nine recommendations of the inquiry were accepted by the Victorian Government and are listed below:

1. Drive commitment through an Ambassadors of Change program
2. Engage and empower by connecting Ambassadors to women and girls
3. Mandate gender balance and good governance principles
4. Reform recruitment practices and processes for leadership positions
5. Enhance participation choice and improve how opportunities are marketed
6. Deliver female-friendly built environments and equitable facility usage policies
7. Build an enabling environment through education and training
8. Showcase the pathways and opportunities through role models
9. Increase the profile of women in sports media

The Change Our Game initiative seeks to encourage the sport and recreation sector to challenge gender stereotypes and help women and girls become leaders. The goals are:

1. Champion leadership for women in sport
2. Challenge traditional stereotypes and structures
3. Develop new participation and leadership opportunities
4. Nurture new ways of 'thinking' and 'doing' through education and training
5. Promote female sports, role models, recreation opportunities and pathways – whether they focus on participation or leadership – to provide an opportunity for inspiring and engaging more women and girls.

In line with the above recommendations and goals, and to further drive gender equality, the Fair Access Policy Roadmap was developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth in collaboration with many organisations including state sporting bodies and local governments. The Fair Access Policy Roadmap is a guide for local government to fulfill obligations under the *Gender Equality Act 2020* and outlines six guiding principles to improve gender equitable access and use of community sports infrastructure across Victoria.

1
Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive

2
Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator

3
Women and girls will have equitable access to and use of community sport infrastructure:

- a. of the highest quality available and most convenient
- b. at the best and most popular competition and training times and locations
- c. to support existing and new participation opportunities, and a variety of sports

4
Women and girls should be equitably represented in leadership and governance roles

5
Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices

6
Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure

Importantly, as a requirement under the Fair Access Policy Roadmap, all local governments in Victoria must have a gender equitable access and use policy for community sports infrastructure (or equivalent) in place by 1 July 2024 to be eligible to receive funding through Sport and Recreation Victoria.

ANALYSIS

As a defined entity under the *Gender Equality Act 2020*, Council is required to consider and promote gender equality in policies, programs and services that impact the public.

In line with the *Gender Equality Act 2020* and the Fair Access Policy Roadmap, a Gender Impact Assessment was undertaken, and the *draft* Policy has been developed (Attachment 1). The *draft* Policy states under Principles of Management that Latrobe City Council will:

1. Design new and upgraded sport and active recreation facilities in line with gender equitable and inclusive practice and universal design principles in consultation with the community to ensure women and girls have equal access to resources and spaces. (*Fair Access Principle 1*)
2. Collect, record and analyse annual data to track progress and inform future decision making to further progress equality in sport and active recreation. (*Fair Access Principle 1*)
3. Undertake a review (including gender impact assessments where applicable) on relevant policies and procedures to ensure they align with the Guiding Principles of this Policy. (*Fair Access Principle 2 and 3*)
4. Support clubs to implement initiatives that welcome and encourage women into executive roles, board positions and high-performance coaching or officiating, and increase participation of women and girls and other groups who participate less. (*Fair Access Principle 4*)
5. Facilitate ongoing training in gender equality to enable the culture change required to deliver on this Policy. (*Fair Access Principle 5*)
6. Be a positive role model and leader within the community. (*Fair Access Principle 5*)
7. Prioritise access and support to user groups who demonstrate an ongoing commitment to gender equality and inclusion of people with disability, older people, Aboriginal and Torres Strait Islanders and people from culturally and linguistically diverse backgrounds. (*Fair Access Principle 6*)

Through internal and external stakeholder consultation, a *draft* Action Plan has also been developed and provides a list of example actions (Attachment 2). Once the *draft* Policy has been endorsed, officers will undertake community engagement on the *draft* Action Plan with relevant stakeholders.

The benefits of promoting gender equality in sport and active recreation are:

- Meet legislative requirements
- Achieve human rights and health equity
- Recruitment and retention of participants
- Prevention of violence against women and girls
- Better for business
- Equal participation for the whole community in all parts of life

The following excerpt from the Victorian Governments 'Guidelines for Preventing Violence Against Women, Taking Action Through Community Sport' reiterates the above points.

‘Sport settings are places where people gather as players, coaches, administrators, officials, spectators and volunteers, so they provide a strong platform for cultural change. Sport is an important setting where gender inequality and its drivers can be challenged, and equality championed. Sporting clubs are influential leaders within local communities, especially in regional and rural areas, providing a valuable point of connection and belonging. They are well placed to influence the attitudes and beliefs we have around gender.’

The *draft* Policy aligns with many Living Well Latrobe 2022-25 strategic objectives, specifically:

- 1.2 - Strengthen environments, cultures, and capacity among individuals, organisations and communities to promote gender equity.
- 1.5 - Work with the community and stakeholders to reduce the incidence of family violence, men’s violence against women, elder abuse and all forms of violence and abuse.
- 2.2 - Support a diverse range of opportunities for people to engage in sport, leisure and recreation with a focus on affordability and accessibility. Strengthen partnerships between organised clubs / groups and Council to support delivery of programs related to physical activity and positive mental health.
- 4.6 - Ensure that health and wellbeing outcomes for the community are considered, where appropriate, in land use planning.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Inability for Council to fulfill its obligations under the <i>Gender Equality Act 2020</i> , to consider and promote gender equality in policies, programs and services that impact the public.	Medium <i>Possible x Minor</i>	Endorsing the Fair Access and Use Policy – Community Sports and Recreation Facilities will ensure all people in the community have equal access to opportunities and resources.

RISK	RISK RATING	TREATMENT
<p>SERVICE DELIVERY</p> <p>Sports clubs do not adhere to the requirements under the policy.</p>	<p>Medium</p> <p><i>Possible x Minor</i></p>	<p>Complete Gender Impact Assessments on the seasonal sporting application process and Sporting Reserves and Pavilion Licence to embed the Fair Access guiding principles into sporting club's culture and operations.</p>
<p>FINANCIAL</p> <p>If Council does not have a gender equitable access and use policy for community sports infrastructure (or equivalent) in place by 1 July 2024, it will not be eligible for funding through Sport and Recreation Victoria.</p>	<p>High</p> <p><i>Almost Certain x Moderate</i></p>	<p>The Fair Access and Use Policy – Community Sports and Recreation Facilities will ensure Council remains eligible for funding through Sport and Recreation Victoria.</p>
<p>STRATEGIC</p> <p>Encountering community resistance.</p>	<p>Medium</p> <p><i>Likely x Minor</i></p>	<p>Have a considered communications plan that prepares for and addresses different levels of resistance, while acknowledging that change and progress will take time, leadership and persistence.</p>

CONSULTATION

Internal consultation has occurred with relevant teams including Active and Liveable Communities, Recreation and Open Space Planning, Recreation Liaison and Reserve Maintenance, Leisure Facilities and the Diversity Committee. The *draft* Policy has also been shared with Sport and Recreation Victoria and the Office for Women in Sport and Recreation for feedback and comment.

COMMUNICATION

Once the *draft* Policy has been endorsed, officers will undertake community engagement on the *draft* Action Plan with relevant stakeholders.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The *draft* Policy will improve access to publicly owned community sports infrastructure to ensure community sporting environments are welcoming, accessible and inclusive for everyone.

Cultural

The *draft* Policy and Gender Impact Assessment seeks to address the different needs of people from diverse cultural backgrounds.

Health

Equitable access and use of community sports and recreation facilities will have health and wellbeing benefits for the whole community, supporting the Municipal Public Health & Wellbeing Plan focus on health equity and inclusion. Living Well Latrobe acknowledges that some groups in our diverse community face particular challenges to good health and wellbeing, and the *draft* Policy is a way to help address this.

Environmental

Nil.

Economic

Fair access and use of community sports and recreation facilities will increase participation rates for women and girls in sport and will allow for the pathways to elite sporting opportunities for our local community. It will showcase Latrobe as welcoming and inclusive for potential future events showcasing women's sports.

Financial

If Council does not have a gender equitable access and use policy for community sports infrastructure (or equivalent) in place by 1 July 2024, it will not be eligible for funding through Sport and Recreation Victoria.

Attachments

1. Draft Fair Access and Use Policy - Community Sports and Recreation Facilities
2. Draft Action Plan

6.1

Draft Fair Access and Use Policy - Community Sports and Recreation Facilities

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2	Draft Action Plan.....	22



Fair Access and Use Policy - Community Sports and Recreation Facilities

Version no. 1

Approval Date: 00/00/0000

Review Date: 00/00/0000



Page title | Page 2

Document Control

Responsible GM	Jody Riordan	
Division	Regional City Planning and Assets	
Last Updated (who and when)	Josh Wilson, Manager City Assets	Year 2024
Document History		
Authority	Date	Description of Change
Council	Day, Month and Year	Insert detail of change to policy
References	Refer to section 8 and 9 of this policy	
Next Review Date	June 2028	
Published on Website	Yes	
Document Reference No.		

Division Name
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1. Background

Sport is a highly visible and valued feature of Latrobe City Council's culture and identity. The sport and active recreation sector provides opportunities for enriching our communities through the promotion of respect and fair mindedness for all people, while also supporting physical and mental wellbeing.

Following the *2015 Inquiry into Women and Girls in Sport and Active Recreation* and the subsequent formation of the Office for Women in Sport and Recreation, a reform agenda has been developed to change the systems that have perpetuated gender inequality. This includes addressing the built environment, and the traditional structures and ways community sports and recreation organisations operate.

Through the Latrobe City Council Gender Equality Leadership Statement, Council recognises the right of all people to be treated equally and acknowledges its important role in promoting gender equality within the Latrobe City community. By challenging gender inequality in community sport and recreation, Latrobe City Council is well positioned to design and implement place-based, integrated actions that progress gender equality to help create inclusive, equitable, healthy and safe environments for everyone.

2. Objectives

The Fair Access and Use Policy - Community Sports and Recreation Facilities (the Policy) seeks to address known barriers experienced by women and girls in accessing and using community sports and recreation facilities, and progressively build capacity and capabilities of Latrobe City Council in the identification and elimination of systemic causes of gender inequality. These actions will ensure Latrobe City Council can achieve gender equality for access and use of community sports and recreation facilities. This aligns with *Living Well Latrobe 2022-25*, Council's *Gender Equality Leadership Statement* and the *Community Access and Inclusion Policy*.

3. Guiding Principles

The Policy is based on the Fair Access Principles developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. Any resultant actions / action plans should be based on the six principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality (Figure 1).

Division Name

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Figure 1

Latrobe City Council considers that these principles provide clear direction, while also enabling adaption to the specific environment of Latrobe City.

In relation to fair access and use of community sports and recreation facilities, the Policy also enables effective and efficient integration of requirements under the *Local Government Act 2020*, the *Public Health and Wellbeing Act 2008* and specifically the *Gender Equality Act 2020*

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4. Scope

The Policy applies to all Council owned and operated community sports and recreation facilities, including programs and services operated by third parties and community groups utilising Council facilities and resources.

Latrobe City Council commits to undertaking the necessary and proportionate steps towards implementation of the Policy, by ensuring an effective place-based response for the gender equitable access and use of community sports and recreation facilities. Latrobe City Council will promote gender equality in policies, procedures, programs, communications, and services as they relate to community sports and recreation facilities.

5. Principles of Management

Latrobe City Council acknowledges the work of the Gender Equality Act 2020, which is driving progress towards gender equality, ensuring everyone is valued and enjoys equal opportunities.

However, Latrobe City Council also acknowledges the disadvantage experienced by women and girls in the sport and recreation sector and that further improvement in this area is needed. This will require a review of the access and use of community sport and recreation facilities, a focus on enhancing opportunities for women in leadership roles, promoting respectful behaviour towards all people and recognising existing inequality.

Latrobe City Council recognises that gender inequality may be compounded by other aspects of a person's identity such as age, disability, or ethnicity and that achieving equality will require varied approaches to achieve similar outcomes for everyone.

Latrobe City Council will:

1. Design new and upgraded sport and active recreation facilities in line with gender equitable and inclusive practice and universal design principles in consultation with the community to ensure women and girls have equal access to resources and spaces. *(Fair Access Principle 1)*
2. Collect, record and analyse annual data to track progress and inform future decision making to further progress equality in sport and active recreation. *(Fair Access Principle 1)*
3. Undertake a review (including gender impact assessments where applicable) on relevant policies and procedures to ensure they align with the Guiding Principles of this Policy. *(Fair Access Principle 2 and 3)*
4. Support clubs to implement initiatives that welcome and encourage women into executive roles, board positions and high-performance coaching or officiating, and increase participation of women and girls and other groups who participate less. *(Fair Access Principle 4)*
5. Facilitate ongoing training in gender equality to enable the culture change required to deliver on this Policy. *(Fair Access Principle 5)*
6. Be a positive role model and leader within the community. *(Fair Access Principle 5)*
7. Prioritise access and support to user groups who demonstrate an ongoing commitment to gender equality and inclusion of people with disability, older people, Aboriginal and Torres Strait Islanders and people from culturally and linguistically diverse backgrounds. *(Fair Access Principle 6)*

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6. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

6.1 Council

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

6.2 Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

6.3 General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

6.4 Manager

- Develop frameworks, procedures and action plans 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

6.5 Employees, Contractors and Volunteers

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

7. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive Team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

Division Name

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8. Definitions

Community Sports and Recreation Facilities: Developments on Council owned or managed land that are used for the purposes of providing active sport and recreation activities within Latrobe City, including outdoor open spaces and indoor sporting centres/stadiums and aquatic facilities.

Gender equality: When the rights, responsibilities and opportunities of all people are equal, and not impacted or affected by gender.

Equity: Treating everyone fairly by taking into consideration any unique barriers or disadvantages, and ensuring all people have access to the same opportunities.

Gender Impact Assessment (GIA): A requirement under the *Gender Equality Act 2020* to be carried out on policies, programs and services which have a direct and significant impact on the public.

9. Related Documents

Gender Equality Leadership Statement

Gender Equality Action Plan

Community Access and Inclusion Policy

Recreation Infrastructure Funding Policy 2023

Recreation Needs Assessment

Sporting Reserves and Pavilion Licence

Policy for the Temporary Naming Rights of Sporting Grounds and Fields

Recreation Reserves and Facilities Signage Policy

Public Open Space Strategy

Recreation and Leisure Strategy

10. Reference Documents

Gender Equality Act 2020 (Vic)

Local Government Act 2020 (Vic)

Equal Opportunity Act 2010 (Vic)

Public Health and Wellbeing Act 2008 (Vic)

11. Appendices

Nil.

Division Name

Approved: 00/00/0000 | Review: 00/00/0000

Fair Access and Use Policy – Community Sports and Recreation Facilities

Draft ACTION PLAN

Principle of Management	Action	Timeframe / Measure of Success
<p>Fair Access Principle 1</p> <p>Deliver new and upgraded sport and active recreation facilities in line with universal design principles in consultation with community, ensuring women and girls have equal access to resources and spaces.</p>	<p>A commitment to including diverse voices on PRG/PCG's and other working groups for sporting infrastructure developments.</p> <p>Consider childcare areas for new buildings to encourage more parents to play sport.</p>	<p>Ongoing</p> <p>PRG/PCG's are representative of the community (including gender balance and diversity)</p>
<p>Fair Access Principle 1</p> <p>Collect, record and analyse annual data to track progress and inform future decision making to further progress equality in sport and active recreation.</p>	<p>Work with Gippsport to obtain disaggregated participation data.</p> <p>Add specific actions to Sytle to report back to Council on progress made under the Policy.</p>	<p>Annually</p> <p>Data is collected sufficiently and can be used to track progress and inform future decision making.</p>
<p>Fair Access Principle 2 & 3</p> <p>Undertake a review (including gender impact assessments where applicable) on relevant policies and procedures to ensure they align with the guiding principles of this Policy.</p>	<p>Review Sporting Reserves and Pavilion Licence and other relevant policies / procedures and conduct GIA's where applicable under the Gender Equality Act 2020.</p>	<p>Year 1 / 2</p> <p>GIA has been undertaken on the Outdoor Sporting Facility Seasonal Application and Sporting Reserves and Pavilion Licence</p>
<p>Fair Access Principle 4</p> <p>Support clubs to implement initiatives that welcome and encourage women into executive roles, board positions and high-performance coaching or officiating, and increase participation of women and girls and other groups who participate less</p>	<p>Support participation planning for sporting clubs who benefit from infrastructure funding from SRV.</p> <p>Consider including a requirement under sporting event permits to ensure equal trophy sizes / prize money for men and women.</p> <p>Consider an improved process for inspecting/monitoring sporting facilities to ensure they are clean.</p> <p>Promote the gender audit tool found in the <i>Guidelines for Preventing Violence Against Women: Taking Action Through Community Sport</i>.</p>	<p>Ongoing</p> <p>Clubs have completed participation planning and are implementing strategies to increase participation of women, girls and others who participate less.</p> <p>More women and girls are in leadership roles</p>
<p>Fair Access Principle 5</p> <p>Facilitate ongoing training in gender equality to enable the culture change required to deliver on this Policy.</p>	<p>Internal training via HR</p> <p>External training via Gippsport</p>	<p>Year 1 / 2</p> <p>Training has been delivered</p>

<p><i>Fair Access Principle 5</i></p> <p>Be a positive role model and leader within the community.</p>	<p>Demonstrate inclusive language</p> <p>Showcase positive role models</p> <p>Seek to host more women's elite / professional sporting events.</p> <p>Promote campaigns such as Change Our Game / Men As Allies.</p>	<p>Ongoing</p> <p>Year 1 / 2</p> <p>An increase in women's elite / professional sporting events in Latrobe City</p> <p>2 x social media campaigns have been delivered which promotes Change Our Game and Men As Allies</p>
<p><i>Fair Access Principle 6</i></p> <p>Prioritise access and support to user groups who demonstrate an ongoing commitment to gender equality and inclusion of people with disability, older people, Aboriginal and Torres Straight Islanders and people from culturally and linguistically diverse backgrounds.</p>	<p>Review the scoring matrix of community grants to include a criteria under gender equality, access and inclusion for groups who participate less.</p> <p>Consider creating a once off Fair Access grant stream</p>	<p>Year 1 / 2</p> <p>Community grants include higher score for clubs who demonstrate specific actions towards gender equality, access and inclusion.</p>

STATUTORY PLANNING

7. STATUTORY PLANNING

Agenda Item: 7.1

Agenda Item: **Proposed Planning Scheme Amendment C143 (Public Acquisition Overlay)**

Sponsor: **General Manager, Regional City Planning and Assets**

Proposed Resolution:

That Council:

1. **Endorse the draft Site Assessment Documents, provided at Attachment 6 for Public Exhibition as part of Amendment C143.**
2. **Request Authorisation from the Minister for Planning to prepare and Exhibit Amendment C143 to the Latrobe Planning Scheme, in accordance with section 8A of the *Planning and Environment Act 1987*;**
3. **Prepare Amendment C143 to the Latrobe Planning Scheme to apply the Public Acquisition Overlay in favour of Latrobe City Council to give effect to the Site Assessment Documents, generally in accordance with the documentation provided at Attachments 4, 5, 6, 7 and 8, subject to Ministerial Authorisation; and**
4. **Place Amendment C143 on Public Exhibition in accordance with the requirements of Section 19 of the *Planning and Environment Act 1987*, subject to Ministerial Authorisation.**

Executive Summary:

- Latrobe City has experienced a significant increase in the demand for residential development since the start of the Covid-19 pandemic in 2020. Latrobe City has three major growth areas (Lake Narracan, Morwell North West and Traralgon North) which require key infrastructure to be delivered before further development can occur. Each growth area is covered by a Development Contribution Plan (DCP).
- A DCP is used to collect payments towards providing infrastructure in a growth area to ensure adequate provision and to mitigate off-site impacts from the development. Common items funded by these payments include major roads, wetlands and community facilities.
- Latrobe City Council is responsible for collecting the payments and delivering the infrastructure identified in the DCPs.
- DCPs provide for the collection of levies but they do not provide the authority responsible for delivering DCP items a means to acquire land outside of the planning permit process.

- Proposed Amendment C143 intends to apply the Public Acquisition Overlay (PAO) to 24 properties across Newborough (12), Morwell (11) and Traralgon (1) to reserve land identified for five road upgrades, three wetlands for stormwater treatment, and an active reserve.
- This amendment will support the delivery of housing supply in Latrobe City (3,700 dwellings in Lake Narracan, 1,280 dwellings in Morwell North West and, 1,111 dwellings in Traralgon North).
- Protecting the reserved land from inappropriate development until the land is required for its intended use and giving Council the right to acquire the reserved land and provide appropriate compensation will facilitate these developments occurring in a timely manner.

Background:

Latrobe City has experienced a significant increase in residential development activity since 2020. This development activity has been spread across the municipalities four main towns. Lake Narracan and Morwell North West growth areas have seen a pickup in activity (both lot releases and subdivision permits) and Traralgon North has continued to develop. Each of these growth areas are covered by a Development Contribution Plan (DCP).

These DCPs aim to equitably share the cost of infrastructure required to service the growth areas and to compensate landowners where land is required for a project. Common infrastructure funded by a DCP includes wetlands for stormwater treatment, road and intersection upgrades, and community facilities. Latrobe City Council is responsible for collecting the payments and delivering the infrastructure identified in the DCPs. Every property subject to a DCP is numbered with a specific identifier.

As part of the 2023/24 review of development contributions in Latrobe, Council Officers identified 16 projects in the DCPs which are required in the next ten years to support permitted residential subdivisions in these three growth areas. The majority of the projects are located on land which do not have any intention to develop.

Council's Property and Commercial Team advised, following legal advice pertaining to the acquisition process of drainage reserves in the Morwell North West growth area (Attachment 1), that using the Public Acquisition Overlay (PAO) should be Council's preferred process to acquire the identified land. The same principles that apply to the Morwell North West growth area apply to land acquisition associated with the other DCP projects identified in this report.

Attachment 2 provides a list of properties affected, their DCP property identifier, the DCP project identifier and description, and an overview of the impact of the PAO on the property. A detailed description and costs recouped by the DCP is provided in Attachment 3.

Council officers consider the projects identified to be at risk of not being able to be delivered in a timely fashion without a PAO for the following reasons:

1. The majority of the identified projects are located on properties that do not have any intention to develop (subdivide);
2. The projects require the consolidation of land from multiple properties before they can be delivered;

3. Whilst some properties do have or are in the process of attaining subdivision permits, Council is dependent on developers acting on their approvals so that Council can acquire the land through the subdivision process. Providing Council with alternative means of acquiring land for DCP projects will ensure Council is not dependent on the timeframes of developers. This will be particularly useful for DCP projects which are required before development occurs but are spread across multiple landowners.

The application of the PAO will have two key benefits which will allow Council to facilitate the delivery of residential developments.

1. All Section 1 uses (i.e. uses which do not require a planning permit under the zone e.g., a dwelling) and a number of other normally exempt circumstances (e.g., construction of a swimming pool), will require a planning permit. This planning permit is required to ensure the Acquiring Authority (i.e. Council) is consulted on the proposed use and/or works on the lands which they have reserved an interest in. The creation of planning permit triggers will give Council greater ability and oversight of uses and works in the growth areas. This oversight will ensure any works and/or uses allowed will not prevent the delivery of the projects which require the land protected by the PAO.
2. An Acquiring Authority (i.e. Council) is empowered to compulsorily acquire the reserved land subject to the requirements of the Land Acquisition and Compensation Act 1986. Under this Act, landowners cannot object to the act of acquisition, but they can negotiate the compensation payable. If the compensation cannot be agreed, the Victorian Civil and Administrative Tribunal or the Supreme Court will determine the compensation. This ensures a fair and reasonable price in the interest of both the Acquiring Authority and the landowner.

As can be seen in the two points above, the application of the PAO will substantially increase Council's ability to protect land identified for DCP infrastructure in the short term. In the medium to long-term, it will allow Council to acquire land in the shortest time possible as compensation does not have to have been finalised for an Acquiring Authority to take ownership. The application of the PAO is a strong tool to facilitate the development of the residential precincts in a timely manner.

Proposed Planning Scheme Amendment

The proposed Amendment C143 will amend the Latrobe Planning Scheme to:

- Introduce PAO2 and PAO3 into the Schedule to Clause 45.01 Public Acquisition Overlay, name Latrobe City as the Acquiring Authority for both numbers, and to specify the purpose of acquisition for PAO2 as 'Road projects' and for PAO3 as 'Open space reserves.'
- Apply the PAO2 to 13 properties in Newborough, and to apply PAO3 to 13 properties across Newborough, Morwell and Traralgon.

- Alter the Schedule to Clause 72.03 *What Does This Planning Scheme Consist Of?* to reference PAO on the maps affected.
- Alter the Schedule to Clause 74.01 *Application Of Zones, Overlays And Provisions* to outline how the Public Acquisition Overlay implements the Municipal Planning Strategy.

The draft ordinance is provided in Attachment 4 and the draft maps are provided in Attachment 5. A copy of all other Amendment documents is provided at Attachment 6, 7 and 8.

The proposed schedule specifies that the Acquiring Authority will be Latrobe City Council, in practice this will be undertaken by the Coordinator of Property and Commercial. The ultimate responsibilities and process of acquisition under the PAO will be subject to a future Council report should Amendment C143 be incorporated into the Latrobe Planning Scheme. The Statutory Planning team will assess any planning applications required under the PAO.

Issues:

Communication

Amendment C143 is subject to the prescribed process in accordance with the public notice and consultation requirements of section 19 of the *Planning and Environment Act 1987* (Act).

An engagement plan will be developed to ensure appropriate engagement activities are undertaken for Amendment C143.

- Exhibition of Amendment C143 for a minimum of 1 calendar month;
- Documents available on Latrobe City Council's website;
- Have Your Say page created;
- Letters / emails notifying affected owners and occupiers, agencies, public authorities and Ministers believed to be materially affected by Amendment C143 or prescribed under the Act;
- Notices in the Latrobe Valley Express;
- Notice in the Government Gazette;
- FAQ sheet to outline the purpose and implications of the PAO; and
- 1:1 meetings with affected landowners.

Financial Implications

Amendment C143 will be undertaken with the Strategic Planning BAU budget for the 2023/24 and 2024/25 financial years. This includes costs associated with the Planning Panel (if required); this could be around \$20,000 based on similar size amendments. The Planning Scheme Approval fee is increased annually, but will be approximately \$516.80.

Attachment 3 provides a detailed description of the projects and the costs recouped by the DCPs towards the 16 projects. These costs are provided in 2023/24 dollars and currently stand at a total of \$34,366,029.00. The 16 projects are unlikely to be all delivered in the same year. The timing of the delivery will be determined by the Capital Works Board and future budgeting processes.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Certain DCP items are not able to be delivered due to lack of development approvals or lack of landownership by Council.	High <i>Likely x Major</i>	Proceed with proposed Amendment C143
SERVICE DELIVERY Applying the PAO will result in a small increase in written planning advice and planning permit applications which will add to existing workloads and may see response times deteriorate.	Low <i>Unlikely x Minor</i>	Ensure all affected landowners are aware of the new Overlay on their land and the implications to minimise the number of enquiries. Ensure all positions within Regional City Planning are filled to maximise staff availability.
FINANCIAL High costs to Council to acquire land from hold-out landowners.	Medium <i>Unlikely x Major</i>	Proceed with proposed Amendment C143. Determine compensation in accordance with the <i>Land Acquisition and Compensation Act 1986</i> .

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>If Council cannot acquire the land, Council will not be able to deliver the identified DCP projects. This could result in:</p> <ul style="list-style-type: none"> ● A reputational decline with developers. ● Reduced number of development applications ● Overall decline in development activity. ● Worsening of housing affordability. 	<p style="text-align: center;">High <i>Possible x Major</i></p>	<p>Proceed with the proposed Amendment C143</p> <p>Acquire land as necessary once C143 is adopted into the Latrobe Planning Scheme</p>
<p>STRATEGIC</p> <p>Community sentiment for Public Acquisition Overlay and compulsory acquisition is unknown and therefore Officers are unsure how the Latrobe community will react.</p>	<p style="text-align: center;">High <i>Likely x Major</i></p>	<p>Ensure all affected landowners are aware of the new Overlay on their land and the implications of the Overlay to minimise the number of enquiries.</p> <p>Make any reports prior to Exhibition of the Amendment confidential.</p> <p>Liaise with the Communications Team to ensure material provided during Exhibition in clear, consistent and easy to understand.</p>

Legal and Compliance

The planning scheme amendment process is shown in in Figure 1 below, which identifies the current stage Amendment C143 is at in the process:

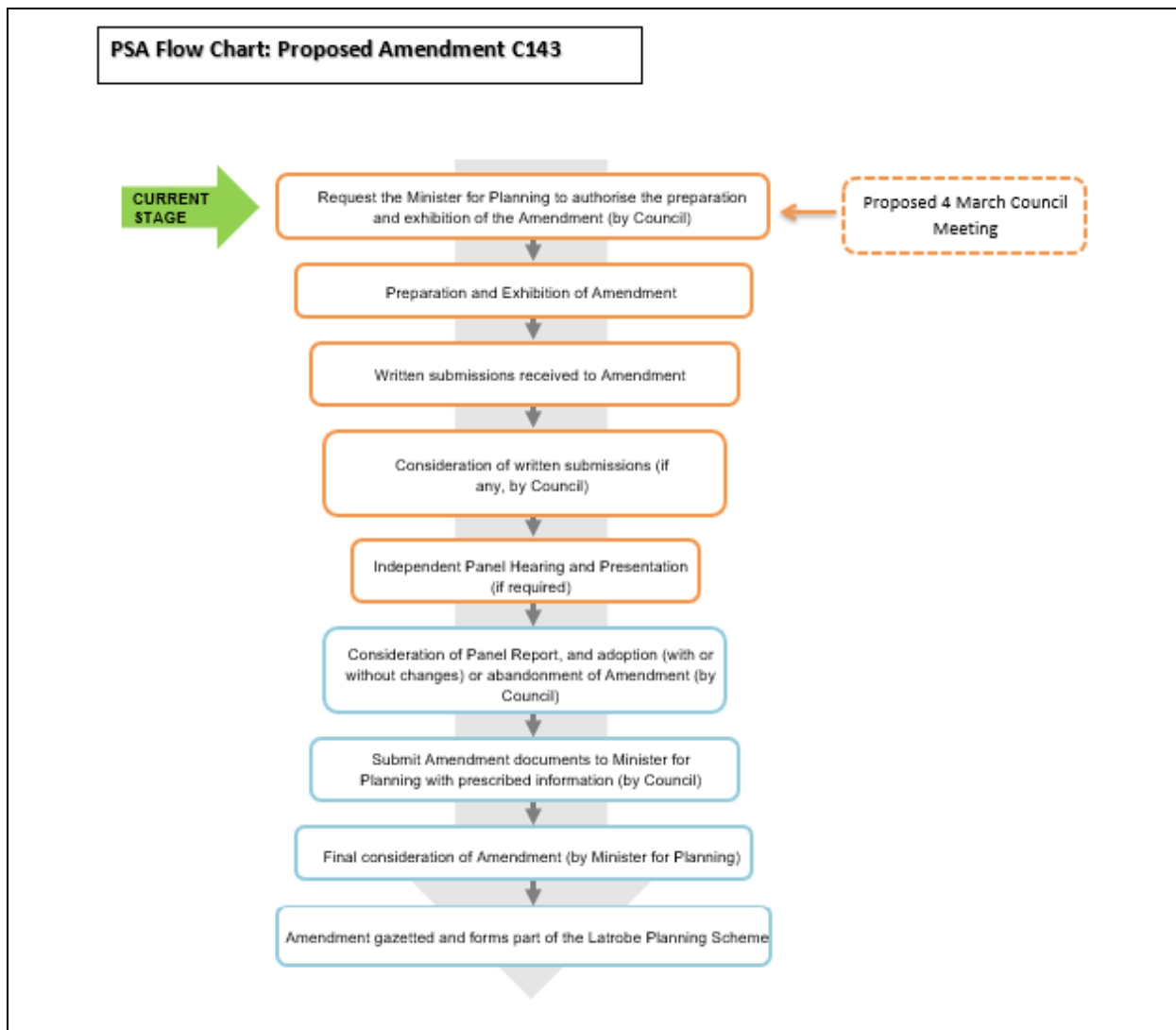


Figure 1 – Amendment C143 Planning Scheme Amendment Process

In accordance with section 8A of the Act, the Minister for Planning may authorise Council to prepare an amendment to State and local provisions of the Latrobe Planning Scheme.

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

- The Minister's directions;
- The Victoria Planning Provisions;
- Any strategic plan, policy statement, code or guideline which forms part of the Latrobe Planning Scheme;

- Any significant effects which it considers a planning scheme amendment might have on the environment or which it considers the environment might have on any use or development envisaged in the planning scheme amendment.
- Any social and economic effects.

Council has had regard to section 12(2) of the Act and considers Amendment C143 to be consistent with these requirements.

Community Implications

All Planning Scheme Amendments have social impacts in the moment which relate to how different parts of the Latrobe community perceive the proposed amendment. Council Officers intend to ensure a clear, open and honest conversation between Council and the Latrobe community to understand the community's concerns and ensure the community understands the purpose and implications of the proposed Amendment.

The impact of the projects facilitated by the adoption of this Amendment were considered at the time Council endorsed the relevant DCP. Any social impact of the proposed projects can be reconsidered at the time Council seeks to acquire the land.

The proposed Amendment will facilitate the delivery of infrastructure which is critical to the delivery of the three major growth areas in Latrobe. These growth areas will see an additional 3,700 dwellings in Moe-Newborough, 1,280 dwellings in Morwell and, 1,111 dwellings in Traralgon. The delivery of this housing is critical to easing the housing affordability pressures the Latrobe community are currently experiencing.

Health Implications

Not applicable to the adoption of this amendment.

Environmental Implications

Not applicable to the adoption of this amendment.

Other

The Amendment will result in costs to Council beyond the process of adopting this amendment if Council resolves to acquire any of the land identified at a later stage. These costs will primarily be associated with acquiring the land and will be in the form of compensation to land owners and possible increased staffing requirements (possibly via consultants) to manage the acquisition process.

Further costs will be the ultimate construction and long term maintenance of the projects facilitated by land acquisition. These are not hidden costs as Council agreed to being responsible for most DCP infrastructure as part of adopting the three DCPs. Therefore Council should be budgeting for the steady expansion of maintenance budget as our growth areas develop. The intersection and roads projects in Lake Narracan DCP facilitated by this amendment, will be Regional Roads Victoria's responsibility once delivered long term as per the Lake Narracan DCP.

DCPs are designed to fund infrastructure via levies collected from developments. In some instances, infrastructure is required before sufficient funds have been collected. In these situations, if Council chooses to deliver a project prior to the collection of sufficient levies, Council will have to fund the project from itself. In the long term Council will recoup any such expenses as development occurs and levys are collected.

Declaration of Interests:

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

Attachments

1. Legal advice (Published Separately)

This attachment is designated as confidential under subsection (e) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to legal privileged information, being information to which legal professional privilege or client legal privilege applies. Legal advice sought by Council.

2. List of properties affected and DCP property identifier maps (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. Long term outcome of the amendment will be the compulsory acquisition of land which requires determining land values for compensation.

3. Table of facilitated DCP projects and the cost recouped by the DCP (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. Long term outcome of the amendment will be the compulsory acquisition of land which requires determining land values for compensation.

4. Proposed ordinance for affected clauses (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. Long term outcome of the amendment will be the compulsory acquisition of land which requires determining land values for compensation.

5. Proposed planning scheme maps (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. Long term outcome of the amendment will be the compulsory acquisition of land which requires determining land values for compensation.

6. C143 Site Assessments for PAO2 and PAO3 (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. Long term outcome of the amendment will be the compulsory acquisition of land which requires determining land values for compensation.

7. Amendment C143 Explanatory Report (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. Long term outcome of the amendment will be the compulsory acquisition of land which requires determining land values for compensation.

8. Amendment C143 Instruction Sheet (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. Long term outcome of the amendment will be the compulsory acquisition of land which requires determining land values for compensation.

CORPORATE ITEMS FOR DECISION

8. CORPORATE ITEMS FOR DECISION

Item Number 8.1

04 March 2024

Regional City Strategy & Transition

OPENING STATEMENT FOR COUNCIL MEETINGS

PURPOSE

To present for endorsement a proposed opening statement for inclusion in Council Meetings, in response to a resolution adopted at the Council Meeting held on Monday, 03 July 2023.

EXECUTIVE SUMMARY

- At the Council Meeting held on Monday, 03 July 2023, a resolution was passed as follows:
That Council receives a report at a future Council meeting presenting information and options for the potential inclusion of a Councillor statement of commitment or a time of silent reflection in Council meetings.
- After reviewing potential options for an opening statement or a time of silent reflection and conducting benchmarking, officers presented a report at the Councillor Briefing on 21 August 2023 outlining various meeting opening methods with examples of existing openings used by other Victorian councils.
- Following further discussion at a Councillor Briefing on 29 January 2024 and consideration of Councillor feedback, officers have drafted a proposed Councillor Statement of Commitment to be read by the Mayor at the start of the Council meetings, as a meeting opening statement, which is now presented for endorsement by Council.

OFFICER'S RECOMMENDATION

That Council:

1. **Resolve that the Mayor read a Councillor Statement of Commitment at the opening of Latrobe City Council Scheduled and Unscheduled Meetings.**
2. **Adopt the following Councillor Statement of Commitment:**

“As Councillors we are committed to working towards a shared vision that supports the aspirations of the Latrobe City community. We pledge to uphold the principles of good governance in making informed decisions that serve the best interests of our community.”

BACKGROUND

Following a detailed review early last year of Council's use of the Lord's Prayer in the opening of Council Meetings, this practice has been discontinued.

The results of benchmarking of the meeting opening practices of other Victorian councils were presented to a Councillor Briefing in March 2023. The briefing report noted a variety of actions, including continued use of a prayer in some format, a Councillor declaration/affirmation or statement of commitment, a diversity statement and a time of reflection.

A further report was presented to the 21 August 2023 Councillor Briefing containing a more detailed analysis of three options, namely a statement of commitment, time of silent reflection and no opening at all.

Following consideration of feedback, officers then prepared several versions of a Councillor Statement of Commitment with some differences in approach and focus, which were presented to the 29 January 2024 Councillor Briefing to obtain Councillor views to assist in drafting a final proposed option. These views have been considered in making the recommendation in this report.

ANALYSIS

In line with Council's resolution, officers have assessed and three types of openings to Council Meetings in place of the Lord's Prayer – a Councillor Statement, silent reflection and no agenda item.

At the 21 August 2023 Councillor Briefing, positive feedback was received in relation to a Councillor statement of commitment to be prepared for inclusion in the opening of Council Meetings. With officer opinion being that such a statement would be an opportunity to set a tone of dedication and purpose for meetings, as well as demonstrate accountability by publicly affirming a commitment to upholding the standards of good governance, officers progressed this option to drafting stage through the Governance and Customer Focus teams.

At the 29 January 2024 Councillor Briefing, Councillors provided feedback on the possible wording of a statement and reiterated that silent reflection could still be a viable alternative.

Taking all of this into account, Officers recommend that an opening Councillor statement is adopted to focus Council on its shared purpose. The recommended statement is intended to reflect Councillor commitment supporting and furthering the aspirations and best interests of the Latrobe City Council community, through informed decision-making and good governance. It is proposed that the Mayor read this statement at each Council Meeting.

The opening statement is not required to be incorporated into Council's Governance Rules in order to be included in Council Meetings. Given the nature and purpose of the statement together with the greater flexibility afforded, it is not proposed to include it in the Rules at this time.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
STRATEGIC Concern from the community regarding content of any new meeting opening.	Low <i>Possible x Insignificant</i>	Ensuring that any opening statement that is used can be seen as being inclusive of the wider community and a commitment to good governance.

CONSULTATION

Reports have been presented to Councillor Briefings in March and August 2023 and January 2024 for Councillors to consider and provide feedback on available options for meeting openings.

Governance consulted with the Engagement and Customer Focus team on wording of the statement of commitment.

It is not necessary to undertake external consultation on any new meeting opening unless it was to be included in the Governance Rules in which case it would require consultation as part of the process of amending the Rules. Officers do not propose to include the meeting opening statement in the Governance Rules.

COMMUNICATION

No communication has been undertaken in relation to this report other than as part of the consultation referred to above.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

A statement of commitment can make a positive statement to the community regarding Council's resolve to maintain good governance.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Not applicable.

Attachments

Nil

2023/2024 MID YEAR BUDGET REVIEW

PURPOSE

To present the full year forecast financial position following the mid-year budget review and propose ten projects and a reserve account be funded from the forecast surplus position.

EXECUTIVE SUMMARY

- A mid-year review is undertaken each year to compare how the organisation is tracking against the adopted budget and consider the need/requirement to prepare a revised budget.
- In accordance with Section 95 of the *Local Government Act 2020*, as Council is not intending to make a variation to the declared rates or charges, undertake any new borrowings not already included in the budget or make a change to the budget that the Council considers should be the subject of community engagement, a revised budget is not required to be prepared.
- The review indicates the full year forecast position is expected to exceed the adopted budget position, with a forecast full year surplus position of \$3.1 million (on a cash budget basis).
- Projects totalling \$1.5 million are proposed to be funded from the mid-year surplus position, plus an interim allocation to the Transition Reserve of \$0.8 million.

OFFICER'S RECOMMENDATION

That Council note the mid-year budget review and approve the allocation of funding to the following projects and reserves.

- 1. Traralgon West Development Plan - \$500,000**
- 2. Footpath Rehabilitation Program - \$320,000**
- 3. Wing Mowers x 2 for Open Space Maintenance - \$180,000**
- 4. Council Plan 2025-2029 Development - \$150,000**
- 5. Morwell Depot Environmental Assessment - \$100,000**
- 6. Over Sowing Couch Sports Fields - \$65,000**
- 7. Community Grant Program - \$60,000**
- 8. Kernot Hall Lighting & Equipment - \$50,000**
- 9. Gippsland New Energy Conference - \$45,000**
- 10. Small Township Community Planning Support - \$30,000**
- 11. Transition Reserve - \$800,000**

BACKGROUND

Throughout December and January of each financial year the organisation undertakes a detailed examination of all operating income and expenditure budget items, year to date actual income/expenditure and forecast income/expenditure for the financial year. The review is led by finance in collaboration with all teams across the organisation. The focus of the review is to identify permanent differences between year-to-date results and forecast income/expenditure against the Adopted Budget and determine whether there is a requirement to prepare a revised budget in accordance with the requirements of the *Local Government Act 2020* (the Act).

The Act requires that a revised budget be prepared if Council intends to make a variation to the declared rates or charges, undertake to borrow funds that have not been previously approved in the budget or wish to make a change to the budget that Council considers should be the subject of community engagement.

ANALYSIS

Following the review of all areas, the full year forecast position is expected to exceed the adopted budget position, with a forecast full year surplus position of \$3.1 million (on a cash budget basis). This surplus is largely a result of \$1.6 million of additional Grants Commission funding, and \$2.5 million increased return on investments mainly associated with rising interest rates and higher levels of cash holdings linked to prior year carry forward projects. The forecast variances to the Adopted Budget are identified in the Income Allocation Statement at Attachment 1.

In accordance with Section 95 of the Act, there is no requirement for a revised budget as none of the three criteria identified in the Act exist.

Projects totalling \$1.5M are proposed to be funded from the mid-year surplus position, plus an interim allocation of \$0.8M to the Transition Reserve to support *Our Transition Plan*. This leaves an unallocated net forecast cash surplus of \$0.8M.

The proposed projects are detailed below (and at Attachment 2).

	\$'000s
Forecast Surplus 2023/2024	3,112
Less proposed allocations	
Traralgon West Development Plan, Development Contribution Plan and Relevant Background Documents	500
Footpath Rehabilitation Program	320
Wing Mowers x2 for Open Space Maintenance	180
Council Plan 2025-2029 Development	150
Morwell Depot Environmental Assessment	100
Over Sowing Couch Sports Fields (to fund FY24 program)	65
Community Grant Program - New Program Support (to fund FY24 program)	60

	\$'000s
Kernot Hall Lighting & Equipment	50
Gippsland New Energy Conference	45
Small Township Community Planning Support	30
<i>Sub-Total</i>	<i>1,500</i>
Less interim allocation to Transition Reserve	800
Total proposed allocations	2,300
Net Forecast Surplus 2023/2024	812

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Non-compliance with the requirements of the <i>Local Government Act 2020</i> .	Low <i>Rare x Insignificant</i>	Council is meeting legislative requirements through the CEO declaring that a revised budget is not necessary.
SERVICE DELIVERY Excess funding is not being used in the most effective manner to enhance services	Low <i>Unlikely x Minor</i>	Council prioritises projects to ensure best community outcomes.
FINANCIAL Council is unable to achieve forecast position	Low <i>Unlikely x Minor</i>	There is always a risk of unforeseen circumstances, contingency is provided through conservative allocation of the forecast result.

CONSULTATION

The development of the mid-year forecast position was based on collaborative consultation across the organisation to identify permanent budget differences and develop a list of projects that could be considered for funding as part of the mid-year process.

COMMUNICATION

Not applicable.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable

Cultural

Not applicable

Health

Not applicable

Environmental

Not applicable

Economic

Not applicable

Financial

This report relates to the forecast full year surplus position against the adopted budget resulting from the mid-year review, the proposed allocations are within the identified forecast surplus, therefore there are no short term financial implications associated with the report.

Careful consideration has been applied when arriving at the forecast surplus position, noting that this is a forecast, and future unforeseen items may impact on the final year end result, therefore a level of conservatism is required.

A balanced/cautious approach has also been applied when compiling the list of proposed projects to be funded from the forecast surplus, noting funds have also been allocated to the transition reserve to support among other things, *Our Transition Plan* and *Economic Development Strategy* (being drafted). At present, the organisation's approach to using the forecast surplus is to fund shorter term projects, however, with a stronger emphasis on long term financial sustainability, consideration must be given to longer term projects and reserves.

Going forward, 50% of the actual year end surplus position will be allocated to the Transition Reserve to further support the organisation's long term financial sustainability and transition programs.

Attachments

1. Income Allocation Statement
2. Project Description

8.2

2023/2024 Mid Year Budget Review

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2	Project Description.....	48



INCOME ALLOCATION STATEMENT
2023/2024 MID YEAR BUDGET vs ADOPTED BUDGET
\$'000

	FULL YEAR			
	MID YEAR BUDGET \$'000	ADOPTED BUDGET \$'000	\$ Variance \$'000	% Variance
Income				
Rates and charges	93,398	93,445	(47)	0.0%
Statutory fees & fines	2,757	2,871	(114)	-4.0%
User fees	11,471	10,477	994	9.5%
Grants - Operating	29,981	26,349	3,632	13.8%
Grants - Capital	33,130	10,040	23,090	230.0%
Contributions - Monetary	240	90	150	165.6%
Other income	3,672	2,702	971	35.9%
Total income	174,651	145,974	28,677	19.6%
Expenses				
Employee costs	(64,681)	(62,081)	(2,600)	4.2%
Materials and services	(45,754)	(37,288)	(8,466)	22.7%
Utilities	(3,600)	(3,912)	311	-8.0%
Other Expenditure	(5,217)	(4,166)	(1,051)	25.2%
Total expenses	(119,253)	(107,447)	(11,806)	11.0%
Funds Available	55,398	38,528	16,871	43.8%
Other (Income) / Expenses				
Capital Works expenditure	(78,734)	(45,885)	(32,849)	71.6%
New Borrowings	4,500	5,000	(500)	-10.0%
Debt Servicing Principal	(3,094)	(2,985)	(109)	3.7%
Borrowing Costs	(479)	(582)	104	-17.8%
Transfer from / (to) reserve	20,355	3,674	16,680	453.9%
Interest Income	5,165	2,600	2,565	98.7%
Total Other (Income)/Expense	(52,286)	(38,178)	(14,109)	37.0%
Surplus / (deficit)	3,112	350	2,762	789.2%

Project Listing - Mid Year Review 2023/24

Project	Amount	Project Outline
Traralgon West Development Plan, Development Contribution Plan and Relevant Background Documents	\$ 500,000	Commence preparation of relevant background documents to inform a Development Plan and Development Contribution Plan. Background reports required include: - Residential Character Assessment; Native Vegetation, Flora and Fauna Assessment and Economic Assessment and Community Benefit assessment - Traralgon Golf Club. These three assessments will identify zoning, any land which is available for residential use and possible lot yield. Possible lot yield is then needed to inform other background documents such as: - Traffic, Airport Safety Strategy, Stormwater, Economic Assessment, Commercial land, Social Needs assessment, CHMP and Potentially contaminated land etc.
Footpath Rehabilitation Program	\$ 320,000	This program is a yearly program delivered by Capital Works team to replace bays of footpath throughout the municipality that meet intervention levels specified in Council's Road Management Plan. The footpath inspection program identified 1,573 defects that require immediate action. The allocated budget will allow for 1,157 defects to be rectified, the additional funding will enable the remaining 416 priority defects to be completed.
Open Space Maintenance Wing Mowers	\$ 180,000	A review of Council's open space maintenance fleet identified significant efficiency gains through the replacement of standard open space mowers with wing mowers which have a wider cut capacity. There is an opportunity to fast track the efficiency gains through funding the purchase of the final two wing mowers required within the Open Space Maintenance fleet.
Council Plan 2025-2029 Development	\$ 150,000	Funding is required to enable the engagement of expertise to assist officers with aspects of the development of the Council Plan. These activities would include preliminary workshops with the Executive Team and Council, facilitation of processes involving the community for the development of strategic directions and Council objectives and a comprehensive deliberative engagement process.
Morwell Depot Environmental Assessment	\$ 100,000	In accordance with the Environment Protection Act and Council's General Environmental Duty, this project seeks to undertake a Preliminary Site Investigation to understand the potential for contaminated land within the Morwell Depot. Once the Preliminary Site Investigation is complete and the potential for contamination is known, further works including a Phase Two investigation, monitoring and potential cleanup may be required to ensure Council is meeting its General Environmental Duty.
Over sowing Couch Sports fields (to fund FY24 program)	\$ 65,000	In accordance with information previously provided to Councillors, a mid-year bid is required to fund over sowing works not budgeted in the 2023/24 adopted budget. This amount is sufficient to fund all materials and contractors required for over sowing Gaskin Park, Traralgon Rec Reserve, and Ted Summerton Reserve.
Community Grant Program - New Program Support (to fund FY24 program)	\$ 60,000	In accordance with the resolution of Council on 4 December 2023, in order to deliver the new Community Grant Program in Round 2 as identified in the report, an additional budget allocation was to be sought through the Mid-Year budget process.
Kernot Hall Lighting and Equipment	\$ 50,000	Final works to complete the Kernot Hall renovation and venue capability, by installing dimmable house lights and foyer and box office furniture.
Gippsland New Energy Conference	\$ 45,000	The Gippsland New Energy Conference (GNEC) has been held for the past two years in Sale in Wellington Shire. The conference is coming to Traralgon in September 2024 and is expected to bring more than 500 delegates for two days. Hosting this conference aligns with Council's New Energy advocacy priorities and our new energy future. The conference will create the opportunity to showcase the businesses in Latrobe City, their capabilities, and the current skills of our workforce. It will also provide businesses the chance to understand the business opportunities that renewables can bring.
Small Township Community Planning Support	\$ 30,000	Council provides a range of support to the Seven Small Township Associations. The Associations have requested additional support to assist in developing Community Plans. This project would engage a Consultant to develop a Community Planning Toolkit that could be utilised by the Associations. The Consultant would also deliver a workshop to the Associations and provide one on one support to assist townships to develop their Community Plans.
Total	\$ 1,500,000	

CHIEF EXECUTIVE OFFICER EMPLOYMENT MATTERS COMMITTEE - EXTENSION OF INDEPENDENT MEMBER & CHAIR APPOINTMENT

PURPOSE

To extend the appointment of Mr Kelvin Spiller as independent member and chair of the Chief Executive Officer Employment Matters Committee (“the Committee”) for the period of one year, in accordance with the recommendation of the Committee.

EXECUTIVE SUMMARY

- The Committee Terms of Reference 2021 (“ToR”) require the composition of the Committee to include an independent person (Section 3.1.4), who is suitably qualified and can assist the Committee to perform its role as detailed in the ToR.
- Appointment of a suitably experienced independent member and chair that possesses the key knowledge, skills and qualifications is critical to ensuring the working relationship between Council and the CEO is managed and developed, and provides a consistent, fair and transparent framework for employment matters relating to the CEO.
- The independent member and chair supports the Committee’s role to report to Council and provide appropriate advice, information and feedback on relevant matters in order to facilitate decision making by Council in relation to the discharge of its responsibilities including CEO performance objectives/monitoring and review process.
- Based on the performance of Mr Spiller since his appointment, including his support and guidance to Committee members and the CEO, extension of his appointment is recommended by the Committee.

OFFICER’S RECOMMENDATION

That Council extend the appointment of Mr Kelvin Spiller as independent member and chair of the Chief Executive Officer Employment Matters Committee for the period 1 March 2024 to 28 February 2025.

BACKGROUND

The Committee convenes on a quarterly basis to, among other things, review progress of delivery of the objectives and actions contained within the CEO KPIs and discuss any challenges that may impact outcomes. The Committee then undertakes a formal annual review of CEO performance scored against the CEO KPIs.

Following an expression of interest process, the Committee recommended Council appoint Mr Spiller for a period of two years, with an option for (up to) a further two year term by mutual agreement between the Mr Spiller and Council. Council resolved to appoint Mr Spiller at the 7 February 2022 Council Meeting.

The Committee consists of four councillors plus an independent chair (Mr Kelvin Spiller). The Committee comprises Mayor, Cr Howe, Deputy Mayor, Cr Lund, Cr O’Callaghan and Cr Gibson. The Committee most recently met on 21 February 2024 to discuss, among other things, the reappointment of Mr Spiller.

ANALYSIS

The independent member and chair supports the Committee’s role to report to Council and provide appropriate advice, information and feedback on relevant matters in order to facilitate decision making by Council in relation to the discharge of its responsibilities including CEO performance objectives/monitoring and review process.

The Committee Terms of Reference 2021 (“TOR”) requires the composition of the Committee to include an independent person (Section 3.1.4), who is suitably qualified and can assist the Committee to perform its role as detailed in the TOR.

Mr Spiller has satisfactorily performed this role since appointment and the Committee supports the extension of Mr Spiller’s term until February 2025 to ensure continuity and stability within the Committee during the final year of the Council term.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE	N/A	N/A
SERVICE DELIVERY	N/A	N/A
FINANCIAL	N/A	N/A
STRATEGIC	N/A	N/A

CONSULTATION

Undertaken via the Committee.

COMMUNICATION

Not applicable.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Not applicable.

Attachments

Nil

REGIONAL COMMUNITY SPORTS INFRASTRUCTURE FUND APPLICATIONS

PURPOSE

To seek Council endorsement to make applications to the State Government's Regional Community Sports Infrastructure Fund 2024.

EXECUTIVE SUMMARY

- The Regional Community Sports Infrastructure Fund is open to Local Government Authorities (LGA) in rural and regional Victoria to deliver new and upgraded community sports infrastructure. The fund opened in November 2023 and is administered by Sport and Recreation Victoria (SRV).
- Four funding streams are available:
 - Indoor Stadiums and Aquatic Facilities
 - Community Facilities
 - Women and Girls Facilities
 - All Abilities
- The identified project for the Community Facilities stream is the construction of a new multi-use pavilion at Gaskin Park, Churchill. The project is estimated at \$3,039,025 with a Council contribution required of \$2,039,025.
- Two projects have been identified for the Women and Girls Facilities stream as follows:
 - Renew the existing cricket and umpire changerooms and extend the building to provide two additional cricket changerooms, a first aid room and public toilets at Maryvale Reserve, Morwell. The project is estimated at \$804,100 with a Council contribution required of \$160,820; and
 - Renew existing AFL and netball changerooms and public amenities at Baillie Reserve, Tyers with an estimated project cost of \$443,438 and a Council contribution required of \$88,688.
- For the All Abilities stream, the identified project is installation of a lift to the social rooms at Ronald Reserve, Morwell. The estimated total project cost is \$295,625 with a Council contribution required of \$59,125.
- No suitable project has been identified for the Indoor Stadiums and Aquatic Facilities stream.
- As this fund is only available for rural and regional Victorian LGA's, has a high funding ratio of \$4:\$1 (SRV:Council) and due to the cancellation of the Commonwealth Games in 2023, Latrobe City Council is in an advantageous position to be successful.
- Co-contributions required total \$2,347,658.

- The \$249,508 required for Maryvale Reserve, Morwell and Baillie Reserve, Tyers can be covered by the proposed 2024/25 building renewal budget (for the same projects) and if successful should result in budget surplus.
- The \$59,125 required for Ronald Reserve, Morwell can be funded from the proposed 2025/26 building renewal budget.
- The remaining \$2,039,025 required for Gaskin Park will need to be funded as part of a future budget development or end of year review process should the application be successful.
- Grant applications must be submitted by Wednesday 27 March 2024 and projects completed within 24 months of execution of a Grant Agreement (from July 2024).

OFFICER'S RECOMMENDATION

That Council endorse the following applications being submitted to the Regional Community Sports Infrastructure Fund 2024, and allocate the financial contributions required if successful:

- 1. Multi-use Pavilion at Gaskin Park, Churchill with a financial contribution required of \$2,039,025;**
- 2. Cricket Changeroom Upgrades and Extension at Maryvale Reserve, Morwell with a financial contribution required of \$160,820;**
- 3. AFL and Netball Changeroom Upgrades at Baillie Reserve, Tyers with a financial contribution required of \$88,688; and**
- 4. Pavilion Lift at Ronald Reserve, Morwell with a financial contribution required of \$59,125.**

BACKGROUND

The Regional Community Sports Infrastructure Fund (the Fund) is open to Local Government Authorities (LGA's) in rural and regional Victoria to deliver new and upgraded community sports infrastructure. The Fund opened in November 2023 and is administered by Sport and Recreation Victoria (SRV). The Fund aims to increase and promote opportunities so Victorians can participate in ways that suit them and is targeted towards individuals and communities who participate less. Applications close on Wednesday 27 March 2024 and projects must be completed within 24 months of execution of a Grant Agreement (from July 2024).

Four funding streams are available:

1. Indoor Stadiums and Aquatic Facilities
2. Community facilities
3. Women and Girls Facilities
4. All Abilities

The Indoor Stadiums and Aquatic Facilities stream offers grants up to \$3.0 million with a co-contribution ratio of \$3:\$1 (SRV:Council).

The Community Facilities, Women and Girls Facilities and All Abilities streams each offer a total funding amount of up to \$1.0 million, with an unlimited number of applications. The co-contribution ratio for all three streams is \$4:\$1 (SRV:Council).

The All Abilities stream has a Participation Initiative requirement to accompany infrastructure projects. For this, the fund offers up to \$50,000 with no co-contribution required.

ANALYSIS

When determining the projects to put forward for funding, Council Officers reviewed Council's 'shovel ready' projects against the eligibility criteria of the program, and the priorities detailed in Council's current Recreation Needs Assessment and a recent audit of female friendly facilities across Council reserves.

The All Abilities stream has not been offered by SRV the past, and although the identified project is not listed in the Recreation Needs Assessment, compliant access to the second level at Ronald Reserve Pavilion does form part of an anticipated future renewal project (see Attachment 2). Therefore, officers recommend taking advantage of this funding opportunity to leverage external financial support for a potential 2025/26 project.

Four projects have been identified and are outlined in the following table.

Stream	Project	Estimated Cost
Community Facilities	New multi-use pavilion at Gaskin Park	Total project: \$3,039,025 Council's contribution: \$2,039,025
Women and Girls Facilities (1)	Changeroom upgrade at Maryvale Reserve, Morwell	Total project: \$804,100 Council's contribution: \$160,820 (proposed 2024/25 renewal budget for the same project)
Women and Girls Facilities (2)	Changeroom upgrade at Baillie Reserve, Tyers	Total project: \$443,438 Council's contribution: \$88,688 (proposed 2024/25 renewal budget for same project)
All Abilities	Pavilion lift at Ronald Reserve, Morwell	Total project: \$295,625 Council's contribution: \$59,125 (Proposed 2025/26 renewal budget for the same project)

Officers have reviewed Council's current project budgets and identified the proposed 2024/25 and 2025/26 building renewal budgets to cover the co-contributions for the Women and Girls and All Abilities streams, however were unable to identify surplus funds for the Gaskin Park project at this stage and this will need to be factored in when developing future capital works programmes and budget processes.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Not meeting Council's obligations under the Gender Equality Act and the Disability Discrimination Act.	Medium <i>Possible x Moderate</i>	Upgrading Council facilities with improved access for women and girls and people with a disability will ensure Council's obligations under the Gender Equality Act and the Disability Discrimination Act are being met.

RISK	RISK RATING	TREATMENT
<p>SERVICE DELIVERY Inability for officers to deliver the project within required timeframe, or an adverse impact on the overall Capital Works Program.</p>	<p>Low <i>Unlikely x Insignificant</i></p>	<p>Council Officers will plan and prepare to deliver these projects alongside local contractors in line with existing Building Renewal Program and Major Projects forecasting.</p>
<p>FINANCIAL Sale of Hazelwood House does not sell for expected amount, or within required timeframes. Issues delivering the projects within budget</p>	<p>High <i>Possible/Major</i></p> <p>Medium <i>Possible x Minor</i></p>	<p>Should the Gaskin Park application be successful, capital costs will be required to be factored into a future capital works programme.</p> <p>Cost estimates for the applications are based on recent designs and quotes, including a 10% contingency fee.</p>
<p>STRATEGIC User groups do not have access to modern, accessible and welcoming community sports infrastructure.</p>	<p>Medium <i>Possible x Minor</i></p>	<p>The delivery of these projects will improve accessibility and amenity of Council reserves to increase participation and improve community liveability.</p>

CONSULTATION

Extensive consultation has occurred with user groups and relevant stakeholders (including SRV and the State Sporting Associations) during the current Recreation Needs Assessment, and more recently on the concept design for the multi-use pavilion at Gaskin Park. Internal discussions have also taken place with the Finance team.

COMMUNICATION

Should the funding applications be successful, clubs will be advised and a detailed communications and engagement plan will be delivered on the larger projects to ensure the local community have the opportunity for further input.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

New, upgraded and improved facilities will increase participation in community sport and active recreation and achieve better social outcomes for the whole community.

Cultural

Funding priority will be given to projects that provide strongest participation outcomes for groups that participate less, including Aboriginal people and culturally and linguistically diverse communities. Under SRV Grant Agreements, clubs will be encouraged to focus on increasing participation for these groups through the requirement to develop a Participation Plan.

Health

New, upgraded and improved facilities will increase participation in community sport and active recreation and achieve better health and wellbeing outcomes for people that participate less including women and girls and people with a disability.

Environmental

If any applications were successful, Environmentally Sustainable Design Principles will be considered for each project.

Economic

If the projects were to be completed there may be an increased opportunity for the facilities to be used for larger sporting events. Improved amenities may encourage population growth to the municipality.

Financial

As this fund is only available for rural and regional Victorian LGA's, has a high funding ratio of \$4:\$1 (SRV:Council) and due to the cancellation of the Commonwealth Games in 2023, Latrobe City Council is in an advantageous position to be successful.

The co-contribution for both projects under the Women and Girls Facilities stream can be covered by the proposed 2024/25 building renewal budget (for the same projects) and the all abilities project proposed for Ronald Reserve can be funded by 2025/26 building renewal budget.

As discussed in the analysis section of this report, the funding application for Gaskin Park will be required to be factored into a future capital works delivery.

Council is required to provide auspice for any cost over runs for all four applications.

Attachments

1. Regional Community Sports Infrastructure Fund 2024 Guidelines
2. Photos of access to Social Rooms at Ronald Reserve Pavilion

8.4

Regional Community Sports Infrastructure Fund Applications

1	Regional Community Sports Infrastructure Fund 2024 Guidelines	60
2	Photos of access to Social Rooms at Ronald Reserve Pavilion.....	90

Regional Community Sports Infrastructure Fund

Guidelines



Acknowledgement of Country

We acknowledge the traditional Aboriginal owners of country throughout Victoria, their ongoing connection to this land and we pay our respects to their culture and their Elders past, present and future.

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Cover photo: courtesy of South Gippsland Shire Council

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Message from the Minister

Providing modern, accessible and welcoming community sports infrastructure is critical to ensuring more Victorians participate in sport and recreation.

And we want more Victorians accessing the many benefits that participation has to offer, particularly in rural and regional Victoria where community sport and recreation plays a significant role in our state's liveability.

That's why as the Minister for Community Sport I am pleased to introduce the Regional Community Sports Infrastructure Fund, backed by our \$2 billion Regional Package. With many rural and regional clubs and communities looking to modernise their facilities, the Fund is a game-changer.

Delivered over 2 rounds, the Fund will support new community sports infrastructure projects through the following funding streams: Indoor Stadiums and Aquatic Facilities, Women and Girls Facilities, Community Facilities and All Abilities Infrastructure.

There are grants of up to \$3 million available to develop multi-sport indoor courts and aquatic recreation centres, up to \$1 million available for women and girls facilities, pavilions and multi-sport precincts, and up to \$1 million available to ensure facilities are accessible for people with disability.

The Fund is designed to respond to the unique challenges and opportunities of Victoria's rural and regional communities – including addressing long-term participation barriers for people who participate less. The Fund's strong maximum grant amounts and funding ratios are designed to bring forward shovel-ready infrastructure projects, and considers the current infrastructure delivery challenges.

Better community sports infrastructure allows sports clubs, facility managers and community organisations to welcome more people, create more participation opportunities and bring communities together creating a real buzz, boosting social connections, while supporting local economies.

I urge Local Government Authorities to work with their communities to apply for funding and kick start shovel ready projects and new initiatives that can make a real difference to people's lives.

The Fund builds on more than \$1.9 billion invested by the Victorian Government in community sport and active recreation infrastructure since 2014.

The Value of Community Sport and Active Recreation Infrastructure Report (2020), commissioned by Sport and Recreation Victoria put an annual value of more than \$7 billion on the economic, social and health benefits of community sport and active recreation infrastructure in Victoria.

Along with social and health benefits, the Fund will target projects that provide clear benefits to women and girls and people with disability. These benefits will lead to further economic outcomes for local communities by creating jobs for planners, architects, engineers, project managers, builders, carpenters, plumbers, electricians, facility managers and operational staff. Sourcing local materials will also enable many more Victorian businesses to thrive.

I look forward to seeing new and exciting projects come to life through the Fund.



THE HON ROS SPENCE MP
Minister for Community Sport

1. The Regional Community Sports Infrastructure Fund

1.1. About the Regional Community Sports Infrastructure Fund

The Regional Community Sports Infrastructure Fund (the Fund) is a Victorian Government competitive investment program, open to Local Government Authorities in rural and regional Victoria and Alpine Resorts Victoria, to deliver new and upgraded community sports infrastructure.

The Fund will also ensure facilities are accessible and participation initiatives are organised to welcome more people with disability to community sport and active recreation through the All Abilities Stream.

The Fund promotes partnerships between the Victorian Government, Local Government Authorities, Alpine Resorts Victoria, Regional Sports Assemblies, sporting clubs and associations, schools, educational institutions, community organisations and disability service providers.

Consistent with the strategic directions identified in [Active Victoria 2022-2026](#): A strategic framework for sport and recreation in Victoria, the Fund aims to increase and promote opportunities so Victorians can participate in ways that suit them and is targeted towards individuals and communities who participate less.

Administered by Sport and Recreation Victoria, the Fund is underpinned by the Department of Jobs, Skills, Industry and Regions' priorities of driving a strong and resilient economy that benefits all Victorians – by creating more opportunities for people through jobs and skills, supporting businesses and industries to grow and prosper, and building vibrant communities and regions.

1.2. Outcomes

The Fund reflects the Victorian Government's commitment to securing the many benefits of participating in sport and active recreation. This includes supporting Victorians, particularly those individuals and communities who participate less, to achieve better health, wellbeing, social, and economic outcomes through the construction, programming and activation of community sport and active recreation infrastructure.

The Fund will prioritise proposals in rural and regional Victoria that can demonstrate commitment to the following outcomes:

- provides additional participation opportunities through the development of multi-use community sport and active recreation infrastructure
- increased participation opportunities for people with disability and other individuals and groups who participate less, including socio-economically disadvantaged communities
- provides equitable and inclusive participation opportunities for women and girls in community sport and active recreation
- increased local economic activity
- ensure Victoria has modern, accessible and welcoming places and spaces for sport and active recreation
- providing new active recreation opportunities through the appropriate design and usage of community sport and active recreation infrastructure.

1.3. Investment priorities

Priority will be given to projects that:

- provide the strongest participation outcomes for groups that participate less in community sport and active recreation including women and girls, people with a disability, Aboriginal Victorians, culturally and linguistically diverse (CALD) communities, people from LGBTIQ+ communities, and economically disadvantaged communities as identified in Active Victoria 2022-2026
- are supported by complementary initiatives, policies and practices that demonstrate a sustained commitment to gender equality and broader inclusion
- support rural and regional communities with the highest levels of socio-economic disadvantage and that have experienced natural disasters such as floods and bushfire
- demonstrate multi-use, shared and integrated facilities including those on school land that can ensure long-term community access
- demonstrate outcomes that benefit both community sport and active recreation usage.

2. Eligibility

2.1. Eligible applicants

Only rural and regional Victorian Local Government Authorities (LGAs) and Alpine Resorts Victoria (ARV) are eligible to apply to the Regional Community Sports Infrastructure Fund (the Fund).

Rural and regional Victoria is defined as the 48 local government areas set out in Schedule 2 of the *Regional Development Victoria Act 2002*, including alpine resort areas.

LGAs/ARV must discuss potential project/s with their Sport and Recreation Victoria representatives to receive feedback on eligible projects before submitting their application/s.

Regional Sports Assemblies, sport and recreation clubs, sporting associations and leagues, educational institutions, community organisations, disability service providers, businesses and individuals cannot directly apply to the Fund.

Local clubs, committees of management and organisations are advised to contact their LGA or ARV if they wish to express interest, seek support or be involved as a partner in applications to the Fund.



Photography by IDWALA and Positive Electrical, courtesy of Indigo Shire Council

2.2. Eligible applications

2.2.1 Infrastructure applications

To be eligible for funding, applications must:

- ensure the project scope and funding request adhere to the relevant funding stream requirements
- be able to demonstrate that the infrastructure project will be completed within 24 months of execution of a Grant Agreement with the Department of Jobs, Skills, Industry and Regions (for successful projects)
- exclude activities listed in [Section 7](#)
- be submitted (including all supporting documentation) by **5:00 pm** on **Wednesday 27 March 2024**.

Each individual infrastructure project requires a separate application. Bundled projects will be deemed ineligible.

2.2.2 All Abilities Participation Initiative requests

To be eligible for funding, requests must:

- accompany an All Abilities Infrastructure Stream application
- be delivered within 24 months of the completion of the infrastructure project
- demonstrate an intent to be delivered through a co-design approach and partner with organisations including but not limited to local disability service providers, Regional Sport Assemblies, State Sport and Active Recreation Bodies, State Sporting Associations with experience in all abilities programs and Local Area Networks who support people with NDIS plans to be better connected with local sport and recreation communities.

3. Funding Opportunities

3.1. Funding Stream Details

Funding is available under the following streams:

Funding stream	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities	
				All Abilities Infrastructure	All Abilities Participation
Number of applications	One application per LGA/ARV for a single project or Up to 2 applications for major aquatic facilities where each individual grant request must be more than \$1 million.	Unlimited applications seeking a total of up to \$1 million per LGA/ARV	Unlimited applications seeking a total of up to \$1 million per LGA/ARV	Unlimited applications seeking a total of up to \$1 million per LGA/ARV	One Participation Initiative Request per infrastructure application. The Participation Initiative Request must accompany an All Abilities Infrastructure application.
Maximum total grant amount per applicant	Up to \$3 million	Up to \$1 million	Up to \$1 million	Up to \$1 million	Up to \$50,000 per Participation Initiative Request



Funding stream	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities	
				All Abilities Infrastructure	All Abilities Participation
<p>Project types eligible for funding</p>	<ul style="list-style-type: none"> New and/or redevelopment of multi-sport indoor courts at a new or existing indoor stadium new or redeveloped indoor aquatic recreation facilities, including scope that increases participation and access to aquatic or recreation activities new or redeveloped major outdoor aquatic recreation facilities of strategic importance and identified as a priority in a facility/ infrastructure strategy (requesting more than \$1 million) which may include water spaces, splash parks, new pool shells, concourses and change facilities, heated water, shade, ESD and accessibility improvements Spaces for gymnastics, calisthenics and dance can be supported only as part of a larger project that includes new or redeveloped multi-sport indoor courts. 	<ul style="list-style-type: none"> Sports lighting, including for active recreation new and/or improved multi-sport training facilities pavilion developments including change rooms and amenities multi-sport outdoor courts with lighting playspaces, skate parks, splash parks, and recreation hubs, upgrades to gymnastics, calisthenics and dance facilities, including fixed equipment outdoor fitness stations/ equipment walking/cycling trails particularly those easily accessible and linked to existing sports infrastructure scoreboards and fixed equipment minor outdoor aquatic recreation initiatives (requesting up to \$1 million). 	<p>Prioritised as part of this stream:</p> <ul style="list-style-type: none"> New or redevelopment/ refurbishment of existing change rooms for players and officials. <p>Other projects may be funded with a lower priority:</p> <ul style="list-style-type: none"> new or redevelopment of existing sports fields building new or redevelopment of multi-sport outdoor courts installing new LED or redevelopment of existing sports lighting multi-sport precincts that include sports fields, sports courts, and pavilion/s active recreation projects where women and girls are the primary beneficiary. 	<p>Upgrades to existing facilities to improve access to the site and facilities which are permanent, compliant with standards and demonstrate Universal Design principles such as:</p> <ul style="list-style-type: none"> creating accessible entrances and doors path of travel including door-widening and gate widening creating accessible pathways and outdoor areas installing accessible amenities installing Changing Places as part of a larger accessibility project installing wayfinding signage installing compliant ramps upgrades to playspaces to ensure they are accessible for people with a disability, including new accessible play equipment support towards new playspaces will be only considered if there are identifiable additional elements or components that benefit people with a disability accessibility improvements to aquatic recreation facilities. 	<p>Participation Initiatives must be delivered at the facility upgraded through the All Abilities Infrastructure stream.</p> <p>Applications may include any of the following to support program delivery:</p> <ul style="list-style-type: none"> purchase of sport or recreation equipment to support inclusive participation for people with a disability facility accessibility guides that provide accurate and convenient information about accessing venues, events and programs training and education for staff to deliver the funded initiative. This may include supporting people with a disability to volunteer or be employed within the initiative translation and/or interpreting services awareness raising campaigns and events which promote opportunities for ongoing participation/engagement.

3.2. Timelines

3.2.1 Round 1 Application Timelines

Applications open	Applications close	Outcomes announced	Grant Agreement execution
December 2023	27 March 2024	From July 2024	From July 2024

3.2.2 Round 2 Application Timelines (Proposed)*

Applications open	Applications close	Outcomes announced	Grant Agreement execution
November 2024	March 2025	From July 2025	From July 2025

* Round 2 timelines are indicative only and are subject to change

3.3. Funding Ratios

Funding ratios apply to the Regional Community Sports Infrastructure Fund (the Fund) as outlined in the table below.

Applicants must confirm matched funding consistent with the funding ratios for the applicable stream. Ratios are calculated using total project cost (**exclusive of GST**).

Applications may include project management fees of up to 7.5% of the total project cost (**exclusive of GST**).

Applications must include contingency that is a minimum 10% of the total project value (**exclusive of GST**).

Applicants cannot use other State Government funding, such as funding from Regional Development Victoria, as part of their local contribution throughout the delivery of the project.

Local contributions may comprise of funding from other organisations including Local Government Authorities and Alpine Resorts Victoria, sport and recreation clubs, state sporting associations, schools, educational institutions, Federal Government, community organisations or in-kind support (limits apply to in-kind support).

LGAs and Alpine Resorts Victoria	Indoor Stadiums and Aquatic Facilities	Community Facilities	
		Women and Girls Facilities	All Abilities Participation Initiatives
		All Abilities Infrastructure	
Ballarat	SRV = \$2	SRV = \$3	Local contribution not required although encouraged
Greater Bendigo	Local = \$1	Local = \$1	
Greater Geelong			
Regional and Rural Victoria	SRV = \$3	SRV = \$4	Local contribution not required although encouraged
Alpine Resorts Victoria	Local = \$1	Local = \$1	



Courtesy of Murrindindi Shire Council

3.4. In-kind contributions

An in-kind contribution is a contribution of a good or service other than money. Applications for infrastructure projects can claim in-kind expenses up to a maximum of 50% of the local contribution.

Local Government Authorities (LGAs) and Alpine Resorts Victoria (ARV) must approve and underwrite any in-kind contribution from third parties for each applicable application. Examples include voluntary labour, donated goods and donated services.

Applications that include in-kind contributions must provide:

- a completed **in-kind and voluntary support form**
- a letter from the LGA/ARV CEO that approves and underwrites any in-kind contributions.

In-kind contributions are not applicable for All Abilities Participation Initiatives.

3.5. Fair Access Policy

From 1 July 2024, all Victorian LGAs will need to have gender equitable access and use policies in place to be considered eligible to receive infrastructure funding, reflecting the government's Fair Access Policy. The Policy aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls.

LGA policies should ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local facilities.

To be eligible to receive funding in Round 2 of the Fund, LGAs will be required to have implemented a gender equitable access and use policy (or equivalent).

3.6. Facilities on school land

LGAs and ARV are eligible to apply to the Fund for projects located on school land.

For projects on school land, applicants must provide a Community Joint Use Proposal which is completed by the applicant and the school and a letter from the Department of Education central office that endorses the project. Refer to [Section 6](#).

Projects on non-government school land are also eligible for funding and require a similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.

3.7. Facilities on Crown land

LGAs and ARV are eligible to apply to the Fund for projects located on Crown land.

Partnerships between LGAs/ARV, committees of management and other land managers for projects that support community sport and active recreation outcomes on Crown land are encouraged.

4. Funding Streams

4.1. Indoor Stadiums and Aquatic Facilities Stream

The Indoor Stadiums and Aquatic Facilities Stream supports new or redeveloped multi-sport indoor courts and indoor and outdoor aquatic leisure facilities. The stream accepts applications for significant upgrades to strategically important new and redeveloped infrastructure.

Refer to [Section 3.1](#) for a list of eligible projects under the Indoor Stadiums and Aquatic Facilities Stream.

4.1.1 Application Details

Applications must:

- allocate a minimum of 25% of the requested grant amount to components that will improve environmental sustainability such as electrification and energy (note: LED lighting is mandatory) and/or water efficiency to be eligible. This must be demonstrated with a specific ESD budget in the application.
- demonstrate a commitment to implementing the Healthy Choices framework in the facility (excluding outdoor seasonal aquatic facilities). Further details are available in [Section 10](#).
- demonstrate the facility's strategic importance, as identified in LGA/ARV strategic documents.



Courtesy of Mildura Rural City Council

4.1.2 Assessment Criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	<ol style="list-style-type: none"> 1. Why is the project needed? Describe the strategic importance. 2. Describe the project scope, including all components. 3. What project planning has been done to date? Outline what steps will be taken to finish the works within 24 months.
Project Outcomes	30%	<ol style="list-style-type: none"> 4. Explain how the project will: <ul style="list-style-type: none"> • increase participation and/or support existing participation in community sport and active recreation. • improve participation for those individuals and communities that participate less in community sport and active recreation (as per Section 1.3) • demonstrate implementation of Universal Design principles and ESD initiatives. 5. Summarise the economic activity the project will produce throughout the planning, construction, and operation of the new or re-developed facility.

Criteria	Weighting	Questions
Consultation and Engagement	20%	<p>6. Detail:</p> <ul style="list-style-type: none"> the consultation and engagement that has occurred with the community and other stakeholders for the project any further consultation and engagement that will occur for the project. <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). <p>A further guidance note related to this requirement is available at sport.vic.gov.au.</p>
Facility Operation	10%	<p>7. Demonstrate appropriate feasibility, business and management planning to support operational and financial sustainability of the facility.</p> <p>8. Detail how the Healthy Choices framework will be implemented in the indoor stadiums and indoor aquatic facilities projects.</p> <p>9. Detail how ESD elements will improve the operating efficiency of the facility and reduce carbon omissions.</p>

4.2. Community Facilities Stream

The Community Facilities Stream supports the development of a broad range of new or redevelopment of existing community sport and active recreation infrastructure.

Refer to [Section 3.1](#) for a list of eligible projects under the Community Facilities Stream.

4.2.1 Application details

Aquatic projects must allocate a minimum of 25% of the requested grant amount to components that will improve energy and/or water efficiency and environmental sustainability. This must be demonstrated with a specific ESD budget in the application.

4.2.2 Assessment criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	<ol style="list-style-type: none"> 1. Why is the project needed? 2. Describe the project scope, including all components. 3. What project planning has been done to date? Outline what steps will be taken to finish the works within 24 months.
Project Outcomes	40%	<p>This question does not apply to Scoreboards and Fixed Equipment projects.</p> <ol style="list-style-type: none"> 4. Explain how the project will: <ul style="list-style-type: none"> • increase participation and/or support existing participation in community sport and active recreation, including achievement of multi-use outcomes • improve participation for those individuals and communities that participate less in community sport and active recreation (as per Section 1.3) • demonstrate implementation of Universal Design principles and ESD initiatives. <p>This question applies to Scoreboards and Fixed Equipment projects only.</p> <ol style="list-style-type: none"> 5. Explain how the project will: <ul style="list-style-type: none"> • support volunteer efforts, participant safety, participant, or visitor experiences • support under-represented groups and/or disadvantaged communities.
Consultation and Engagement	20%	<ol style="list-style-type: none"> 6. Detail: <ul style="list-style-type: none"> • the consultation and engagement that has occurred with the community and other stakeholders for the project • any further consultation and engagement that will occur for the project. <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> • how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) • community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). <p>A further guidance note related to this requirement is available at sport.vic.gov.au.</p>

4.3. Women and Girls Facilities Stream

The Women and Girls Facilities Stream supports the development of new and/or redevelopment of existing infrastructure that enables more women and girls to participate in sport and active recreation.

Refer to [Section 3.1](#) for a list of eligible projects under the Women and Girls Facilities Stream.

4.3.1 Application Details

Priority will be given to applications that identify initiatives, policies and practices that demonstrate a sustained commitment to gender equality.

4.3.2 Assessment Criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	<ol style="list-style-type: none"> Why is the project needed? Describe the project scope, including all components. What project planning has been done to date. Outline what steps will be taken to finish works within 24 months.
Project Outcomes	40%	<ol style="list-style-type: none"> Explain how the project will: <ul style="list-style-type: none"> increase participation and/or support existing participation of women and girls in community sport and active recreation support existing and proposed initiatives, policies and/or practices that support gender equality improve participation for women and girls from communities that participate less in community sport and active recreation (as per Section 1.3) demonstrate implementation of Universal Design principles, ESD initiatives and Female Friendly Sport Infrastructure Guidelines.
Community and Stakeholder Engagement	20%	<ol style="list-style-type: none"> Detail: <ul style="list-style-type: none"> The consultation / engagement that has occurred with the community and other stakeholders for the project Any further consultation and engagement that will occur for the project. <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> How the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). <p>A further guidance note related to this requirement is available at sport.vic.gov.au.</p>

As per [Section 3.1](#), new or redevelopment/ refurbishment of existing change rooms for players and officials will be prioritised as projects through this stream.

Applications that do not sufficiently demonstrate existing women and girls' participation are not eligible for funding from this stream. A sustained commitment to gender equality could include:

- An endorsed Fair Access Policy for the municipality
- demonstrated equal use of facilities for both men's and women's teams
- deliberate actions resulting in equal representation of women on the club committee
- initiatives specifically targeting additional women and girls to participate in playing and coaching
- club officials having completed gender equality training
- a gender equality strategic plan.

4.4. All Abilities Infrastructure Stream

The All Abilities Infrastructure Stream provides support to deliver accessible and universally designed sport and active recreation infrastructure that directly improves access and participation opportunities for regional Victorians with disability. The stream also supports the development of sustainable programs at the funded facilities to create new pathways for participation.

Refer to [Section 3.1](#) for a list of eligible projects under the All Abilities Infrastructure Stream.

4.4.1 Application Details

Funding will support projects that upgrade community sport and active recreation infrastructure to ensure facilities are compliant with standards and demonstrate Universal Design Principles.

Applicants will be required to provide an Access Audit that demonstrates need for the required upgrades.

Eligible applicants can also apply for up to \$50,000 to complement applications for infrastructure funding through this stream, to conduct programs for people with a disability at the funded facility.

4.4.2 Assessment Criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	1. Why is the project needed? 2. Describe the project scope, including all components and their consistency with the Access Audit. 3. What project planning has been done to date? Outline what steps will be taken to finish the works within 24 months.
Project Outcomes	40%	4. Explain how the project will: <ul style="list-style-type: none"> increase community sport and active recreation participation opportunities for people with disability improve opportunities for people with disability that also identify as belonging to other groups that participate less in community sport and active recreation (as per Section 1.3) implement Universal Design principles Where applicants have identified delivery of an All Abilities Participation Initiative, explain how the project will: <ul style="list-style-type: none"> partner with local disability service providers and networks.
Consultation and Engagement	20%	5. Detail: <ul style="list-style-type: none"> co-design activities, including consultation and engagement that has occurred with the community and other stakeholders for the project (particularly people with a disability and/or organisations supporting people with a disability) any further consultation and engagement that will occur for the project. Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). A further guidance note related to this requirement is available at sport.vic.gov.au .

4.4.3 Participation Initiatives

Eligible applicants to this stream may request additional funding of up to \$50,000 to conduct participation initiatives for people with disability at the funded facility, for up to 2 years.

Initiatives should endeavour to:

- create opportunities for long-term and sustainable participation initiatives
- support new and additional activities for people with disability (not replacing existing funding or programs)
- provide entry level participation opportunities including social and unstructured sport and recreation opportunities.
- utilise co-design of initiatives to ensure programs meet the needs and interests of people with disability
- support partnership approaches with organisations including but not limited to local disability service providers, Regional Sport Assemblies, State Sport and Active Recreation Bodies, State Sporting Associations with experience in all abilities programs and Local Area Networks who support people with NDIS plans to be better connected with local sport and recreation communities
- be listed and promoted through AAA Play website.

All Abilities Participation Initiatives funding is only available to complement applications for funding through the All Abilities Infrastructure Stream and must be delivered at the funded facility.

4.4.4 Application Information

To apply for All Abilities Participation Initiative funding, applicants will be required to provide the following information alongside their All Abilities Infrastructure application by submitting an All Abilities Participation Initiative Proposal:

- requested funding amount (up to \$50,000)
- outline of activities/programs proposed to be delivered and why they are needed
- target groups
- delivery partner/s
- timelines for delivery.

In-principle letters of commitment from delivery partners including local clubs are mandatory.

Consideration of All Abilities Participation Initiative funding will be determined by an assessment of the infrastructure application. Further consideration will also be given to the:

- proposed participation benefits for people with a disability, including the number of beneficiaries
- the scale of the infrastructure funding request relative to the participation funding requested (Sport and Recreation Victoria is unlikely to approve more than one participation initiative funding request per applicant)
- range of potential partners.

Successful grant recipients will be required to complete a detailed Participation Initiative Delivery Plan upon the commencement of construction of their infrastructure project. The Plan will outline:

- detail on the initiatives to be delivered
- timelines for delivery
- confirmation of involvement and support from delivery partners including **mandatory evidenced involvement of a local disability service provider**
- opportunities for program sustainability beyond the program delivery period
- detailed expenditure cost estimates and funding proposed for allocation to delivery partners
- final budget and confirmation of any other funding required to deliver the program/initiative.



Courtesy of Latrobe City Council

5. Supporting Documentation

The table below outlines the mandatory and desired supporting documentation for each funding stream. Please submit all mandatory documentation with your application to ensure eligibility and demonstrate project readiness. Desired supporting documentation is not a requirement however it will further demonstrate project readiness, if applicable.

The quality of the documentation will be assessed in conjunction with LGA/ARV responses to the assessment criteria for the funding stream. Refer to [Section 6](#) for instructions about how to submit supporting documentation for your application.

Supporting documentation	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities
<u>Project Management Framework</u>	Mandatory	Mandatory	Mandatory	Mandatory
Site specific plan/aerial map clearly showing the location of proposed facilities.	Mandatory	Mandatory	Mandatory	Mandatory
Site specific schematic plans developed with stakeholder input including clear dimensions, measurements and scale. The plans should support compliance against relevant State Sporting Association Facility Guidelines. (Not applicable for modular construction projects). Note: High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted. Scoreboards and Fixed Equipment projects should provide at a minimum of clear product specifications and a concept plan.	Mandatory	Mandatory	Mandatory	Mandatory
For prefabricated/modular construction projects: Detailed area schedule.	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable
Lighting plans including lux charts that are site specific (where lighting is requested in the project scope). Where a project is proposing to retain existing lighting poles, a report from an engineer or other suitable expert evidencing that these poles and arms are structurally sound must be provided.	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable

Supporting documentation	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities
<p>Project costings:</p> <ul style="list-style-type: none"> If total project cost is \$1 million or over (excluding GST): Quantity survey, tender price or independent qualified expert report (no more than 6 months old). If total project cost is under \$1 million (excluding GST): Quotes or internal cost estimates (no more than 6 months old). 	Mandatory	Mandatory	Mandatory	Mandatory
<p>Evidence confirming funding required to finish the project:</p> <ul style="list-style-type: none"> Council resolution (preferred for LGAs/ARV) or Letter from CEO confirming funding amount requested from Sport and Recreation Victoria and applicant's funding commitment to the project. <p>Note: Sport and Recreation Victoria requires LGAs/ARV to confirm their commitment to underwrite cost escalations to deliver the scope outlined in the application. This provides further confidence that the project can proceed.</p> <ul style="list-style-type: none"> where funding is from another government department, evidence of this funding via letter or funding agreement must be provided where funding from clubs/organisations is indicated: <ul style="list-style-type: none"> a letter from that organisation's authorised officer, stating the funding amount committed current bank statement/s demonstrating the funding amount is held by the organisation. 	Mandatory	Mandatory	Mandatory	Mandatory
<u>In-kind and voluntary labour support form</u>	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable
<u>Schedule of Use</u>	Mandatory	Mandatory except for active recreation projects	Mandatory except for active recreation projects	Mandatory except for active recreation projects
<u>Fair Play Code Form</u> for Tenants from all clubs and/or associations that are tenants of the facility and benefiting from the project.	Mandatory	Mandatory except for active recreation projects	Mandatory except for active recreation projects	Mandatory except for active recreation projects



Supporting documentation	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities
Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project.	Mandatory	Mandatory	Mandatory	Mandatory
Letter of commitment and intent for Participation Initiatives	Not applicable	Not applicable	Not applicable	Mandatory
Evidence of community and stakeholder consultation where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> • how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) • community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). 	Mandatory	Mandatory	Mandatory	Mandatory
For projects on private land: <ul style="list-style-type: none"> • A legally binding land-use agreement. 	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable
For projects on school land: <ul style="list-style-type: none"> • Signed Joint Use Agreement, or a Community Joint Use Proposal to enter into a Community Joint Use Agreement. • letter from the Department of Education central office that indicates endorsement of the project. Applicants requesting this letter should email Department of Education 	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable

Supporting documentation	Indoor Stadiums and Aquatic Facilities	Community Facilities	Women and Girls Facilities	All Abilities
Gender Impact Assessment	Round 1: Desired	Round 1: Desired	Round 1: Desired	Round 1: Desired
	Round 2: Mandatory	Round 2: Mandatory	Round 2: Mandatory	Round 2: Mandatory
Project Governance Framework	Mandatory	Desired	Desired	Mandatory
Access audit	Desired	Desired	Desired	Mandatory
Business or feasibility planning documents	Desired	Desired	Desired	Desired
Environmentally Sustainable Design report(s) and associated budget	Mandatory	Mandatory for aquatic facilities. Desired for other project types.	Desired	Desired
Facility Management Plan	Mandatory	Desired	Desired	Desired
Soil/Geotechnical assessments	Desired	Desired	Desired	Desired



6. Application Process and Closing Date

Step	Action required
1. Confirm eligibility	<p>Confirm you are an eligible applicant and meet other eligibility requirements (Guidelines Section 2).</p> <p>Confirm your project is eligible under a Regional Community Sports Infrastructure Fund stream.</p> <p>Confirm grant amount sought is within the Sport and Recreation Victoria funding limits (Guidelines Section 3.1).</p> <p>Confirm the funding ratio for the relevant stream (Guidelines Section 3.4).</p>
2. Contact Sport and Recreation Victoria	<p>LGAs/ARV must discuss project ideas with their Sport and Recreation Victoria representative/s prior to applying.</p> <p>LGAs/ARV will be provided with:</p> <ul style="list-style-type: none"> high-level design feedback including alignment with relevant sporting guidelines guidance on the development of proposals that have merit, that align with the Fund objectives and that are ready to proceed. <p>Applicants should seek independent advice before signing a Grant Agreement.</p>
3. Prepare Application and Supporting Documents	<p>LGAs/ARV to prepare applications by addressing all assessment criteria and submitting all mandatory supporting documents for the relevant stream.</p> <p>The preparation and submission of applications are at the cost of the applicant.</p>
4. Submit application by the closing date	<p>Eligible applicants must complete the application form (including responses to the assessment criteria for the relevant stream) via Sport and Recreation Victoria's website by 5:00 pm on Wednesday 27 March 2024.</p> <p>An application must address all assessment criteria as per the relevant stream. Claims made against each criterion must be substantiated with evidence.</p> <p>Applications submitted after the closing date may not be considered eligible unless an extension has been requested and approved in writing by Sport and Recreation Victoria before the closing date. Approval will only be granted under exceptional circumstances (for example, significant technology disruptions or impacts from natural disasters).</p>

Step	Action required
5. Submit supporting documents by closing date	<p>Email all supporting documents to:</p> <p>communityinfrastructure@sport.vic.gov.au by 5:00 pm on Wednesday 27 March 2024. Please ensure all supporting documents are clearly named (for example, Plans – Project Name, Costs – Project Name)</p> <p>Zip all supporting documents into one compressed folder. Please see instructions below on how to zip files into a compressed folder.</p> <p>Quote your project name in the subject line of your email.</p> <p>If documentation is not provided at the time of application, Sport and Recreation Victoria reserves the right to deem the application ineligible.</p> <p>Please email communityinfrastructure@sport.vic.gov.au if you experience any issues with emailing your supporting documentation.</p> <p>Compressing files into a compressed folder: Select all files using your mouse, then right click, select Send to and then select Compressed (zipped) folder. This will prompt a Save window allowing you to save all selected files into one compressed folder.</p> <p>The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into separate compressed folders and email them separately (for example, Part 1 – Project Name, Part 2 – Project Name).</p>



Courtesy of Horsham Rural City Council

7. Types of activities that will not be funded

- Facilities where little or no public access is available.
- The purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, private land with public access rights or land held for public purposes by trustees).
- Requests for retrospective funding, where projects have started construction or are finished prior to the execution of a Grant Agreement (construction includes, but is not limited to demolition, site clearing, earthworks, building works and any form of early works).
- Buildings or equipment considered temporary or not permanent in nature or intended use for projects funded through the infrastructure streams.
- Metal halide lighting (only LED lighting systems will be funded).
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the relevant Fund stream.
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Routine or cyclical maintenance works.
- Projects previously funded by Sport and Recreation Victoria unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Purchasing or maintaining recreation, entertainment, sporting, lifesaving or any other equipment (except as part of facility fit out, or for accessibility equipment part of an All Abilities Participation Initiative Proposal).
- Projects that do not meet relevant sport or Australian Standards (for example, lighting projects). Facilities that do not comply with the relevant sport standard must seek exemption from the relevant sporting organisation and supply appropriate evidence to be supported by the Fund.
- The replacement of like-for-like surfaces (for example, synthetic surface replaced by a similar synthetic surface) are ineligible for funding. To be eligible for funding the application will need to demonstrate that additional uses are proposed and/or a multi-purpose element is being introduced. Exceptional circumstances may be considered where significant safety or compliance issues are evident, and an activity will not continue to be conducted as a result.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance. The Fund may consider supporting applications where the scope includes elements that are not covered by insurance, or for amounts exceeding the value insured.
- In general, areas designated as licensed areas within a proposed facility will not be eligible for funding. The Department of Jobs, Skills, Industry and Regions may consider applications where a restricted club license is proposed or in place, provided that the restricted license does not interfere with the facility's other amenities or services, such as childcare or access by young people.
- Projects where contributions from funding partners are not confirmed in writing and by bank statement/s or underwritten by the applicant.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.
- Applications from LGAs that have not implemented a gender equitable access and use policy (or equivalent) (Round 2 only).
- Applications for bundled projects where the one single application proposes to deliver multiple projects that will occur at different sites.
- Applications where the project beneficiary receives revenue directly from Electronic Gaming Machines will not be prioritised.



Courtesy of Glenelg Shire Council

8. Assessment Process

Only eligible applications submitted by eligible applicants will be assessed and considered for funding by Sport and Recreation Victoria. Please refer to [Section 2](#) for eligibility requirements and [Section 6](#) for details about the application process.

Sport and Recreation Victoria reserves the right to not assess an application should insufficient information be provided, including responses to assessment criteria and mandatory supporting documentation.

Sport and Recreation Victoria reserves the right to negotiate a lower than requested funding amount for submitted applications.

Applications will be considered against the assessment criteria by Sport and Recreation Victoria staff and then reviewed by a Moderation Panel. The Moderation Panel will also consider the Investment Priorities outlined at [Section 1.3](#) and in each stream before making recommendations to the Minister. Consideration will also be given to ensuring an equitable distribution of funding across Victoria, including across rural, and regional, communities.

Sport and Recreation Victoria will also consider an applicant's past performance and the organisation's capacity to deliver projects on time. Compliance with past Grant Agreements and the number and duration of overdue milestones (including outcomes reports) for existing projects will also be considered, along with live projects with significant budget shortfalls.

Decisions regarding funding by the Minister for Community Sport are final and no further correspondence shall be entered into regarding such decisions.

Local Government Authorities and Alpine Resorts Victoria are invited to seek feedback from Sport and Recreation Victoria on unsuccessful applications.

9. Conditions that apply to funding

9.1. Grant Agreements

Successful applicants must enter into a Grant Agreement with the Department of Jobs, Skills, Industry and Regions early in the 2024-25 Financial Year (expected by 31 August 2024).

The Grant Agreement will include reference to the following:

- the facility tenant club/s are expected to adhere to the Fair Play Code or related state sporting association Code of Conduct. More information can be found at [Fair Code Play](#)
- recipients may seek timing and/or scope variations for funded projects. Consideration of variations may lead to changes in deliverables, milestones, grant amount and payments
- Local Government Authorities (LGAs) and Alpine Resorts Victoria (ARV) must inform the participating organisation/s, where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not start prior to the execution of the Grant Agreement
- acknowledgement and Ministerial event requirements.

An LGA/ARV Officer must be designated to manage the project and provide information to the Department of Jobs, Skills, Industry and Regions according to the following key reporting requirements:

- a Project Management Framework must be completed and submitted for all applications
- LGAs/ARV must secure Sport and Recreation Victoria's endorsement of key documents such as schematic plans and architectural/planning briefs prior to works commencing. Projects must not start or be tendered until endorsement is provided. Sport and Recreation Victoria may not make milestone payments if endorsement is not secured in a timely manner
- LGAs/ARV must provide project acquittal documentation as required
- LGAs/ARV are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project
- LGAs/ARV must contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or the Department of Jobs, Skills, Industry and Regions' publications, 12 months after project acquittal.

A participation plan may be required for some applications funded. This will form part of the Grant Agreement. This will include details on how groups that participate less will be engaged and their participation facilitated.

Successful applicants receiving **All Abilities Participation Initiative** funding will enter into a separate Grant Agreement for this funding, including milestones specific to the initiative.



Courtesy of West Wimmera Shire Council

9.2. Acknowledging the Victorian Government's support and promoting success

Successful applicants are required to acknowledge the Victorian Government's support through the Regional Community Sports Infrastructure Fund. Acknowledgement guidelines form part of the Grant Agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases, social media posts, and promotional material, and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Details of requirements for funded projects are available in the [Sport and Recreation Victoria: Community Sports Infrastructure Acknowledgement and Publicity Guidelines](#).

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the Department of Jobs, Skills, Industry and Regions' marketing materials.

9.3. Payments

Payments will be made conditional upon:

- the Grant Agreement having been signed by both parties
- milestones having been achieved to the Department of Jobs, Skills, Industry and Regions' satisfaction including provision of required/ requested information and reports to the satisfaction of the Department of Jobs, Skills, Industry and Regions.
- other terms and conditions of funding continue to be met.

A minimum of 5% of the grant will be paid upon financial acquittal of the project.

Payments advanced prior to completion are subject to refund if the Project is not performed in accordance with the Grant Agreement.

9.4. Privacy

The Department of Jobs, Skills, Industry and Regions is committed to protecting your privacy. Any personal information about you or a third party in your application will be collected for the purposes of administering your grant application and informing the public of successful applications.

To be able to administer your grant application effectively and efficiently, we may need to disclose your personal information to State and Commonwealth Government departments and external experts, such as members of assessment panels, for the purposes of assessment, consultation, and reporting. If there is an intention to include personal information about third parties in your application, please ensure they are aware of, and consent to the contents of this privacy statement.

Any personal information about you or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

The Department of Jobs, Skills, Industry and Regions is committed to protecting the privacy of personal information. Enquiries about access to personal information, or for other concerns regarding the privacy of personal information, can be emailed to [Department of Jobs, Skills, Industry and Regions' Privacy Unit](#). The department's privacy policy is also available by contacting the Department of Jobs, Skills, Industry and Regions' Privacy Unit.



Photography by Copper Door Studio, courtesy of Bass Coast Shire Council

10. Resources and additional information

Sport and Recreation Victoria has consolidated several helpful guidelines, tools and resources to assist with project and application development that can be found on [Sport and Recreation Victoria's website](#).

Resource	Supporting Information
Supporting documentation, forms and templates	<p>Templates, forms and factsheets to support applications can be found on Sport and Recreation Victoria's website.</p> <p>These include but are not limited to:</p> <ul style="list-style-type: none"> Schedule of Use Project Management Framework Project Governance Framework
Universal Design	<p>The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. Sport and Recreation Victoria's Design for Everyone Guide incorporates the Universal Design principles approach to best practice facility design.</p>
Environmentally Sustainable Design	<p>The inclusion of Environmentally Sustainable Design components is mandatory for all Aquatic projects. All other projects are encouraged to consider Environmentally Sustainable Design. This should be demonstrated with a specific Environmentally Sustainable Design budget in the application. It is good practice to incorporate Environmentally Sustainable Design initiatives in all projects where possible.</p> <p>A fact sheet on Environmentally Sustainable Design Guidelines is available.</p>
Female Friendly Sport Infrastructure Guidelines	<p>The Female Friendly Sport Infrastructure Guidelines provide information and advice on how to deliver more gender equitable environments. The Guidelines have relevance to all funding streams.</p>
Fair Access Policy	<p>The Fair Access Policy Roadmap aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls. From 1 July 2024, all Victorian councils will need to have gender equitable access and use policies in place to be considered eligible to receive infrastructure funding. These policies will ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local facilities.</p>
Gender Impact Assessments	<p><i>The Gender Equality Act 2020</i> requires certain organisations, including Local Government Authorities, to do Gender Impact Assessments so that all new policies, programs and services and those up for review, that directly and significantly impact the public, benefit all Victorians. Further information to help understand if a Gender Impact Assessments is required, can be found at Gender Equality Commission.</p>

Resource	Supporting Information
Healthy Choices	Healthy Choices is a framework for improving availability and promotion of healthier foods and drinks in community settings. Healthy Choices is part of the Victorian Government’s commitment to promote healthy food and drink options in a range of public settings including sport and recreation. Sport and recreation organisations can use the framework to provide consistent health promoting messages.
Fair Play Code	All facility tenant club(s) are expected to adhere to the Fair Play Code or related state sporting association Code of Conduct. A Fair Play Code Form for Tenants should be completed by all tenant organisations.
Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018)	This tool is used and completed to determine if a Cultural Heritage Management Plan is required for the project.
Future proofing community sport and recreation facilities: a road map for climate change management for the sport and recreation facilities sector	The guide is designed to support community sports clubs in understanding their impact on the environment and to empower, equip and motivate them to take action and change behaviours within their clubs.



11. Glossary

Term	Definition
Access audit	An access audit is an assessment that rates a building for useability and accessibility for a wide range of users, including people with a disability. It identifies barriers or potential barriers to people with a disability accessing a building and using services inside and around the building.
Changing Places	Changing Places facilities are larger than standard accessible toilets, with extra features and more space to meet the needs of people with disability and their carers. Each Changing Places facility has a height adjustable, adult-sized changing bench, a tracking hoist system, and space for two people either side of a peninsula toilet.
Concept Plan	A concept plan serves as a starting point in the site development process. It provides preliminary drawings that convey the concept of the project but with insufficient detail to provide a basis for project costing.
Commencement of Works	The undertaking of any project activities that contribute to the physical construction of new infrastructure or upgrades, improvements, refurbishment of existing infrastructure as outlined in the application and supporting information. This includes, but is not limited to, site clearing, earthworks, building works and any form of early works.
Geotechnical Report	A geotechnical report is a site analysis undertaken by a geotechnical engineer. The document communicates ground conditions including soil, rock and groundwater.
Lux Charts/ Lighting Plans	Detailed plans that outline the lux (illumination) that will be exhibited across the court/field/pitch. These requirements are sport specific.
Participation	Participation is defined as engaging, coaching, officiating or volunteering in a sport or active recreation activity.
Participation Initiative Development Plan	The Participation Initiative Development Plan will provide a detailed plan for the development and delivery of the All Abilities Participation Initiative. The Participation Initiative Development Plan will include the program/s to be delivered, timelines for delivery, delivery partners and budget on some of the key information.
Participation Plan	A document populated prior to project finish demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
Quantity Surveyor (QS) Report	A Quantity Surveyor report is a cost plan estimating construction costs completed by a qualified Quantity Surveyor and based on plans that are at least at a schematic level.
Schematic Plan	Refers to scaled and labelled drawings produced by a professional designer or architect of an agreed development option. These plans are used to identify the project scope in sufficient detail to enable accurate project costings.

These guidelines are subject to changes at the discretion of the Minister for Community Sport.

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1 Spring Street, Melbourne.

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and Regions. December 2023

Available at Sport and Recreation Victoria's [website](#).

sport.vic.gov.au



Ronald Reserve, Morwell



Current external only access to top floor of Social Room



Inside Social Room



Proposed location of lift entry

JAPAN DELEGATION - OCTOBER 2023

PURPOSE

To provide Council with a summary of the activities from the delegation by the Mayor and CEO to Japan in October 2023.

EXECUTIVE SUMMARY

- Latrobe City Council supports the development of the Hydrogen industry in Latrobe City. The Hydrogen Energy Supply Chain (HESC) project is a key project to assist in the regions transition to new industries and is supported by Council.
- Council was invited by J-Power, the lead Japanese business for the HESC consortium, to visit their best practice Integrated Gasification Combined Cycle with Carbon Capture and Hydrogen fuel cell in Japan.
- At the Council Meeting held on Monday, 4 September 2023, Council approved the request for the Mayor and CEO to visit Japan and meet with officials in the HESC consortium and view demonstration plants. Council also approved for the Mayor and CEO to visit our Sister City, Takasago City, to further our sister city relationship.
- The delegation was for one week from 23 October to 28 October 2023. Meetings were conducted with HESC consortium members, government agencies, Takasago City and Kawasaki City.
- A summary of discussion points and outcomes is attached. (Attachment 1)
- A copy of the slides presented by Japan Susio Energy and Kawasaki Heavy Industries Ltd, during the meetings held regarding HESC are attached. (Attachment 2 and 3)
- As discussed in the meeting with Japan Oil, Gas & Metals National Corporation (JOGMEC), a copy of a news release by JOGMEC, regarding the HESC project is attached (Attachment 4)
- A copy of the 'Our Transition' slides presented by the Mayor and CEO during the meetings held in Japan is attached. (Attachment 6)
- Key Discussion points in these meetings included:
 - Queries regarding the nature of community sentiment and social licence regarding the HESC project
 - Appreciation for the level of support shown by Latrobe City Council.

- Understanding of best practices in Japan and how some of their commercial projects integrate and are embedded with the local communities, for example the investment in education and visitor centres at the sites providing easy access for schools, community members and visitors to understand the scope of the technology and benefit to the local communities.
- Concerns about the level of state and federal government support
- The total cost of the delegation was \$11,261.41. This was paid for by the current financial years Advocacy budget.

OFFICER'S RECOMMENDATION

That Council note the report provided by the Mayor and CEO on the outcomes from the delegation to Japan in October 2023

BACKGROUND

At the Council Meeting held on Monday, 4 September 2023, Council approved a request that the Mayor, Cr Kellie O'Callaghan, and CEO, Steven Piasente, undertake a delegation visit to Japan with the objective of demonstrating Councils continued support for the HESC project. The delegation itinerary included meetings with key HESC consortium members, and visits to hydrogen demonstration plants. The delegation approval also included a visit to meet with the Mayor of Takasago to further our Sister City relationship.

The Latrobe City 'Our Transition Plan' identifies the facilitation and advocacy for new energy as a main strategy to support the region as it moves away from traditional power generation. The Hydrogen Energy Supply Chain (HESC) project presents a major opportunity to manufacture hydrogen in the region and provide a pathway for Latrobe City to be a future manufacturing hub of hydrogen.

The HESC consortium plan to have the commercial plant operational by 2028, subject to Government approvals being obtained.

Council was invited by J-Power, the lead Japanese business for the HESC consortium, to visit their best practice Integrated Gasification Combined Cycle with Carbon Capture and Hydrogen fuel cell in Japan. The proposed Latrobe City project would be modelled on this existing project and provides an excellent opportunity to see firsthand what this could mean for the region once delivered.

The provided an understanding of best practices in Japan and how some of their commercial projects integrate and are embedded with the local communities, for example the investment in education and visitor centres at the sites providing easy access for schools, community members and visitors to understand the scope of the technology and benefit to the local communities. The delegation to Japan also provided an opportunity to visit our Sister City Takasago and further build on our 20-year relationship following the recent resigning of the Sister City Agreement.

Officers have developed a Hydrogen Advocacy Strategy which details several activities to promote Latrobe City as a research and manufacturing hub for hydrogen. The delegation to Japan is one of many actions within this strategy.

ANALYSIS

The delegation to Japan occurred in October 2023, during which there were ten meetings held.

The visit was successful in reinforcing the support from Latrobe City Latrobe to be hub for hydrogen manufacturing and the HESC project. This project will have a significant economic impact on the region if established.

As a result of the discussions held in Japan, Council needs to consider further advocacy to the State and Federal Government in relation to support of the HESC project and other blue hydrogen projects.

A community engagement process supporting Hydrogen projects should also be considered.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
STRATEGIC Reputational Damage	Low <i>Unlikely x minor</i>	Detailed report Plan for advocacy Ongoing liaison with HESC Consortium

CONSULTATION

Consultation was undertaken with State Government agencies in relation to the Delegation visit. No external consultation was undertaken.

COMMUNICATION

An advocacy plan to support progressing our support for the HESC project and hydrogen manufacturing in Latrobe as well as a community engagement plan will be developed.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable

Cultural

Face to face meetings are highly regarded when dealing with the Japanese. This delegation enhanced the relationships and trust with the Japanese businesses that are investing in Victoria and Latrobe City. The delegation to Japan also provided the opportunity to strengthen our relationship with sister city, Takasago. Attached is a letter of appreciation for the visit from the Mayor of Takasago. (Attachment 5).

Health

Not applicable

Environmental

Not applicable

Economic

The HESC project presents a significant investment into Victoria with the Japanese Government committing \$2.5 billion. The project is one of few for Latrobe City that will deliver much needed jobs for the region through construction and ongoing manufacturing as well as building hydrogen supply chain opportunities.

Financial

The budget allocation for the delegation was \$12,000. The total costs for the two Council representatives were \$11,261.41, broken down as follows:

	TOTAL
Flights	\$ 5,090.77
Accommodation	\$ 4,265.35
Meals and Incidentals	\$ 757.98
Travel - Rail, Taxi. Uber	\$ 1,032.51
Transaction Fees	\$ 114.80
TOTAL	\$ 11,261.41

The cost to travel to Japan was paid for within the current financial year’s advocacy budget.

Attachments

1. Key Meetings
2. Presentation - Establishment of International Liquefied Hydrogen Supply Chain, Japan Susio Energy Ltd
3. Presentation - Kawasaki Heavy Industries Ltd - Hyrdogen Supply Chain
4. News Release JOGMEC
5. Thank you letter Takasago
6. Presentation - Our Transition

8.5

Japan Delegation - October 2023

1	Key Meetings.....	99
2	Presentation - Establishment of International Liquefied Hydrogen Supply Chain, Japan Susio Energy Ltd	109
3	Presentation - Kawasaki Heavy Industries Ltd - Hyrdogen Supply Chain	119
4	News Release JOGMEC	122
5	Thank you letter Takasago	125
6	Presentation - Our Transition	126

Date:	Monday 23 October 2023
Organisation:	Kawasaki Heavy Industries Ltd and Japan Susio Energy Ltd
Attendees:	<p>Latrobe City Council Cr Kellie O'Callaghan – Mayor Steven Piasente – Chief Executive Officer</p> <p>Kawasaki Heavy Industries Ltd Dr Eiichi Harada – General Manager Hydrogen Strategy Division Norio Ueda – Senior Manager Hydrogen Strategy Group</p> <p>Japan Susio Energy Ltd Kenjiro Shindo – Vice President and Chief Operating Officer Toshiya Kakuta – General Project Director Koki Matsuura – Deputy General Project Director Aiko Kojima – Manager Public Relations</p>
Overview and Discussion:	<p>The Kawasaki Heavy Industries (KHI) and Japan Susio Energy (JSE) representatives provided an overview of their respective involvement in the project to translate the pilot project into the commercial production of hydrogen into the future.</p> <p>JSE is a wholly owned business of KHI (major shareholder) and Iwatani (minor shareholder).</p> <p>JSE will liquify hydrogen to minus 253 degrees Celsius and transport it from the Port of Hastings in Victoria Australia, to a receiving terminal in the Keihin Waterfront Area in Kawasaki City, Japan. The loading and unloading terminals will be equipped with a 50,000 m3 liquefied hydrogen tank and loading arm.</p> <p>JSE will purchase clean hydrogen from the J-POWER/Sumitomo Corporation project.</p> <p>JSE are planning to deliver the full commercial phase of the project by 2030.</p> <p>The Mayor presented “our Transition” and discussed the Council’s support for the project.</p> <p>The proponents raised questions about both the State and Federal Government support for the project although they noted the project was still at the project planning and engineering assessment phase.</p>
Further Actions:	<p>Direct follow up with correspondence to the organisation thanking them for the opportunity to meet has occurred.</p> <p>It will be important to maintain a strong relationship and offer the opportunity to brief Council when they are in Australia after the engineering assessment is finalised.</p> <p>As part of Council’s advocacy for the project it would be appropriate to raise with the State and Federal Governments Council’s support for the project.</p>

Date:	Monday 23 rd October 2023
Organisation:	Japan Oil, Gas and Metals Corporation and Latrobe City Council
Attendees:	<p>Latrobe City Council Cr Kellie O’Callaghan – Mayor Steven Piasente – Chief Executive Officer</p> <p>Japan Oil, Gas and Metals Corporation NISHIMURA Shohei, Director, Carbon Neutral Promotion HQ YOSHIDA Kaisuke, Geologist, Carbon Neutral Promotion HQ</p>
Overview and Discussion:	<p>JOGMEC is the Japanese government independent institution in charge of securing a stable supply of oil and natural gas and has a role to ensure the development of a number of energy sources and achieving carbon Neutrality for Japan.</p> <p>The JOGMEC representatives had a sound understanding of some of the local challenges to the Hydrogen project in Latrobe City and were confident that the project could proceed and provide a range of economic benefits to Latrobe City and importantly energy security for Japan.</p> <p>The representatives highlighted that the organisations with the responsibility for delivery of the project are all very experienced operators with a good track record for delivering projects that support the economy and move towards carbon neutrality.</p> <p>The Mayor presented “our Transition” and discussed the Council’s support for the project.</p>
Further Actions:	<p>Direct follow up with correspondence to the organisation thanking them for the opportunity to meet has occurred.</p> <p>The representatives from JOGMEC were interested in meeting with Council when they are in Latrobe City in the future and were keen to continue to explore the support for the project with the local community.</p>

Date:	Monday 23 rd October 2023
Organisation:	Ministry of Economy, Trade and Industry and Latrobe City Council
Attendees:	<p>Latrobe City Council Cr Kellie O'Callaghan – Mayor Steven Piasente – Chief Executive Officer</p> <p>Ministry of Economy, Trade and Industry ADACHI Tomohiko - Director, Hydrogen and Fuel Cells Strategy Office TOMOMURA Arisa – Assistant Director Hydrogen and Ammonia Division</p>
Overview and Discussion:	<p>Ministry of Economy, Trade and Industry (METI) is the government agency responsible for energy policy in Japan.</p> <p>The discussion focused on how the project could assist Japan to achieve carbon neutrality. They were concerned about the level of support from the local community for the project and concerns that the State and Federal Government haven't clearly articulated their support for the project publicly.</p> <p>They also have concern about the support from the State and private sector to provide access to the coal reserves into the future.</p> <p>The Mayor presented "our Transition" and discussed the Council's support for the project.</p>
Further Actions:	<p>Direct follow up with correspondence to the organisation thanking them for the opportunity to meet has occurred.</p> <p>Further advocacy to the State and Federal Governments would be an appropriate follow up action.</p>

Date:	Monday 23 rd October 2023
Organisation:	Latrobe City Council, J-Power and Sumitomo
Attendees:	<p>Latrobe City Council Cr Kellie O'Callaghan – Mayor Steven Piasente – Chief Executive Officer</p> <p>J-Power Dr Hiroshi Sasatsu – Director and Executive Vice President Masahiro Toki – Director Thermal Energy and Value Creation Takenori Awasaki – Executive Officer Innovation and R&D</p> <p>Sumitomo Ko Watanabe – General Manager Hydrogen Koji Endo – General manager Energy Division Hiroshi Ishakawa – Head of Project Promotion and Management Office Masaru Yamazaki – Project manager Hydrogen Business Department</p>
Overview and Discussion:	<p>J-POWER and Sumitomo Corporation are the organisations who will form a joint-venture to produce clean hydrogen via extraction from Latrobe Valley coal with carbon capture, utilisation and storage (CCUS) in the Bass Strait.</p> <p>These organisations would have the largest presence in Latrobe City. They plan to sell hydrogen to JSE.</p> <p>The Mayor discussed Council's transition and support for the project locally.</p> <p>This was one of the more strategically important meetings of the visit to Japan and both JPower and Sumitomo were extremely grateful that Council sent a delegation to Japan</p> <p>The focus of discussions related to the level of community support for the project. JPower and Sumitomo want to better understand how they can build trust with the community for their project.</p> <p>Social licence is critical for both JPower and Sumitomo and they would like to continue to collaborate with Council regarding the project.</p>
Further Actions:	<p>Direct follow up with correspondence to the organisation thanking them for the opportunity to meet has occurred.</p> <p>Further advocacy to the State and Federal Governments would be an appropriate follow up action.</p> <p>It will be critically important for Council to continue to build a strong relationship with JPower and Sumitomo. If either organisation sent senior representatives from their organisations from Japan to visit Latrobe City it would be appropriate to host the delegation and discuss the project with Council.</p>

Date:	Tuesday 24 th October 2023
Organisation:	Latrobe City Council and Mitsubishi Heavy Industries
Attendees:	<p>Latrobe City Council Cr Kellie O'Callaghan – Mayor Steven Piasente – Chief Executive Officer</p> <p>Mitsubishi Heavy Industries Ltd Osamu Emura – General Manager Takasago Machinery Division Sataoshi Tanimura – Chief Engineer Gas Trubine Engineering</p>
Overview and Discussion:	<p>Mitsubishi Heavy Industries do not have a direct involvement in the Latrobe City Hydrogen project however the visit to their facility in Takasago did provide the opportunity to understand the value add opportunities that could be delivered in Latrobe City from a hydrogen project.</p> <p>Mitsubishi have established a Hydrogen Park in Takasago (which traditionally had been focused on turbine construction). They manufacture turbines capable of being powered by hydrogen at the facility and also produce hydrogen from gas.</p> <p>They are developing an Liquid Natural Gas to hydrogen facility that would have zero CO2 emissions.</p> <p>The site has a highly skilled workforce and incorporates research and development at the site.</p>
Further Actions:	<p>Direct follow up with correspondence to the organisation thanking them for the opportunity to meet has occurred.</p> <p>It would be worthwhile to continue to monitor this facility to understand if future economic development opportunities might exist as part of the local hydrogen production facility</p>

Date:	Wednesday 25 th October 2023
Organisation:	Takasago City and Latrobe City
Attendees:	<p>Latrobe City Council Cr Kellie O'Callaghan – Mayor Steven Piasente – Chief Executive Officer</p> <p>Takasago City Tokura Tatsuyoshi – Mayor Takasago City Kuroda Masahiro – President Takasago International Association Hiroko Yamatoya – Takasago International Association</p>
Overview and Discussion:	<p>A series of meetings and tours occurred with the Mayor of Takasago.</p> <p>Takasago have recently completed the development of their new facilities including the town hall and Council meeting chamber.</p> <p>Discussions were held regarding the long standing Sister City relationship and the 20 year Sister City relationship re-signing documents were presented in person to the Mayor.</p> <p>Takasago discussed the potential to have an exchange with Latrobe City into the future and proposed that this could occur every second year. Discussion around a Science Technology Engineering and Maths delegation was raised.</p> <p>It was also discussed that the future delegations could be virtual.</p> <p>Discussion was held regarding the potential for future economic focused delegations.</p> <p>The Takasago visit also provided the opportunity to visit to local schools and a newly developed waste to Energy Facility that accepts waste from the region and also provides a range of recycling and community education outcomes.</p>
Further Actions:	<p>Direct follow up with correspondence to the organisation thanking them for the opportunity to meet has occurred.</p> <p>Further correspondence has been received from Takasago identifying the opportunities to continue Council's relationship. Refer to Attachment 5.</p>

Date:	Thursday 26 th October 2023
Organisation:	Takehara Thermal Power Plant and Latrobe City Council
Attendees:	<p>Latrobe City Council Cr Kellie O'Callaghan – Mayor Steven Piasente – Chief Executive Officer</p> <p>Takehara Thermal Power Plant / J-Power Hiroshi Ohata – Director Thermal Power management Office Toyoyuki Nakamura – Chief Manager Project Planning Office Hydrogen</p>
Overview and Discussion:	<p>The Takehara Thermal Power station is located in the city of Takehara and residential homes are located adjacent to the plant.</p> <p>The facility has some of the highest emission control standards in the world and is considered to be extremely efficient.</p> <p>The facility continues to utilise coal for power production and is planning to continue to do so into the near to medium term.</p> <p>The visit to the site did highlight the opportunities in relation to education facilities that have been integrated into the centre.</p>
Further Actions:	<p>Direct follow up with correspondence to the organisation thanking them for the opportunity to meet has occurred.</p> <p>No further action is proposed in relation to this part of the visit.</p>

Date:	Thursday 26 th October 2023
Organisation:	OCG Site Visit (Osaki CoolGen Project) with Latrobe City Council
Attendees:	<p>Latrobe City Council Cr Kellie O'Callaghan – Mayor Steven Piasente – Chief Executive Officer</p> <p>Osaki CoolGen Project / J-Power Masaru Yamazaki – Project manager Hydrogen Business Department JPower JPower representatives responsible for operations</p>
Overview and Discussion:	<p>This visit consisted of a technical presentation in relation to the Osaki CoolGen Project that was followed by a site tour.</p> <p>The facility is located on Osaki Island off the coast of Japan and consists of an oxygen-blown integrated coal gasification combined cycle (oxygen-blown IGCC) which is a core technology of the integrated coal gasification fuel cell combined cycle (IGFC). This technology could produce electricity at a high-efficiency by integrating a Gas turbine, Steam turbine, and Fuel cells.</p> <p>Part of this technology would be utilised in the hydrogen project in Latrobe City. Specifically the gasifier and syngas cooler that will produce CO₂ and Hydrogen.</p>
Further Actions:	<p>Direct follow up with correspondence to the organisation thanking them for the opportunity to meet has occurred.</p> <p>No further action is proposed in relation to this part of the visit as the project is part of JPower infrastructure in Japan.</p> <p>It would be appropriate to continue to advocate for the project in Australia.</p>

Date:	Friday 27 th October 2023
Organisation:	Iwatani Advanced Hydrogen Technology Centre visit by Latrobe City Council
Attendees:	<p>Latrobe City Council Cr Kellie O'Callaghan – Mayor Steven Piasente – Chief Executive Officer</p> <p>Iwatani Advanced Hydrogen Technology Center Yasuhiro Nakajima – General manager Hydrogen Technology Development Issei Matsuura – Manager Hydrogen Technology Development</p>
Overview and Discussion:	<p>The Iwatani representatives provided an overview of their organisation and their role in providing hydrogen in Japan.</p> <p>Iwatani are currently the primary supplier and distributor of hydrogen in Japan</p> <p>The facility undertakes research as well providing a hydrogen fuelling station.</p> <p>The centre aims to accelerate the development of new and proprietary technologies related to decarbonisation, including the manufacture of green hydrogen and green LPG, as well as the hydrogen-related technologies</p> <p>Site tour occurred and included an explanation of Hydrogen fuelling station in Japan.</p>
Further Actions:	<p>Direct follow up with correspondence to the organisation thanking them for the opportunity to meet has occurred.</p> <p>No further action is proposed in relation to this part of the visit.</p>

Date:	Saturday 28th October 2023
Organisation:	Kawasaki City and Latrobe City Council
Attendees:	<p>Latrobe City Council Cr Kellie O’Callaghan – Mayor Steven Piasente – Chief Executive Officer</p> <p>Kawasaki City Norihiko Fukuda - Mayor of Kawasaki City Asuka Maeda – Manager Carbon Neutrality Tetsuhiro Ezaki – Manager Development Strategy Promotion Department</p>
Overview and Discussion:	<p>The visit consisted of a visit to the Kawasaki Marien observation tower where an overview was provided about Kawasaki City and the location of the proposed Hydrogen Receiving Port for the commercialised hydrogen from Latrobe City.</p> <p>The City is primarily industrialised and it was noted that a range of community facilities have been incorporated into the commercial projects within the city. One example was the provision of community tennis and volleyball facilities adjacent to the commercial precinct. These facilities were utilised by both the corporation and open to the public.</p> <p>The visit also included a tour of the Kawasaki King Skyfront Tokyu Rei Hotel. This hotel is noted as the world’s first hydrogen hotel. The hotel is capable of being partially powered by hydrogen and approximately 30% of the hotels power can be produced by hydrogen.</p>
Further Actions:	<p>Direct follow up with correspondence to the organisation thanking them for the opportunity to meet has occurred.</p> <p>It would be appropriate to continue to build the relationship with Kawasaki City should the opportunities arise in the future.</p>

MEETING KHI & JSE 10:00 23/10. ①



Establishment of International Liquefied Hydrogen Supply Chain

Oct. 23, 2023

Kenjiro Shindo, Vice President
Japan Suiso Energy, Ltd.



Japan Susio Energy, Ltd. (JSE)

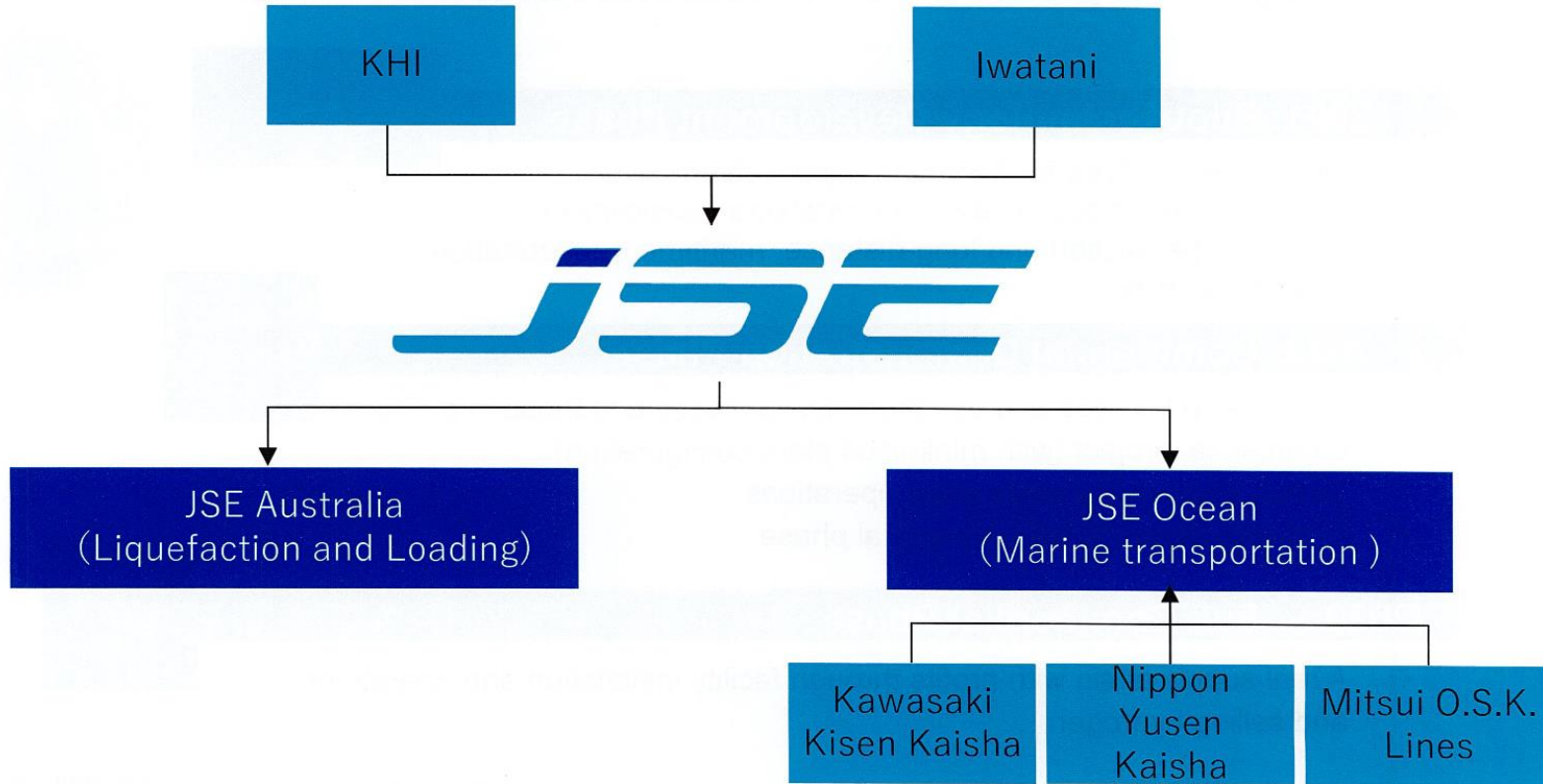
Founded	June 2021
Parent Company	Kawasaki Heavy Industries, Ltd. (KHI)
Business Functions	Research, planning, operation and investment in the establishment of a commercial-scale global supply chain of liquefied hydrogen
Share Holders	KHI (66.6%), Iwatani Corporation (33.4%) – as of June 2, 2023



JSE, Iwatani Corporation (Iwatani), and ENEOS Corporation (ENEOS) are working together to deliver “Liquefied Hydrogen Supply Chain Commercialization Demonstration”, as a part of NEDO’s (*) Green Innovation Fund Project “Large-scale Hydrogen Supply Chain Establishment Project”

*NEDO: New Energy and Industrial Technology Development Organization

JSE Group structure





Pathway from pilot to commercialization

~2021: Pilot/Technology Development Phase

- Developed facilities for hydrogen supply chain
- Proved up technical, safety and operational feasibility of hydrogen production and long-distance, maritime transportation in large quantity

HySTRA
Pilot Project Partners



~2030: Commercial Demonstration Phase

- To scale up facilities and use them similar in scale to those in a future commercial project (with minimized plant configuration)
- To test viability of a large scale operations
- One step closer to full commercial phase

JSE
Iwatani
ENEOS

2030~: Full Commercial Phase

- A real supply chain with profits through facility installation and operations, and selling hydrogen

JSE

Copyright : HySTRA



Overview of Our Project

“Liquefied Hydrogen Supply Chain Commercialization Demonstration”

Proponents

- JSE (lead company)
- Iwatani
- ENEOS

Project Period

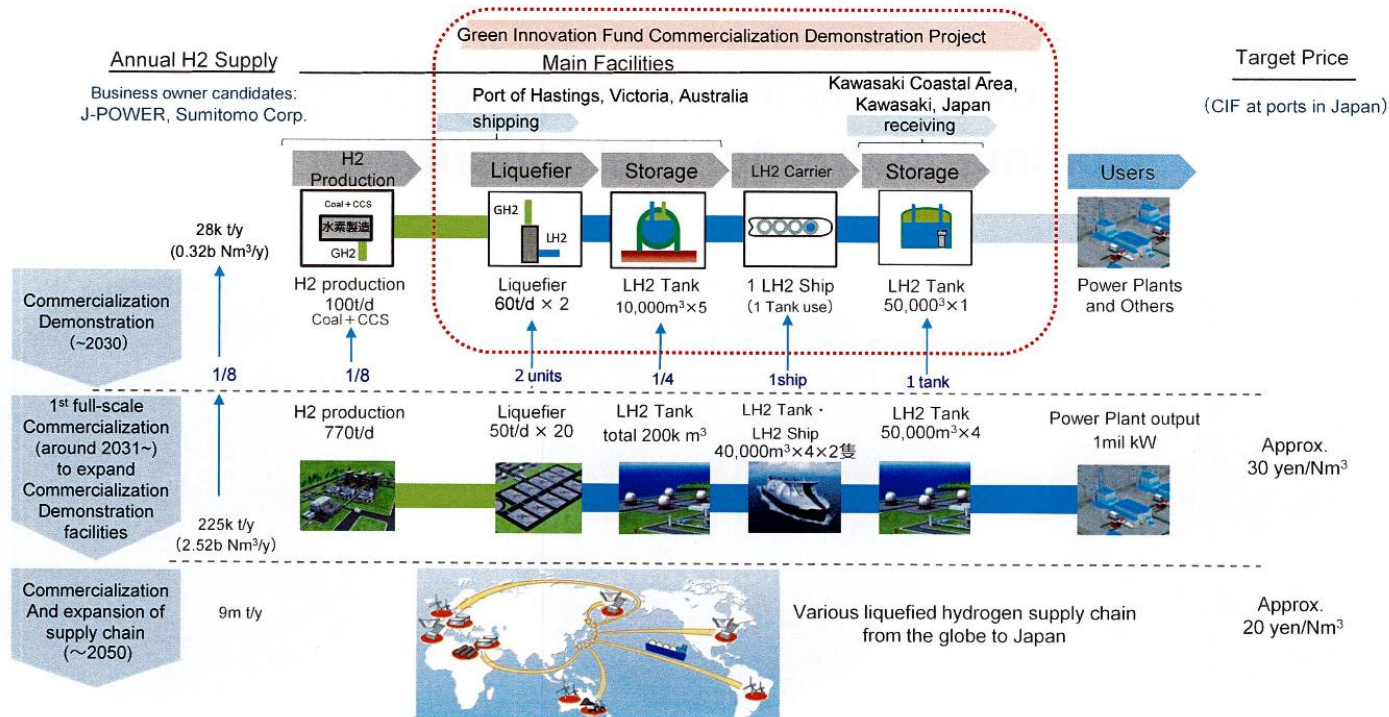
April 2021
|
March 2031

Awarded

NEDO's Green
Innovation Fund
Project in
August 2021



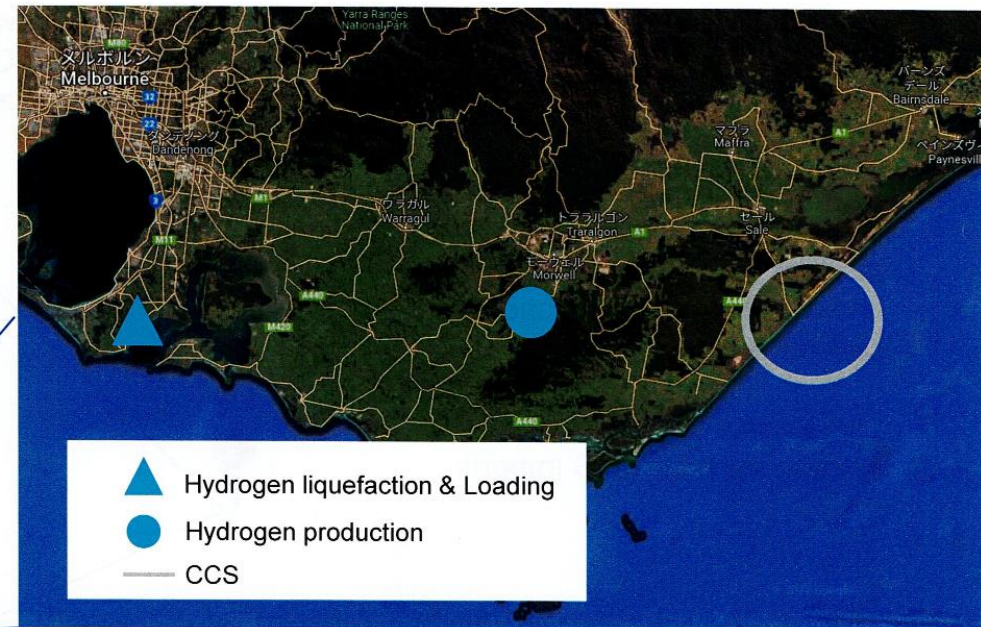
Snapshot of Our Project





Location Advantages – Victoria, Australia

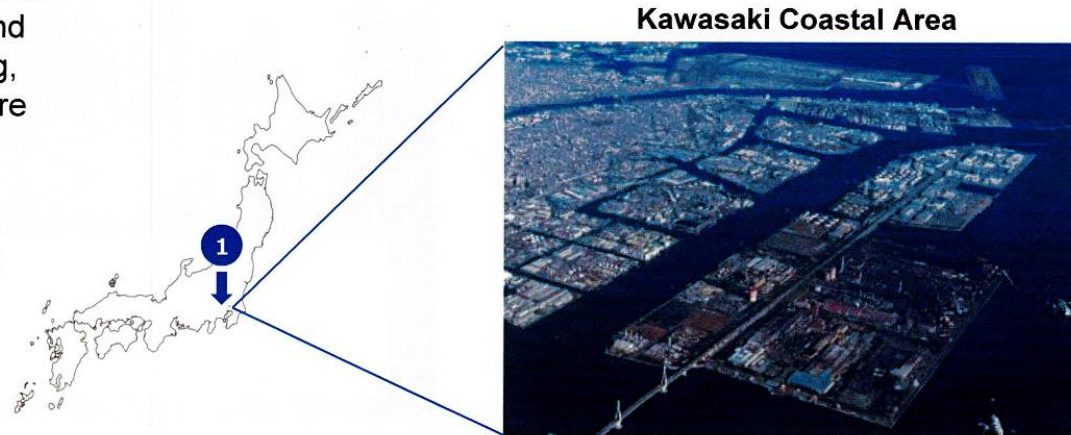
- Hydrogen source: Coal from Latrobe Valley in Victoria (abundant source) and Hydrogen production (J-POWER and Sumitomo Corp is business owner candidates) + CCS solutions (E.g. CarbonNet Project)
- Hydrogen Liquefaction and Loading Terminal at Port of Hastings (neighborhood of pilot project site)
- Shipping distance to Japan is approximately 9,000km





Location Advantages – Kawasaki Coastal Area

- The Keihin Waterfront Area Hydrogen Network Council, Kawasaki Carbon Neutral Industrial Complex Formation Promotion Council, and Kawasaki Port Carbon Neutral Port Formation Promotion Council were established to promote the early realization of a hydrogen society
- One of Japan's leading industrial complexes where factories and facilities for petroleum refining, chemicals, energy, logistics are concentrated
- Large-scale LNG vessels are already used for LNG imports



This location nomination was announced on our website (<https://www.japansuisoenergy.com/>)



Community engagement for HESC Commercialization Demonstration Project

Present situation

- JSE is currently working community engagement with HSP(J-Power and Sumitomo) in Australia.
- JSE and HSP have jointly developed communications collateral including presentation slides, key messages, narratives, website. HSP is primarily working in Latrobe Valley and JSE is working primarily in Hastings.

Request to Latrobe City Council

1. Advocate of our project

- Express support for our project and send out positive comments to the community.

2. Advice to HESC Commercialization Demonstration Project

- What is the main interest regarding our project in Latrobe?
Ex) Carbon intensity, CCS, Disposal of by-products of gasification, Hydrogen Safety, etc.
- What stakeholders should JSE engage in Latrobe?



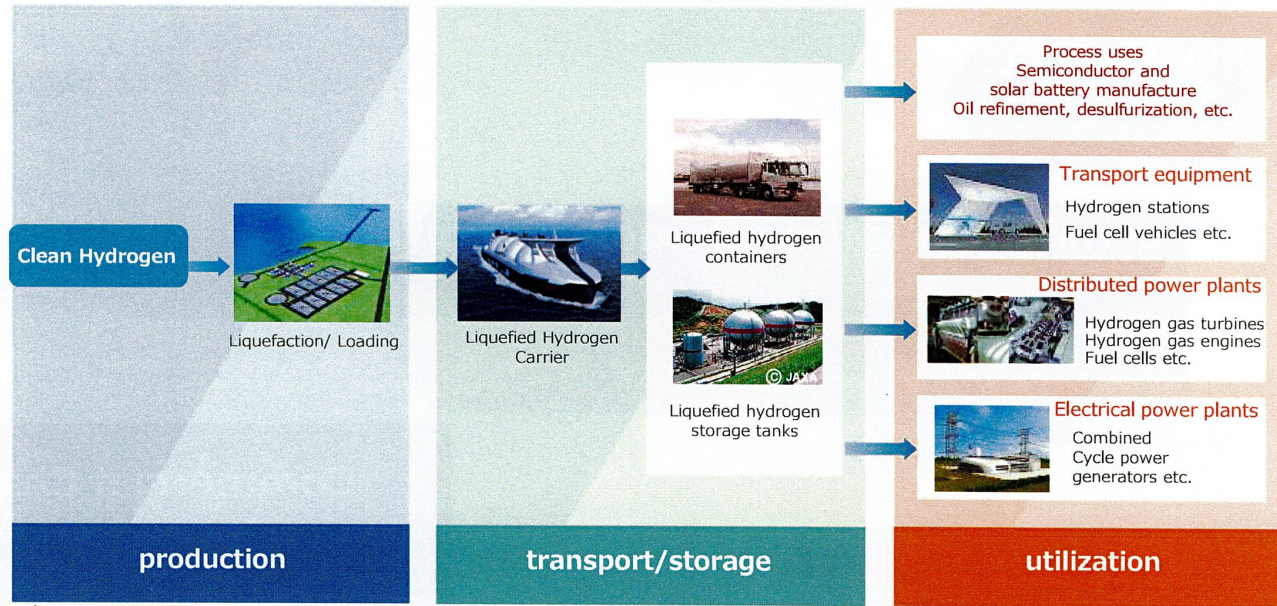
Japan Susio Energy
Ltd.

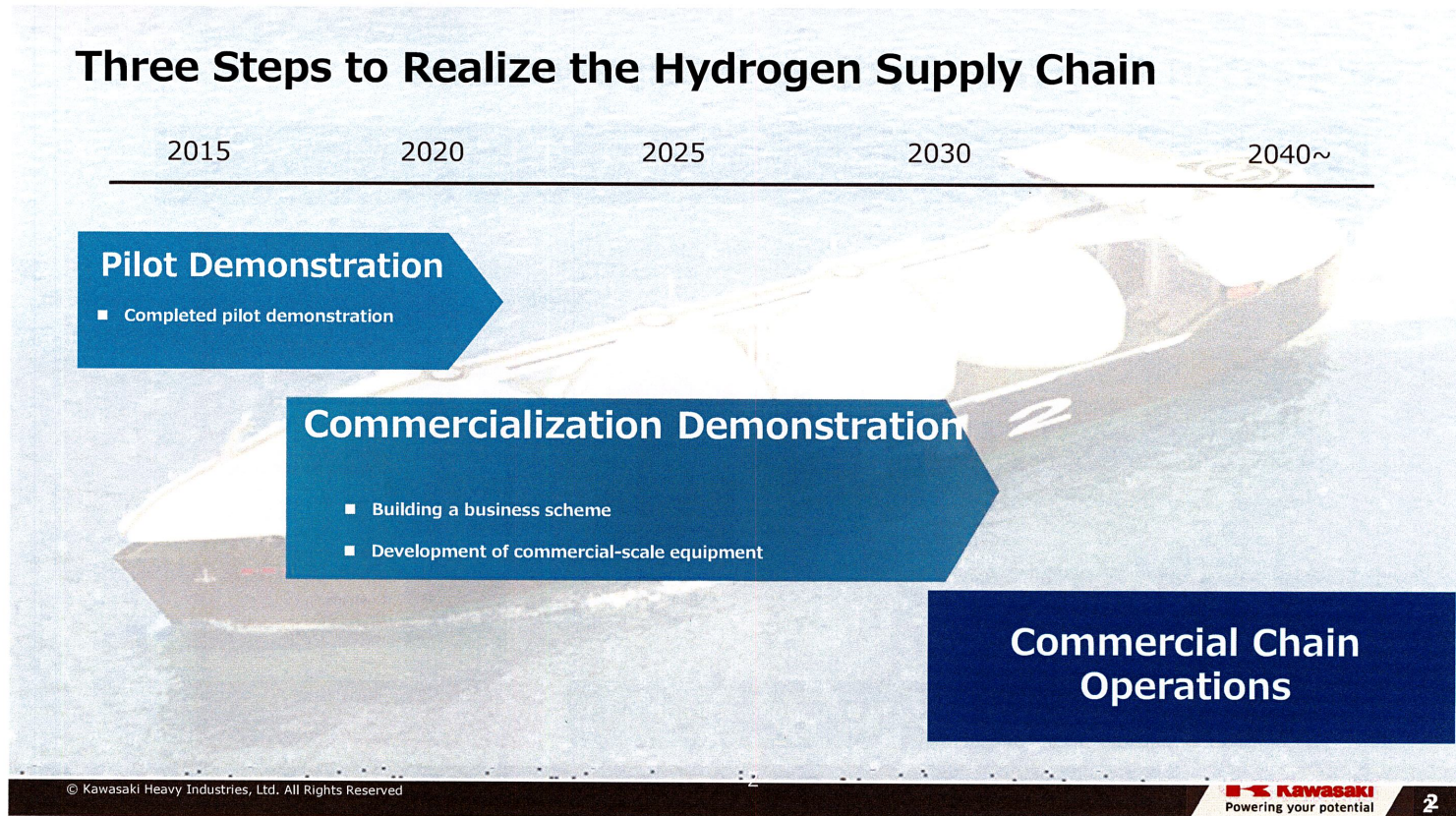
<https://www.japansuisoenergy.com/>

Production Transport/Storage Utilization

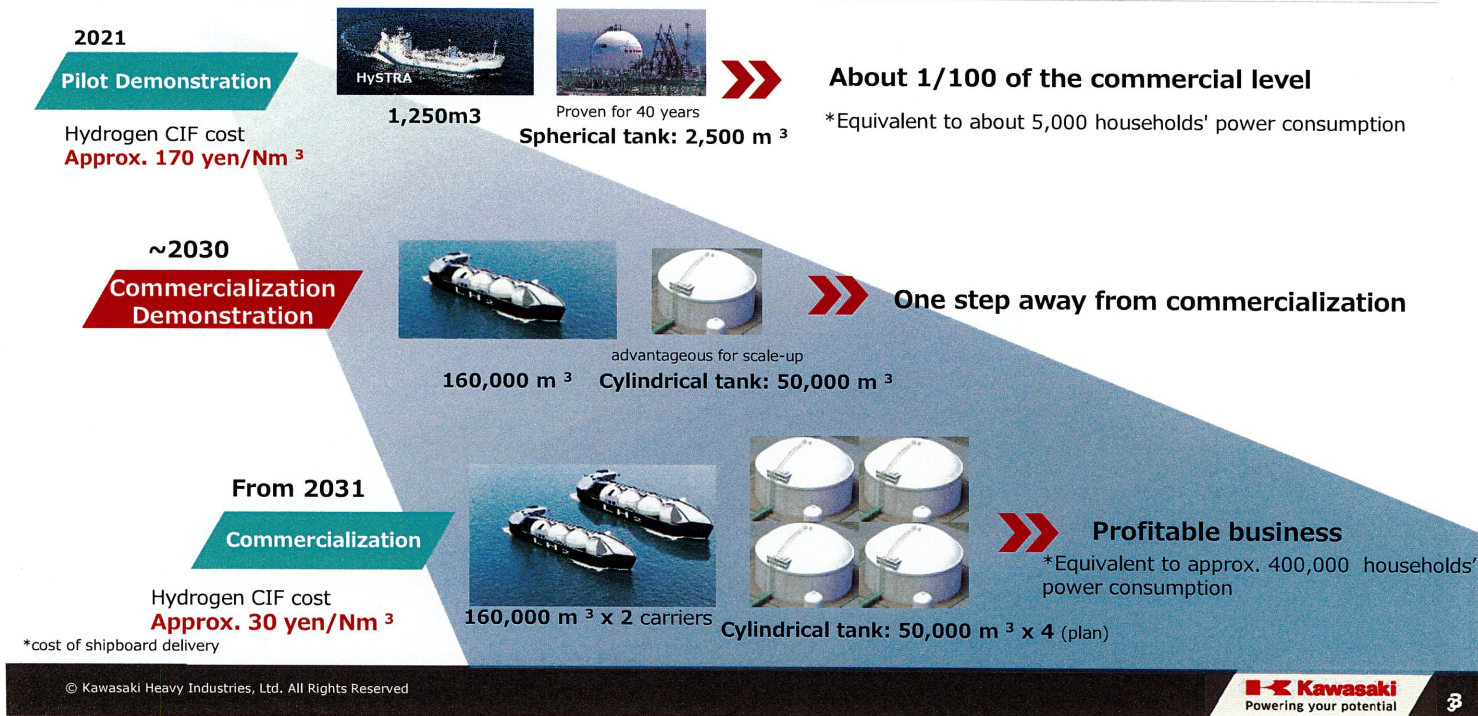
Concept of CO₂-free Hydrogen Supply Chain

Stable Energy Supply while Reducing CO₂ Emissions





Progress of Commercial Scale Equipment Development on Demonstration



NEWS RELEASE www.jogmec.go.jp



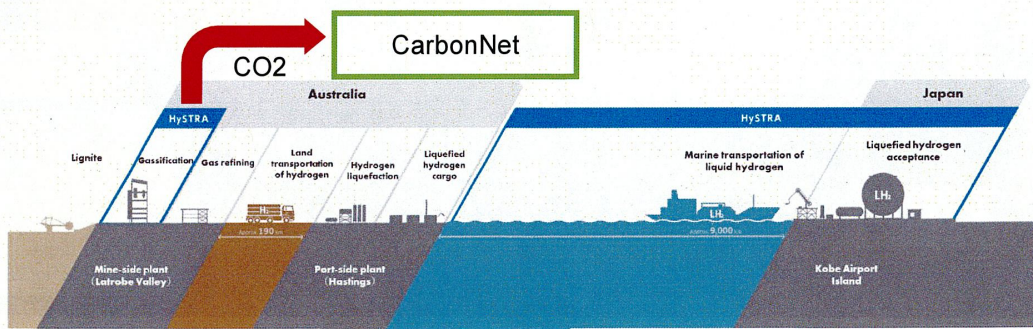
Japan Oil, Gas & Metals National Corporation
 Division in Charge: Coal Development Division: Nishimura
 Tel: +81-3-6758-8002 Fax: +81-3-6758-8066
 PR in Charge: Public Relations Division
 Tel: +81-3-6758-8106 Fax: +81-3-6758-8008

Japan and Australia Jointly Promote the World's First International Lignite Hydrogen Value Chain Building **-Engagement with the CCS project will contribute to the storage of CO₂, which is essential for clean commercial hydrogen production-**

JOGMEC (Headquarters: Minato-ku, Tokyo; Chairman & CEO: Tetsuhiro Hosono) signed an agreement for JOGMEC's engagement with the CCS project (CarbonNet) planned for the State of Victoria with the Department of Jobs, Precincts and Regions of the State of Victoria, Australia (hereinafter: "the VIC Government") on January 20, 2022. JOGMEC will contribute to the Front End Engineering and Design (hereinafter: "FEED") of the CCS project being conducted by the Victorian Government, and will work with the Victorian Government to proceed with the commercialisation of CarbonNet project.

In 2018, JOGMEC and the Victorian Government signed a Memorandum of Understanding (MOU) and since then have been building a comprehensive and strategic partnership to strengthen the bilateral relationship and collaborations on energy and natural resources businesses and projects. In the past, on the lignite hydrogen business in the Victorian Government, Japan and Australia have been jointly conducting the marine transportation of lignite gasification toward Japan by New Energy and Industrial Technology Development Organization (NEDO) and Japanese companies. Storage of CO₂ is essential to the production of blue hydrogen, which is made from fossil fuels.

JOGMEC will now engage with the CCS project in response to a proposal from the Victorian government, and as a result, the world's first international blue hydrogen value chain derived from lignite coal will be attained jointly by Japan and Australia for the first time in the world.



CarbonNet is a project to conduct CCS (Carbon Capture and Storage) into the Pelican site of the offshore Gippsland Basin, which is located in the Bass Strait off the south-eastern coast of Australia. It is a major project which aims to store 5 million tons of CO₂ per year for 25 years.

FEED on the CarbonNet project is a project which will utilize the data accumulated by the Victorian Government, to capture CO₂ which is emitted by producing hydrogen and to store underground. This is a project aiming for large-scale commercialisation globally even out of CCS projects.

On January 20, 2022, Mr. Hirokawa, Executive Director of JOGMEC and The Hon. Jaala Pulford, Minister for Resources, Victoria, Australia signed the agreement. The signing was timed to coincide with a ceremony to celebrate the arrival of a hydrogen carrier to the State of Victoria at the Port of Hastings on January 21.

This execution of agreement will be expected to promote the development of lignite as a raw material for new clean energy sources such as inexpensive hydrogen and to encourage Japanese companies to engage CCS businesses on a commercial scale.

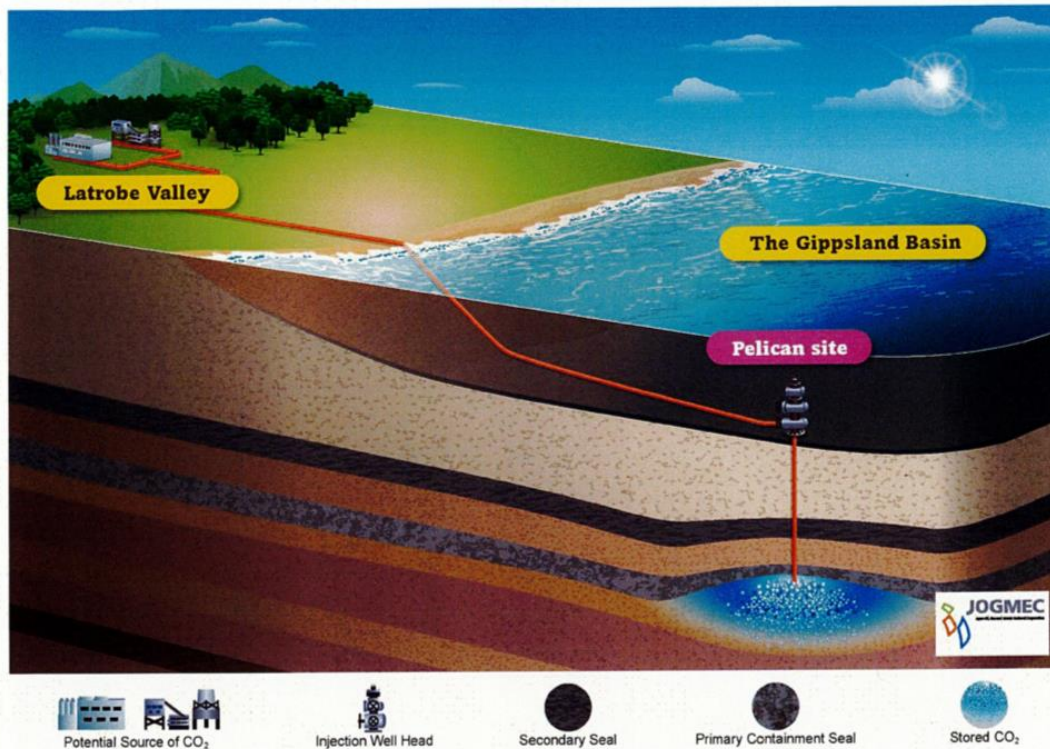
Furthermore, it is also expected that the supply of hydrogen energy to Japan will be further developed in cooperation with the lignite hydrogen business promoted by NEDO.

Under this agreement, JOGMEC will proceed advanced initiatives in the coal field, such as lignite resources and CCS, to further strengthen bilateral relationship and collaborations with the State of Victoria. In addition, JOGMEC will contribute to energy security in our country, aiming to realize a low-carbon society, which is one of the Sustainable Development Goals (SDGs).



Location of the CarbonNet project in the Gippsland Basin, Victoria

The CarbonNet project will involve the underground injection of CO₂ at the Pelican site in the Gippsland Basin, Victoria.



Conceptual diagram of the CCS (CarbonNet) project

CO₂ will be transported by pipeline from onshore to the injection site in the sea, where CO₂ will be injected at a rate of 5 million tons per year.

TAKASAGO CITY

1-1-1 CHIDORI ARAI-CHO TAKASAGO-SHI HYOGO JAPAN 〒676-8501
TEL(079)442-2101

21 December 2023

Kelly O'Callaghan
Former Mayor of Latrobe

Dear Cr. Kelly O'Callaghan

Latrobe City Council Meeting with Takasago City on Wednesday, October 25, 2023

I recently learned that you have retired as Mayor of Latrobe city. I would like to express my respect for your leadership in the development of Latrobe and the pursuit of the well-being of its citizens.

Thank you, too, for the rare opportunity to visit Takasago with CEO Steven Piacente to discuss our continued partnership with Latrobe City and future cultural exchanges. We appreciate your kind letter of appreciation.

Our discussions have once again reaffirmed that the sister city exchange between Latrobe City and Takasago City has been fruitful and that strengthening our cooperation will strengthen our local communities, develop our cultures and industries, and build a society rich in diversity.

We look forward to future delegation visits and student exchanges and hope to invite you from Latrobe City next year.

Once again, thank you for your visit.
And we look forward to seeing you again in the near future.

Have a happy Christmas and New Year holidays.

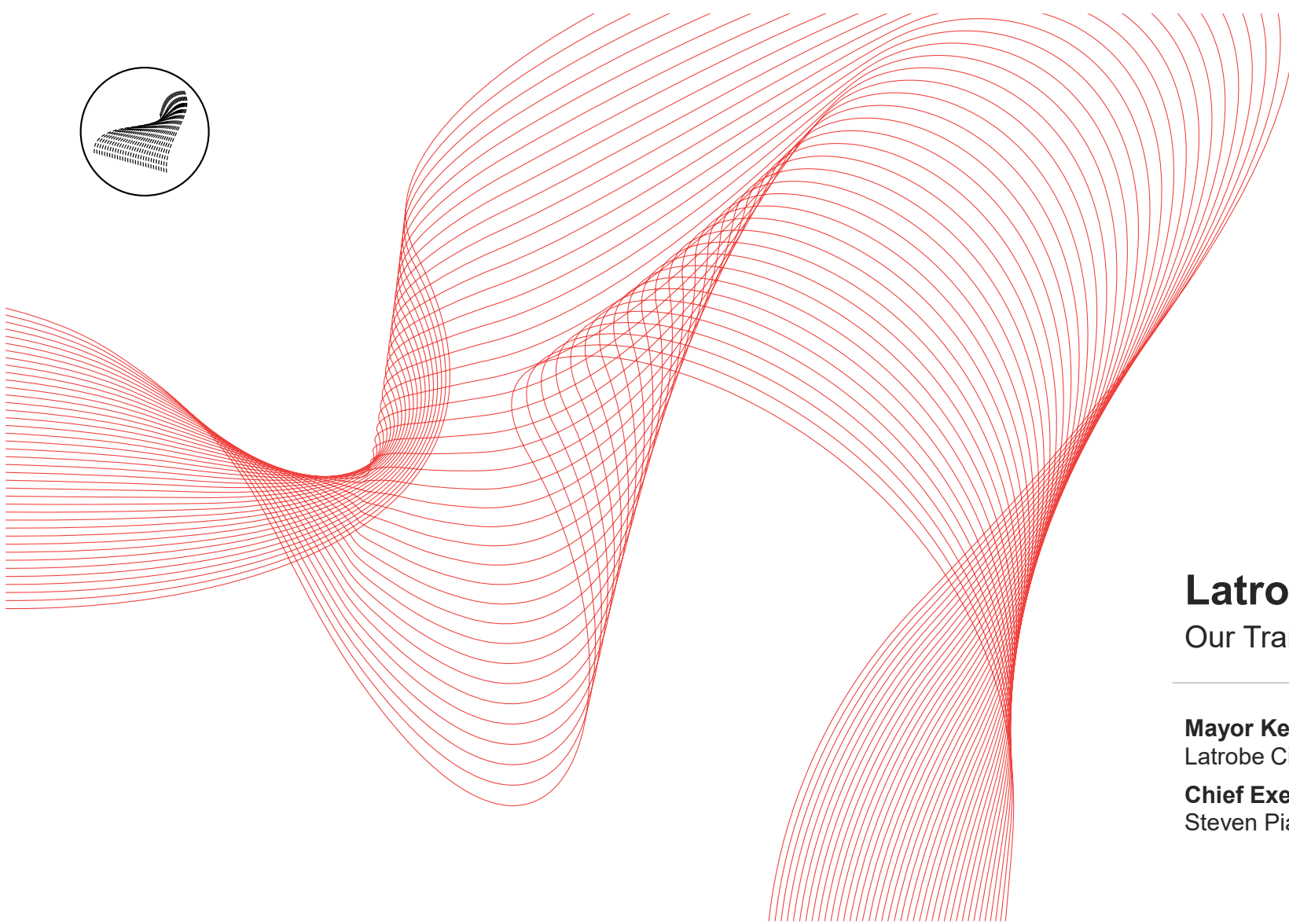
Sincerely yours

Tokura Tatsuyoshi
Mayor of Takasago City



ブライダル都市・高砂

〒676-8501 兵庫県高砂市荒井町千鳥1丁目1番1号 TEL(079)442-2101

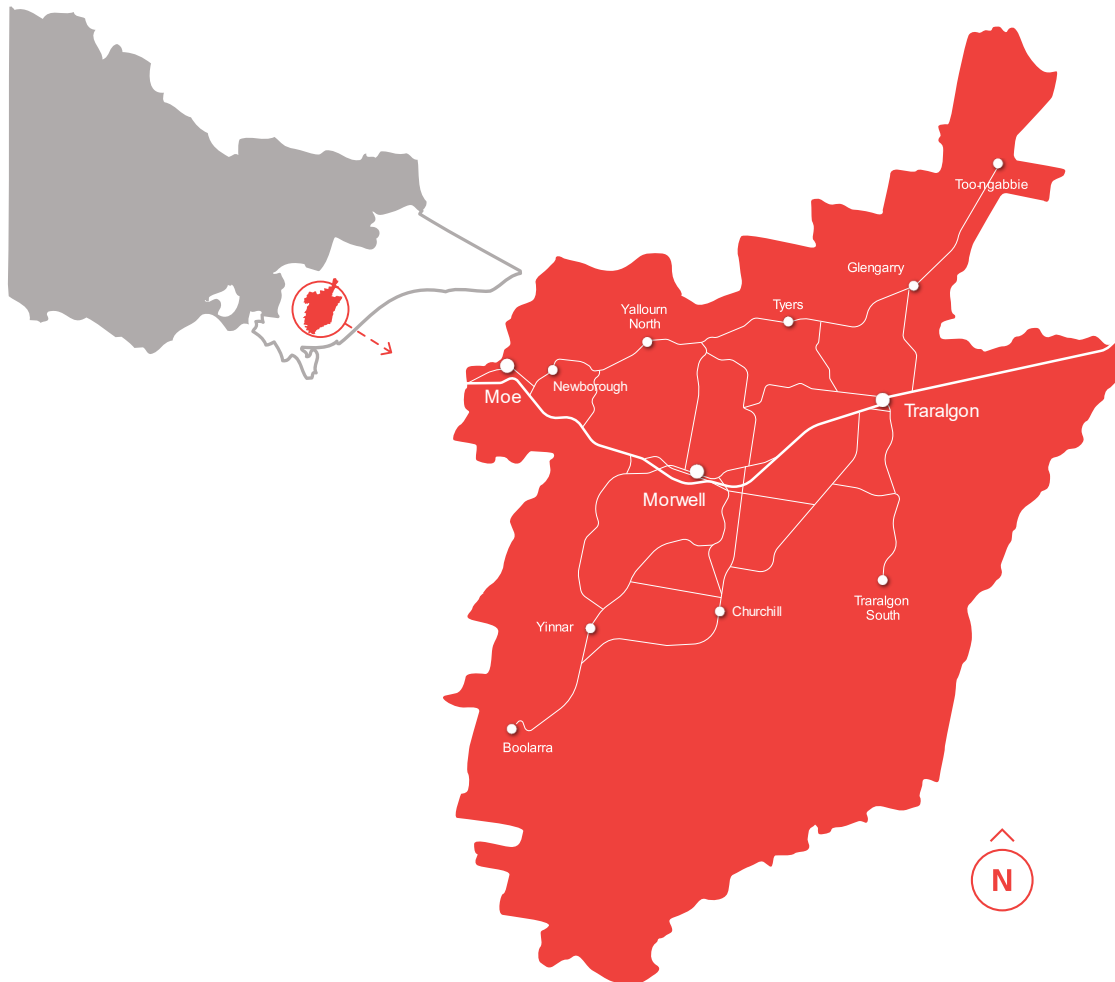


Latrobe City

Our Transition

Mayor Kellie O'Callaghan
Latrobe City Council

Chief Executive Officer
Steven Piasente



Latrobe City Background

Latrobe City is Victoria's eastern Regional City and Gippsland's primary service centre and employment hub, providing retail, entertainment, education, government and health services to the region.

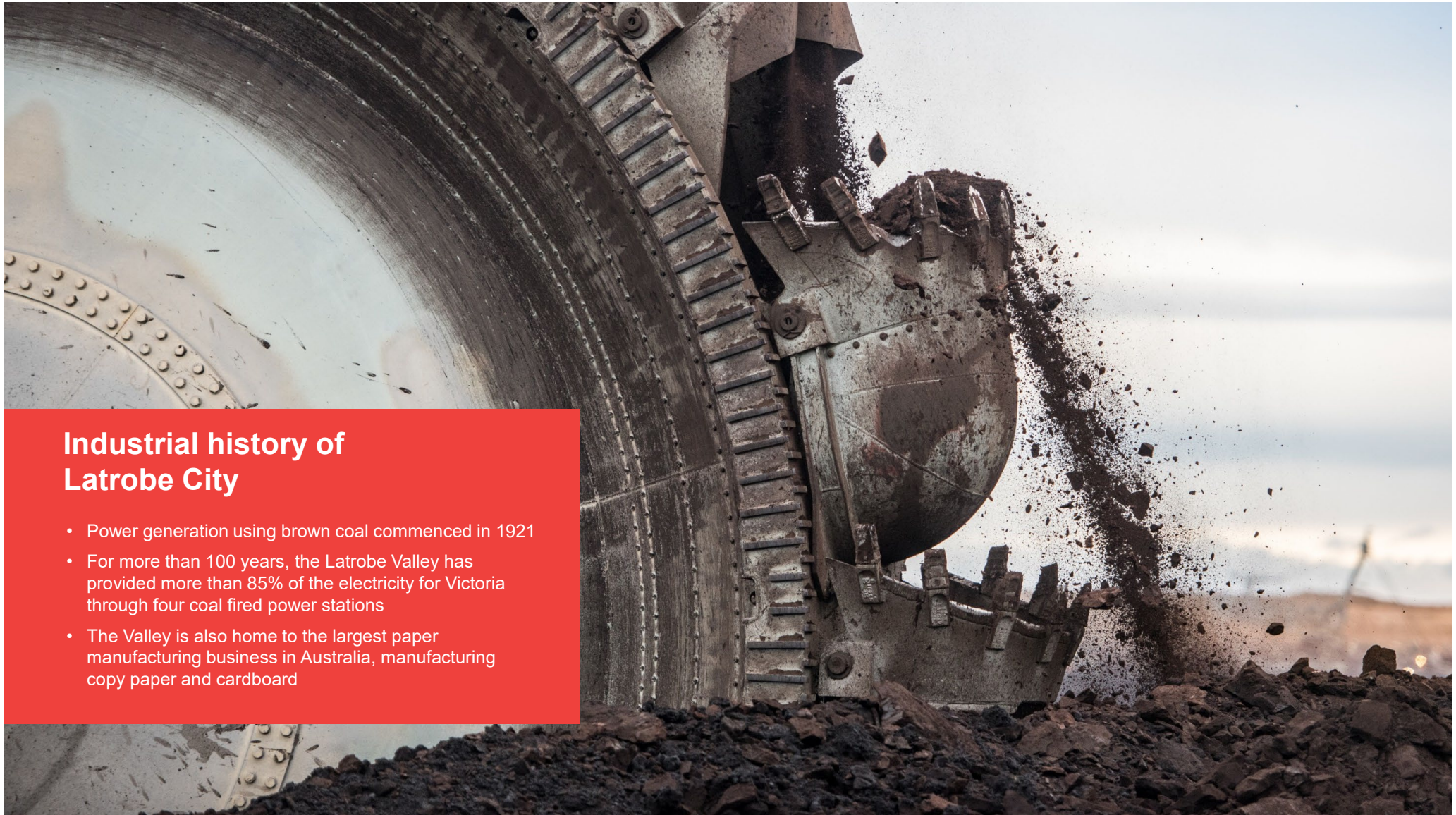
Latrobe City is located an hour and half drive east of Melbourne covering an area of 1,425 square kilometres.

Latrobe City Snapshot

The city is made up of four major towns; Churchill, Moe/Newborough, Morwell and Traralgon; and seven rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar.

The rural landscape in between townships houses a large population of hard working farmers and residents who enjoy the peace and tranquillity that comes with regional life.





Industrial history of Latrobe City

- Power generation using brown coal commenced in 1921
- For more than 100 years, the Latrobe Valley has provided more than 85% of the electricity for Victoria through four coal fired power stations
- The Valley is also home to the largest paper manufacturing business in Australia, manufacturing copy paper and cardboard

Our Transition Plan

- Investment attraction is critical to reshaping the region's economy. We are committed to fostering economic diversification by attracting new industries, supporting local entrepreneurship and promoting innovation.
- *Our Transition* plan highlights opportunities in emerging sectors such as renewable energy, advanced manufacturing, tourism, and creative industries, where we aim to generate new employment opportunities and stimulate economic growth.





Role of Local Government

Research has shown the following roles for local governments:

- Continue to maintain and develop infrastructure
- Provide business support
- Grow our local population
- Promote the region
- Enhance quality of life
- Grow industries – tourism visiting friends and relatives, events
- Help set policy direction
- Prepare our local community in advance for the impact of industry closure
- Local Government role as integrator, scorekeeper and community communicator – community voice

Hydrogen | HESC Project

Latrobe City Council welcomes the Japanese Government's announcement of a \$2.35 billion AUD investment to establish an international large-scale liquefied hydrogen supply chain to Japan.

Council proudly supports the Hydrogen Energy Supply Chain (HESC) Project, a ground-breaking initiative shaping the future of sustainable energy.

Council is committed to the success of the HESC Project, promoting economic growth, environmental sustainability and a brighter future for our community.

Resource-Rich Region

- Abundant access to brown coal, a key fuel stock for hydrogen production
- Utilising Latrobe City's resources for a greener future

Economic Growth

- Creating job opportunities and economic benefits for Latrobe City community
- Strengthening the local economy through investment and innovation

Environmental Sustainability

- Supporting the transition to clean energy by producing low-emission hydrogen
- Reducing greenhouse gas emissions and contributing to a sustainable future



Benefits of the HESC Project

Global Leadership

Positioning Latrobe City as a leader in clean energy production.

Energy Export

Exporting clean hydrogen to international markets.

Environmental Responsibility

Advancing a cleaner and greener future.

**The Australia-Japan
Business Partnership
60TH ANNUAL JOINT
BUSINESS CONFERENCE**



Pictured: Latrobe City Council Mayor, Councillor Kellie O'Callaghan, alongside Chairman of Kawasaki, Yoshinori Kanehana



Pictured: Latrobe City Council Mayor, Councillor Kellie O'Callaghan, alongside Mayor Norihiko Fukuda of Kawasaki City and Mayor of Mornington Peninsula Councillor Steve Holland



Pictured: Latrobe City Council Mayor, Councillor Kellie O'Callaghan, alongside Japanese Minister of Economy Trade and Industry, Yasutoshi Nishimura

Social Licence

Latrobe City Council has a well-established social licence with the community.

Council engages with local communities and stakeholders through open and transparent communication. Listening to their concerns, addressing issues and involving them, where appropriate, in decision-making processes.

Council has achieved this through:

Building trust

Establishing trust and credibility within the community.

Regulatory compliance

Ensuring alignment with local regulations and expectations.

Long-term viability

Securing support for ongoing projects and initiatives.





Social Licence

Community Engagement

- Regular dialogues with community, businesses and stakeholders
- Seeking input on policies, projects and decision-making

Transparency

- Open communication about Council operations, budgets and strategies, including planning matters and new industry
- Reporting on progress and challenges

Environmental Responsibility

- Commitment to sustainable practices and reducing environmental impact
- Supporting green initiatives and energy efficiency as we transition our economy.

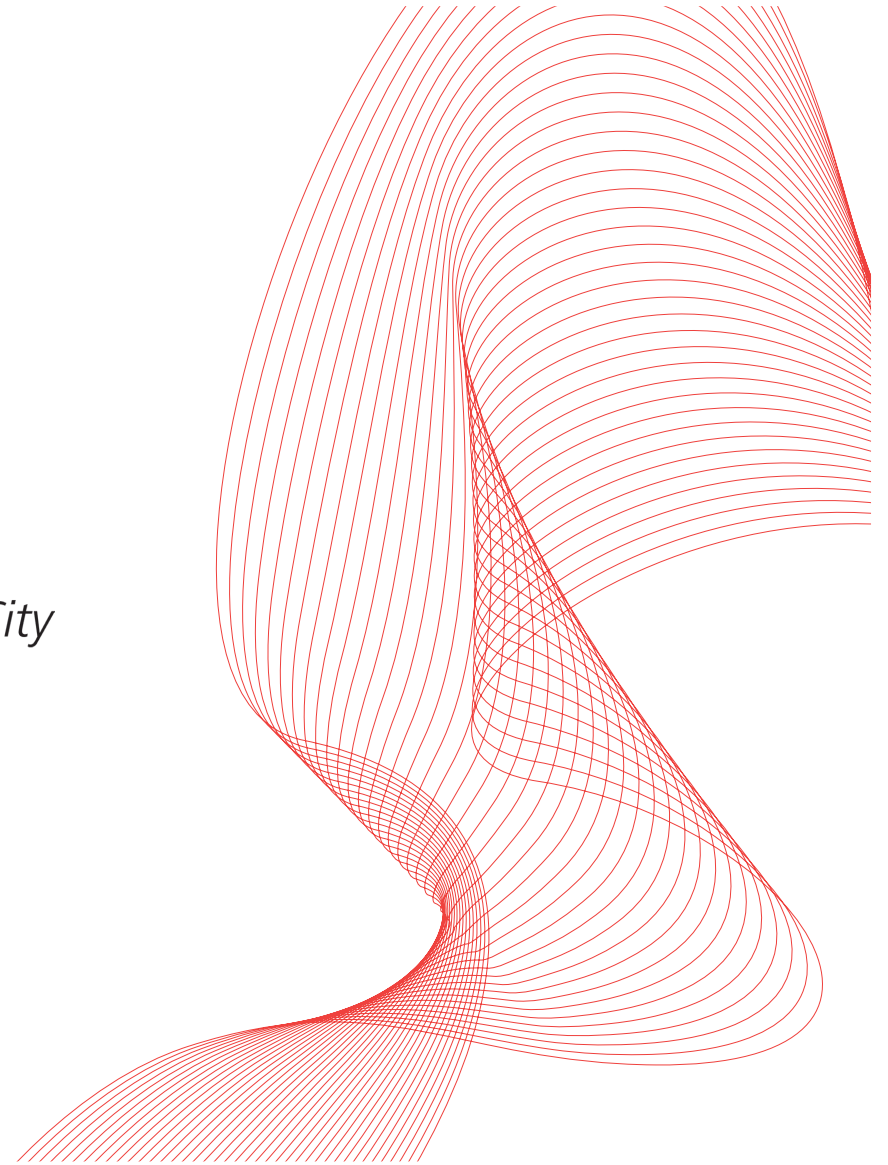
Economic Development

- Promoting local businesses and job creation
- Fostering economic growth that benefits the community

Forward Looking

- We are a region that is adapting to the reduction in traditional energy generation towards a net zero economy
- Our transition has prioritised the creation of jobs and economic diversification
- We have a significant role to play as a leader in our community in reducing emissions
- Collaborative approach with all levels of Government, private sector and education
- Continue to promote Latrobe City, communicate our strengths and the opportunities
- Strength led lead, community guided strategies to create opportunities





ELECTION PERIOD POLICY REVIEW

PURPOSE

To present the Election Period Policy to Council for review and adoption.

EXECUTIVE SUMMARY

- The Election Period Policy (“the Policy”) is a requirement under sections 60 (Governance Rules) and 69 (Governance Rules to include election period policy) of the *Local Government Act 2020*.
- The Policy aims to facilitate the continuation of ordinary business throughout an election period in a responsible and transparent manner, in accordance with statutory requirements and established conventions.
- The Policy was previously adopted in September 2020 and was, at that time, classified as requiring a review every four years (i.e. by August 2024) however the Governance Rules require an earlier review, as a result the Policy is now overdue.
- A further review has been undertaken to ensure that the Policy meets best governance practices.
- In addition to meeting legislative requirements, the Policy aims to ensure that an incoming Council is not unreasonably bound by the decisions of the current Council, and that all candidates in the upcoming Council Election receive the same level of information and assistance.
- As a general principle, the Chief Executive Officer should, as far as practicable, avoid scheduling decisions for the Election Period and instead, ensure that significant decisions are either considered by Council prior to the election period, or scheduled for determination by the incoming Council.
- The Policy is hereby presented to Council Meeting for adoption.

OFFICER’S RECOMMENDATION

That Council:

- 1. Adopt the Election Period Policy 2024, with any previous versions superseded.**
- 2. Make the Policy available on Council’s website.**

BACKGROUND

The Election Period Policy (“the Policy”) is a requirement under sections 60(e) and 69 of the *Local Government Act 2020*.

While Council previously had such a policy, with the introduction of the *Local Government Act 2020* it was included in the development of the Governance Rules and was adopted at the Council Meeting held on Monday, 07 September 2020.

ANALYSIS

As stated above, the Policy was previously adopted in September 2020 with the next review date to be August 2024 according to policy review guidelines.

Governance sub-rule 74.2 says that ‘At least once in each Council term and not later than 12 months prior to the commencement of an election period, Council will review its Election Period Policy.

Having undertaken a review of the Policy, Officers have determined that no changes are necessary and, as the Policy is required to be reviewed at least once in each Council term, it will be presented to the Council Meeting to be held on Monday, 04 March 2024 for adoption.

With the upcoming Council Elections to be held in October, it is imperative that the Policy is in place to ensure that Council can continue to operate in a responsible and transparent manner during the Election Period.

The adoption of the Policy also ensures that community expectations that Councillors and Council staff will act in an accountable, transparent and lawful way during the Election Period are met.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Non-Compliance with the requirements of the <i>Local Government Act 2020</i> .	<p style="text-align: center;">Low</p> <p style="text-align: center;"><i>Unlikely x Moderate</i></p>	Ensure that the Election Period Policy is reviewed and adopted.
SERVICE DELIVERY Inappropriate decision making, provision of information or use of Council resources during an Election Period.	<p style="text-align: center;">Medium</p> <p style="text-align: center;"><i>Possible x Major</i></p>	Ensure that Election Period Policy is adopted and made publicly available.

RISK	RISK RATING	TREATMENT
STRATEGIC Damage to reputation of Council through inappropriate or invalid decisions being made during an Election Period.	Medium <i>Possible x Major</i>	Ensure that Election Period Policy is clear on the types of decision making that can or cannot take place during an Election Period.

CONSULTATION

The Election Period Policy is a statutory document which incorporates prescribed requirements of the *Local Government Act 2020*, as such, no community consultation is necessary.

Officers have consulted with Governance Officers from other councils to assess any required updates.

COMMUNICATION

Subject to adoption by Council, the Policy will be updated on the Council website and also communicated to staff to ensure awareness of requirements during an Election Period.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

The Policy provides limitations on Council's expenditure during the election period.

Attachments

1. Draft Election Period Policy 2024

8.6

Election Period Policy Review

1	Draft Election Period Policy 2024.....	143
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Election Period Policy

Approval Date: X X 2024

Next Review Date: September 2027



Election Period Policy

DOCUMENT CONTROL

Responsible GM	Tim Ellis	
Division	Regional City Strategy & Transition	
Last Updated (who & when)	Manager Governance	2024
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	21 March 2016	Compliance to <i>Local Government Act 1989</i> Section 93B.
Council	7 April 2020	Compliance to <i>Local Government Act 1989</i> Section 93B
Council	07 September 2020	Compliance to <i>Local Government Act 2020</i>
Council		
References	Refer to Section 8 and 9 of this policy	
Next Review Date	August 2024	
Published on website		
Document Reference No		

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Election Period Policy

1. Background

- 1.1. Council staff and councillors must observe specific legislative and governance requirements during the period leading up to an election.
- 1.2. The *Local Government Act 2020* provides that during the 'election period' certain prohibitions apply to the general functions and powers of Council. It is during this time that Council enters caretaker mode.
- 1.3. The 'election period' is defined by the *Local Government Act 2020* as starting at the time that nominations close on nomination day and ending at 6pm on the election day. The last day for nominations is the day that is 32 days before the election day.
- 1.4. This policy replaces and overrides any previous policy or document that refers to the caretaker or election period.

2. Objectives

- 2.1. The Election Period Policy (Policy) is a requirement under sections 60 and 69 of the *Local Government Act 2020*.
- 2.2. The Policy aims to facilitate the continuation of the ordinary business of local government in Latrobe City throughout the election period in a responsible and transparent manner, in accordance with statutory requirements and established caretaker conventions.
- 2.3. This Policy commits Council during the election period to:
 - 2.3.1. Avoid making any prohibited decisions or significant decisions;
 - 2.3.2. Avoid making any inappropriate decisions that could unreasonably bind a future Council; and
 - 2.3.3. Ensure that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.

3. Scope

- 3.1. This Policy applies during the 'Election Period' (see below for definition) and covers:
 - 3.1.1. Decisions that are made by Council, a delegated committee of the Council, a community asset committee of the Council or a delegate of the Council;

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Election Period Policy

- 3.1.2. Any material that is published by the Council;
 - 3.1.3. Public consultation by the Council during the Election Period;
 - 3.1.4. Attendance and participation in functions and events;
 - 3.1.5. The use of Council resources;
 - 3.1.6. Access to Council information; and
 - 3.1.7. Media services.
- 3.2. This Policy takes precedence over any other Council Policy, Framework or Procedure during the Election Period in relation to compliance requirements.
- 3.3. This policy must be complied with during an Election Period if ANY of the following apply to you:
- 3.3.1. You are involved in making a prohibited or significant decisions
 - 3.3.2. You are involved in making a significant decision that will bind the incoming Council
 - 3.3.3. You are about to publish material which has reference in it to a candidate (which includes sitting Councillors) or the election or an issue before the voters in connection with the election
 - 3.3.4. You are involved in the creation of any Council publication
 - 3.3.5. You are involved in any public consultation process
 - 3.3.6. You are a Councillor who is planning to attend a function or event
 - 3.3.7. You supply resource support to Councillors
 - 3.3.8. You are a Councillor requesting access to Council information
 - 3.3.9. You are a Councillor requesting media advice or services
- 3.4. This Policy has been written to provide a guide only for Council staff, Councillors and candidates and is not a substitute for legal advice. Individuals should seek their own independent advice if they are unsure about any aspect of the *Local Government Act 2020*, the *Local Government Act 1989* and associated regulations in relation to the election period.

4. Principles of Management

- 4.1. Council Decision Making
 - 4.1.1. Council decision making includes decisions that are made by Council, a delegated committee of the Council, a community asset committee of the

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Election Period Policy

Council or a delegate of the Council.

4.1.2. It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period.

4.1.3. Sub-section 69(2) of the *Local Government Act 2020* prohibits any Council decision during the election period for a general election that:

- relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
- commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- the Council considers could be reasonably deferred until the next Council is in place; or
- the Council considers should not be made during an election period.

4.1.4. Sub-section 69(3) of the *Local Government Act 2020* prohibits during the election period for a general election or a by-election Council making any decision that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

4.1.5. The Council therefore commits to the principle that it will make every endeavour to avoid making prohibited decisions (pursuant to section 69 of the *Local Government Act 2020*) or decisions that inappropriately or unreasonably bind the incoming Council. This includes a commitment to comply with the requirements relating to significant decisions.

4.1.6. A Caretaker statement will be included in every report submitted to the Council, a delegated committee of the Council, a community asset committee of the Council or to a delegate of the Council.

4.1.7. Refer to Appendix One: Council Decision Making Guidelines and Procedures for detailed requirements.

4.2. Material Published by Council

4.2.1. Section 304(2) of the *Local Government Act 2020* prohibits Council from printing, publishing or distributing or causing, permitting or authorising the printing, publishing or distributing of any electoral material, being an advertisement, handbill, pamphlet or notice during an election period unless it only contains information about the election process or is otherwise required in accordance with or under any Act or regulation.

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Election Period Policy

4.2.2. Refer to Appendix Two: Material published by Council Guidelines and Procedures for detailed requirements.

4.3. Public Consultation

4.3.1. It is prohibited under this policy for public consultation to be undertaken during the Election Period (new consultation or existing) on an issue that is contentious unless prior approval is given by the Council or the Chief Executive Officer.

4.3.2. Due to this prohibition, it is prudent for the Council not to commission or approve any public consultation if such consultation is likely to run into the Election Period, unless the Council or the Chief Executive Officer gives prior approval.

4.3.3. Where public consultation is approved to occur during the Election Period, the results of that consultation will not be reported to Council until after the Election Period except where approved by the Chief Executive Officer or his delegate.

4.3.4. Refer to Appendix Three: Public Consultation for detailed requirements.

4.4. Functions and Events

4.4.1. Reference to events and functions means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Council and its community.

4.4.2. It may take the form of conferences, workshops, forums, launches, promotional activities, or social occasions, such as dinners, receptions and balls.

4.4.3. Where there is a public event staged by external bodies, Councillors may continue to attend these functions during the Election Period in accordance with the adopted *Provisions of Resources and Support to Councillors Policy*.

4.4.4. Refer to Appendix Four: Functions and Events Guidelines and Procedures for detailed requirements.

4.5. Use of Council Resources

4.5.1. The Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard.

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- 4.5.2. Pursuant to sub-section 304(1) of the *Local Government Act 2020* it is prohibited for Councillors or Council staff to use Council resources in a way that is intended to or is likely to affect the result of an election.
- 4.5.3. Council resources, including documents (not available publicly), officers, support staff, hospitality services, equipment (including phones and internet connections) and stationery shall be used exclusively for normal Council business during the Election Period, and shall not be used in connection with an election.
- 4.5.4. No Council logo, letterhead or other Latrobe City branding will be used for, or linked in any way to a candidate's election campaign.
- 4.5.5. Support staff for the Mayor and Councillors must not be asked to undertake any tasks connected directly or indirectly with an election campaign.
- 4.5.6. Refer to Appendix Five: Use of Council Resources Guidelines and Procedures for detailed requirements.
- 4.6. Access to Council information
- 4.6.1. All election candidates have equal rights to information relevant to their election campaigns from the Council administration.
- 4.6.2. Neither Councillors nor candidates will be provided information or advice from Council staff that might be perceived to support election campaigns, and there shall be transparency in the provision of all information and advice during the Election Period.
- 4.6.3. Information and briefing material prepared or secured by staff for a Councillor during the Election Period must be necessary to the carrying out of the Councillor's role and must not be related to election issues or to issues that might be perceived to be of an electoral nature.
- 4.6.4. The Governance team will maintain an Information Request Register during the election period. This Register will be a public document that records all requests relating to electoral matters and non-routine requests for information by Councillors and candidates, and the responses given to those requests.
- 4.6.5. Refer to Appendix Six: Access to Information Guidelines and Procedures for detailed requirements.

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Election Period Policy

4.7. Media services

4.7.1. Council's Media and Marketing team undertake the promotion of Council activities and initiatives. During the election period, this team's services must not be used in any way that might promote a Councillor or an election candidate.

4.7.2. Council publicity during the election period will be restricted to communicating normal Council activities and initiatives.

4.7.3. Media releases will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate. Where it is necessary to identify a spokesperson, the Chief Executive Officer or his or her delegate will be the default spokesperson.

4.7.4. Refer to Appendix Seven: Media Services Guidelines and Procedures for detailed requirements.

5. Accountability and Responsibility

5.1. In addition to any roles outlined in the appendixes or above in section 4, the following accountabilities and responsibilities for this policy are outlined below.

5.2. Council

5.2.1. Responsibility to ensure this Policy is consistent with Council's strategic direction and Council policies

5.2.2. Responsibility for the decision to approve this Policy by Council Resolution

5.3. Councillor

5.3.1. Responsibility to comply with this policy

5.4. Chief Executive Officer

5.4.1. Overall responsibility for compliance with this policy

5.4.2. Overall responsibility for enforcing accountability

5.4.3. Overall responsibility for providing resources

5.4.4. Overall responsibility for performance monitoring

5.4.5. Responsible to ensure that members of Council staff are advised in regard to the application of the election period policy.

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5.5. General Manager

- 5.5.1. Responsibility for compliance with this policy
- 5.5.2. Responsibility for enforcing accountability
- 5.5.3. Responsibility for providing resources
- 5.5.4. Responsibility for performance monitoring
- 5.5.5. Responsible to ensure that members of Council staff are advised in regard to the application of the election period policy.

5.6. Manager

- 5.6.1. Comply with this policy
- 5.6.2. Develop internal frameworks and procedures in compliance with this policy (if applicable)
- 5.6.3. Enforce responsibilities to achieve compliance with frameworks and procedures
- 5.6.4. Provide appropriate resources for the execution of the frameworks and procedures
- 5.6.5. Responsible to ensure that members of Council staff are advised in regard to the application of the election period policy.

5.7. Employees, Contractors, Volunteers and Council Committees

- 5.7.1. Participate where required in the development of frameworks and procedures in compliance with this policy.
- 5.7.2. Comply with this policy, frameworks and procedures that are developed to achieve compliance with this policy.

6. Evaluation and Review

- 6.1. 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).

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Election Period Policy

7. Definitions

Act	In the context of this policy, means the <i>Local Government Act 1989</i> or <i>Local Government Act 2020</i> as referenced.
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.
Election Period	Has the same meaning as 'election period' in section 3(1) of the <i>Local Government Act 2020</i> , and means the period that starts at the time that nominations close of nomination day and ending at 6pm on the election day.
Electoral advertisement, handbill, pamphlet or notice	Means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper announcing the holding of a meeting in accordance with the definition contained within the <i>Local Government Act 2020</i> Act (section 3(1)).
Electoral Matter	<p>Means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.</p> <p>Without limiting the generality of the definition of 'electoral matter', a matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on:</p> <ul style="list-style-type: none"> • the election; or • a candidate in the election; or • an issue submitted to, or otherwise before, the voters in connection with the election.

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Election Period Policy

- Public Consultation** Means a process that involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, and includes discussion of that matter with the public.
- Publication** Includes any means of publication including letters and information on Councils website, Facebook and Twitter.
- Publish** Means publish by any means including by publication on the Internet.
- Significant Decision** Means irrevocable decisions that:
- Commits the Council to substantial expenditure or significant actions; and
 - Will have a significant impact on the municipality or the community.

8. Related Documents

- 8.1. Governance Rules
- 8.2. Councillor Code of Conduct
- 8.3. Staff Code of Conduct
- 8.4. Provisions of Resources and Support to Councillors and Delegated Committee Members Policy

9. Reference Resources

- 9.1. *Local Government Investigations and Compliance Inspectorate Information Bulletin 4*, August 2012.
- 9.2. *Reforms arising from the Local Government Amendment (Improved Governance) Act 2015, A guide for councils.*

10. Appendices

- 10.1. *Local Government Act 1989* and *Local Government Act 2020* relevant sections
- 10.2. Council Decision Making Guidelines and Procedures
- 10.3. Material published by Council Guidelines and Procedures
- 10.4. Functions and Events Guidelines and Procedures

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- 10.5. Use of Council Resources Guidelines and Procedures
- 10.6. Media Services Guidelines and Procedures
- 10.7. Access to Information Guidelines and Procedures

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Appendix One: Council Decision Making Guidelines and Procedures

1. Significant Decisions

- In the context of this policy, significant decisions include::
 - Approval of contracts that require significant funding in future financial years or are regarded as politically sensitive;
 - Decisions that have significant impacts on Council's income or expenditure or that relate to expenditure on politically sensitive matters;
 - Decisions of a politically sensitive nature;
 - Policy or strategy decisions;
 - The exercise of any entrepreneurial power under section 193 of the *Local Government Act 1989*;
 - The exercise of the power to participate in any beneficial enterprise under section 110 of the *Local Government Act 2020*.

2. Scheduling Consideration of Significant Decisions

- As a general principle, the Chief Executive Officer should, as far as practicable, avoid scheduling decisions for the Election Period and instead, ensure that significant decisions are either considered by Council prior to the Election Period, or scheduled for determination by the incoming Council.

3. Significant Decisions during Election Period

- If a significant decision cannot be scheduled prior to or after the Election Period, then you need to refer to the list below to determine whether it is effected by this Policy. If you are unsure of whether a decision does or does not fall within the list below, speak with the Chief Executive Officer or his appointed delegate.

Proposed Decision	Is it allowed?	Source
Relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer;	No	Prohibited by section 69 of the <i>Local Government Act 2020</i>

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Proposed Decision	Is it allowed?	Source
Commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year;	No	Prohibited by section 69 of the <i>Local Government Act 2020</i>
The Council considers could be reasonably deferred until the next Council is in place;	No	Prohibited by section 69 of the <i>Local Government Act 2020</i>
Any decisions that Council considers should not be made during an election period	No	Prohibited by section 69 of the <i>Local Government Act 2020</i>
Any decision that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election	No	Prohibited by section 69 of the <i>Local Government Act 2020</i>
The exercise of any entrepreneurial power under section 193 of the <i>Local Government Act 1989</i> or any exercise of the power to participate in any beneficial enterprise under section 110 of the <i>Local Government Act 2020</i>	No	This is an internal Council requirement
Allocating community grants or other forms of direct funding for community organisations	No	This is an internal Council requirement.
Major planning scheme amendments	No	This is an internal Council requirement.
Changes to strategic objectives or strategies in the Council Plan	No	This is an internal Council requirement.
Entering into a contract that require significant funding in future financial years or is regarded as politically sensitive	No	This is an internal Council requirement.
Decisions that have significant impacts on Council's income or expenditure or that	No	This is an internal Council requirement.

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Proposed Decision	Is it allowed?	Source
relate to expenditure on politically sensitive matters		
Decisions of a politically sensitive nature	No	This is an internal Council requirement.
Policy or strategy decisions	No	This is an internal Council requirement.

4. Considerations for the Chief Executive Officer in giving Approval

- In the case of a significant decision referred to the Chief Executive Officer which is not expressly prohibited, in deciding whether to give approval the Chief Executive Officer will need to have regard to a number of factors including:
 - Whether the decision is 'significant'
 - The urgency of the issue (can it wait until after the election?)
 - The possibility of financial repercussions if it is deferred, if any
 - Whether the decision is likely to be controversial
 - Whether the decision is in the best interests of the Council

5. Agendas and Reports

- During the election period, the Chief Executive Officer will ensure that a 'Caretaker Statement' is included in every report submitted to the Council, delegated committee, a community asset committee or to a delegate for a decision.
- The Caretaker Statement will specify:
 - *The recommended decision is not a prohibited decision, as defined in section 69 of the Local Government Act 2020 or a significant decision within the meaning of the Election Period Policy.*
- During the election period, the Council will not make a decision on any matter or report that does not include this Caretaker Statement.

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Appendix Two: Material published by Council Guidelines and Procedures

1. Prohibited Material

- It is prohibited under the *Local Government Act 2020* and the *Local Government Act 1989* for Council to print, publish or distribute; or to cause, permit or authorise others to print, publish or distribute on behalf of the Council, any advertisement, handbill, pamphlet or notice that contains electoral matter during the Election Period.
- Publications should be read broadly to include all documents that are produced for the purpose of communicating with people in the community, including Council newsletters, advertisements and notices, media releases, leaflets and brochures, emails and mailouts to multiple addresses, electronic information and web based productions including Council's website, Facebook account and Twitter page.
- The controls do not cover advertisements that simply announce the holding of a meeting or about the election process itself.
- Electoral matter is any matter that is "intended or likely to affect voting in an election" and this includes (but is not limited to) material that deals with the election, candidates or issues of contention in the election.
- A publication is taken to contain electoral matter if it contains an express or implicit reference to, or comment on:
 - The election; or
 - A candidate in the election; or
 - An issue submitted to, or otherwise before, the voters in connection with the election.
- Material is definitely electoral matter if it:
 - publicises the strengths or weaknesses of a candidate;
 - advocates the policies of the Council or of a candidate;
 - responds to claims made by a candidate; or
 - publicises the achievements of the elected Council.

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- Councillors may publish campaign material on their own behalf, but cannot purport for that material to be originating from, or authorised by, Council or Latrobe City Council i.e. by use of Council logos.
- 2. Election Period Publications Procedure**
- Any Council publication which is potentially affected by this policy will be reviewed by the Council's Communications and Governance teams prior to publication.
 - This is to ensure that any circulated, displayed or otherwise publicly available material during the Election Period does not contain material that may be construed as 'electoral matter'.
- 3. Publications that require Review**
- The recommended practice (in line with State and Federal Governments), is where possible to avoid all publication activity during the caretaker period except where it is essential for the conduct of Council operations.
 - Publications which require review by the Council's Communications and Governance teams prior to release include:
 - Brochures, pamphlets, handbills, flyers, magazines and books;
 - Reports (other than agenda papers and minutes);
 - Advertisements and notices, except newspaper notices of meetings;
 - New website material;
 - New social media content (which includes Facebook and Twitter posts);
 - Emails with multiple addresses, used for broad communication with the community;
 - Mass mail outs or identical letters sent to a large number of people by or on behalf of Council;
 - Media releases;
 - Material to publicise a function or event; and
 - Any publication or distribution of Councillors' speeches.
- 4. Documents on Display at all Council facilities**
- Council publications with references to either current Councillors or candidates that could be considered campaign material or to be otherwise promoting any

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Councillor or candidate, both on website and public display will be withdrawn from display during an election period.

5. Councillor Information

- Any reference to Councillors standing for re-election in Council publications printed, published or distributed during an election period must not include promotional text.

6. Annual Report

- If the publication date of the Annual Report occurs during the Election Period, it is affected by the legislative restrictions on publications and therefore may not include information about Councillors beyond what is required by the Local Government Regulations.
- The Annual Report does not require review by the Council's Communications and Governance teams; however any publication of an extract or summary of the Annual Report will require review.

7. Council and Committee Agendas and Minutes (Refer to Appendix One: Council Decision Making Guidelines and Procedures for more information)

- Agenda papers and minutes of Council and Committee meetings do not require review by the Council's Communications and Governance teams unless they are printed or published for a wider distribution than normal.

8. Latrobe City Council Websites

- This provision applies to all Council websites, which includes the Council main website and microsites (e.g. Latrobe City Libraries, Latrobe Leisure, Visit Latrobe and the Latrobe Regional Gallery, but not limited to these microsites).
- During the election period the Council website will not contain material precluded by this policy. Any references to the election will only relate to the election process.
- Material published on Council's website in advance of the caretaker period is not subject to review by the Council's Communications and Governance team, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the election period.
- Information about Councillors will be restricted to names and contact details.

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- Any new material published on Council’s web site during the election period that may be considered to be an advertisement, handbill, pamphlet or notice must also be subject to the review process. Council agendas, minutes and the annual report are considered exempt from review.
- Where information is removed for the election period, a statement will be published that states:

‘As the Latrobe City Council election will be held on [Day, Date], the Latrobe City Council has assumed a caretaker role from [Date].

During the caretaker period, content will only be added to this website in accordance with the Election Period Policy.’

9. Social Media

- Any publication on social media sites such as Facebook or Twitter that are under the auspices of Council will also require review by the Council’s Communications and Governance teams. Similar requirements apply to Council blog sites.
- Latrobe City Council’s Communications team monitors the Latrobe City Council corporate Facebook and Twitter feeds between the hours of 9.00am and 5.00pm on weekdays (excluding public holidays), and any negative or inappropriate posts are deleted. Occasionally when it is deemed necessary by Council’s Communications team, the monitoring is extended to include weekends, major festivals/events, and emergencies.
- The ability for members of the public to post comments on Council’s social media sites will be removed for the duration of the Election Period.
- Any publication on social media sites including Facebook, Twitter, blogs and wiki pages during the election period must be reviewed by the Council’s Communications and Governance teams.
- Social media posts are to be kept to a minimum, and are to cover normal day-to-day activities only.
- Staff responsible for administering individual social media sites will monitor their respective sites during the election period and use moderation features where available to ensure no electoral matter is posted. No matter is permitted that may be construed as electoral matter – sites should be reviewed to ensure there is none.

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- No photos will be published on Council's social media sites – only text posts will be able to be reviewed.
- No launches or announcements of any new projects, policy initiatives, or programs are to be made on social media during the election period.
- Any YouTube videos currently on sites are to be removed and suspended during the election period.
- No hosting or responding to political content at all is permitted.

10. Council Photographs

- Councillors should not use their position as an elected representative or their access to Council staff and other Council resources or information in support of an election campaign. This includes photos or images provided by Council for past Council activities.

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Appendix Three: Public Consultation

1. Prohibition

- It is prohibited under this policy for public consultation to be undertaken during the Election Period (new consultation or existing) on an issue that is contentious unless prior approval is given by the Council or the Chief Executive Officer.
- For the purposes of this policy, public consultation means a process that involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

2. Right to Postpone

- It is prudent for the Council not to commission or approve any public consultation if such consultation is likely to run into the Election Period, unless the Council or the Chief Executive Officer gives prior approval.
- Some public consultation activities may be necessary during the caretaker period to facilitate the day to day business of Council and ensure matters continue to be proactively managed.
- Any such public consultations will avoid express or implicit links to the election.
- In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, Council reserves the right to postpone a matter if the issue is likely to affect voting.
- Council will not continue or commence public consultation on any contentious or politically sensitive matter after the commencement of the election period.

3. Statutory Consultation Processes

- Consultations under the *Planning and Environment Act 1987* or Section 223 of the *Local Government Act 1989* statutory provisions shall only proceed after express agreement by the relevant General Manager and then only if it:
 - relates solely to the normal day-to-day business of Council; and
 - does not relate to a matter that is considered a major or significant decision.

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4. Approval for Public Consultations

- Any request for public consultation to occur during the election period, must be referred to the Chief Executive Officer.
- Where the matter is not already expressly prohibited, in deciding whether to give approval the Chief Executive Officer will need to have regard to a number of factors including:
 - whether the decision is 'significant';
 - the urgency of the issue (that is, can it wait until after the election?);
 - the possibility of financial repercussions if it is deferred;
 - whether the decision is likely to be controversial; and
 - whether the decision is in the best interests of the Council.
- Where public consultation is approved to occur during the Election Period the results of that consultation will not be reported to Council until after the Election Period except where approved by the Chief Executive Officer or his delegate.

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Appendix Four: Functions and Events Guidelines and Procedures

1. Functions and Event Definition

- Reference to events and functions means gatherings of internal and/or external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Council and its community and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners, receptions and balls.

2. Public Events Staged by External Bodies

- Councillors may continue to attend events and functions during the Election Period.
- As a general rule, any such attendance will not be represented as acting in an official capacity on behalf of the organisation.

3. Council Events and Functions

- Council organised events and functions held during the Election Period will be reduced to only those essential to the operation of the Council.
- This may be varied by a Council resolution or where the Chief Executive Officer has given prior approval.
- Councillor attendance at Council events (if any during the election period) should not be used to gain attention in support of an election campaign.
- No election material or active campaigning is to be conducted at Council sponsored event or be displayed in any Council building.
- Where a Council organised event or function is proposed to be held during the Election Period and that event or function would ordinarily have or, if it were held at another time would ordinarily expect to have, one or more Councillors attend in an official capacity, the event or function must first be referred to Council to confirm that it will be held, rescheduled or, if held, amended in such a way as to allow Councillors to participate in an official capacity.

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4. Speeches/Keynote Addresses

- Councillors should not act in an official capacity, including giving public speeches or addresses at Council organised or sponsored events and functions, during the election period.
- Speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operation (such as citizenship ceremonies) of the Council and such speeches will not be circulated or available for publication.

5. Recording of Attendance at External Meetings and Functions

- The presence of Councillors at external meetings and functions may be recorded in attendance records, except where this record of attendance is in conjunction with information/promotional material (ie text or images) that may be considered as electoral material.

6. Publication of Promotional Material

- Publicity of Council events (if any during the election period) will be restricted to the communication of factual material and will not mention or quote any Councillor.
- In preparing any material concerning a Council organised or sponsored function or event that will be published or distributed during the Election Period, such preparation must be consistent with the controls under Appendix Two: Material published by Council Guidelines and Procedures to this Policy.

7. Council Employees

- During the Election Period no Council employee may make any public statement that relates to an election issue unless the statement has been approved by the Chief Executive Officer.
- Public statements are not only formal press releases but also verbal comments at meetings, functions and events where attending as part of their Council role.

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Appendix Five: Use of Council Resources Guidelines and Procedures

1. Council Resources

- The Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard.
- Council staff should avoid assisting Councillors in ways that could create a perception that they are being used for electoral purposes.
- Council resources, including offices, vehicles, support staff, hospitality services, property, equipment and stationery must be used exclusively for normal Council business during the election period, and must not be used in connection with an election campaign.

2. Use of Council Equipment by Councillors

- Councillors may continue to use any Council equipment provided to them to facilitate their performance of normal Council duties, subject to existing protocols and terms of use.
- Councillors standing for re-election must not use Council equipment as a resource to assist with election campaigns.
- Where Councillors have Council funded services, such as mobile phones, land lines and internet connections, and where it is impractical for Councillors to discontinue their use of these during the election, Councillors will reimburse the Council for usage of those services during the election period that exceeds normal usage levels.
- Councillors may wish to consider the specific ways to administer this procedure. For instance Councillors may decide to use a private mobile phone for all election enquiries and publicise such number on election literature.

3. Correspondence

- General correspondence addressed to Councillors will be answered as usual.
- However, Councillors will sign only the necessary minimum of correspondence during the election period and correspondence in respect to significant, sensitive or controversial matters should be signed by the Chief Executive Officer.

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- Replies will be prepared so as to protect Council staff from perceptions of political bias.
- 4. Expenses Incurred by Councillors**
- Payment or reimbursement of costs relating to Councillors out-of-pocket expenses incurred during the election period must only apply to necessary costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.
 - In the case of Councillor claims that cover a combination of Council and electoral business, the Chief Executive Officer may approve a partial reimbursement to cover Council activities.
- 5. Council Branding and Stationery**
- No Council logos, letterheads, or other Latrobe City Council branding will be used for, or linked in any way to, a candidate's election campaign.
- 6. Support Staff to the Mayor and Councillors**
- Support staff for the Mayor and Councillors, Governance staff, or any other staff member, must not be asked to undertake any tasks connected directly or indirectly with an election campaign.
- 7. No Requests to Staff for Electioneering Related Tasks**
- The Chief Executive Officer or any staff should not be asked to undertake any tasks connected directly or indirectly with electioneering.
- 8. Council Photographs**
- Photos or images taken by or provided by Council are not to be used by Councillors for the purposes of electioneering or in support of their election campaign.
 - This applies equally to images on Council websites that may be able to be copied.
- 9. Use of Council Buildings**
- No election material or active campaigning is to be conducted at Council sponsored event or be displayed in any Council building.

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10. Process

- Any Council staff member that feels they are being placed in a compromising situation by a request from a Councillor should politely refer the Councillor to their General Manager for clarification before authorising, using or allocating the resource.
- The General Manager will decide if the use of Council resources is appropriate or not and notify the Councillor, as well as the Chief Executive Officer and the Governance team accordingly.

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Appendix Six: Access to Information Guidelines and Procedures

1. Candidates' Access to Information

- All election candidates have equal rights to information relevant to their election campaigns from the Council administration.
- While it is important that sitting Councillors continue to receive information that is necessary to fulfil their existing elected roles, neither Councillors nor candidates will receive information or advice from Council officers that may improperly advantage candidates in the elections (which includes internal publications such as the Councillor Bulletin).
- There will be transparency in the provision of all information and advice during the election period.

2. Information and Briefing Material

- Information and briefing material prepared or secured by staff for Councillors during the Election Period must be necessary to the carrying out of the Councillor's role and must not be related to election issues or to issues that might be perceived to be of an electoral nature.
- The information must only relate to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities.

3. Information Request Register

- The Governance team will maintain an Information Request register during the Election Period.
- This Register will be a public document (available for inspection) that records all requests for information of a non-election nature by all candidates (which includes sitting Councillors) and the response given to those requests.
- The Council affirms that all candidates for the Council election will be treated equally.

4. Process for responding to an Information Request

- Responses to candidates' requests will be provided by Managers, General Managers or the Chief Executive Officer only.
- Managers will be required to discuss the request and the proposed response with their General Manager prior to the response being provided.

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- Only information that can be reasonably accessed will be released.
 - Staff will be required to provide details of requests and responses to the Governance team for inclusion in the Register.
- 5. Freedom of Information applications during the Election Period**
- Any Freedom of Information (Fol) applications lodged during the election period on matters such as expenses costs etc regarding current Councillors will be dealt with where possible outside of the election period (the Fol Act specifies a 42 day period in providing a response to a Fol application).
- 6. Candidate Assistance and Advice**
- Any assistance and advice to be provided to candidates as part of the conduct of the Council Election will be provided equally to all candidates.
- 7. Role of Returning Officer**
- All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or his or her delegate.
- 8. Candidate Information**
- Council will provide candidates with a Councillor Candidate Information Kit to assist them in running and nominating for Council.
 - Candidates will be informed of their obligation to complete a Nomination Form which will be available from the Returning Officer, accompanied by the nomination fee.
 - Candidates will also be informed of the requirements to complete and submit an 'Election Campaign Return' to the Chief Executive Officer within 60 days after the election day.
- 9. Election Process Enquiries**
- All election process related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or his nominee.

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10. Improper Use of Position

- Sections 76D and 76E of the *Local Government Act 1989 Act* or from 24 October 2020, sections 123 and 124 of the *Local Government Act 2020* prohibit Councillors from misusing or inappropriately making use of their position.
- A breach of any of these provisions attracts serious penalties, and in the case of section 76D of the *Local Government Act 1989* and section 123 of the *Local Government Act 2020* includes possible imprisonment.

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Appendix Seven: Media Services Guidelines and Procedures

1. Restriction on Services

- Council's communication services are intended to promote Council activities or initiatives and must not be used in any way that might favour a candidate.
- During the election period this team's services must not be used in any way that might promote a Councillor as an election candidate.
- Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and subject to review by the Council's Communications and Governance teams.
- Contact with the local media will be restricted to the communication of normal Council activities and responding to questions not involving the election or possible election outcomes.

2. Media Advice

- Any requests for media advice or assistance from Councillors during the Election Period will be channelled through the Chief Executive Officer or the General Manager, Community Health and Wellbeing.
- No media advice or assistance will be provided in relation to election issues or in regard to publicity that involves specific Councillors.

3. Media Releases/Spokespersons

- Media releases will not be provided for Councillors during the election period.
- Media releases will not refer to specific Councillors.
- Where it is necessary to identify a spokesperson in relation to an issue the Chief Executive Officer or his delegate will determine the appropriate person.
- Media releases will require review by the Council's Communications and Governance teams.

4. Publicity Campaigns

- During the Election Period, publicity campaigns, other than for the purpose of conducting the election will be avoided wherever possible.
- Where a publicity campaign is deemed necessary for a Council activity, the Chief Executive Officer or his delegate must approve it.

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- In any event, Council publicity during the Election Period will be restricted to communicating normal Council activities and initiatives.
 - No publicity will be provided that involves specific Councillors.
- 5. Councillors**
- Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention in support of an election campaign.
- 6. Council Employees**
- During the Election Period no Council employee may make any public statement that relates to an election issue unless the statement has been approved by the Chief Executive Officer.
 - Public statements are not only formal press releases but also verbal comments at meetings, functions and events where attending as part of their Council role.

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ROAD, FACILITY AND PLACE NAMING

PURPOSE

To report, as required by the Council resolution of Monday, 06 November 2023, and seek approval for next steps required to build and implement a database of names for use for subdivisions within Latrobe City Council, including a public campaign to contribute names for inclusion in the database.

EXECUTIVE SUMMARY

- Council, as a naming authority, has a significant role in the naming, and renaming, of roads, facilities, features and localities within the municipality.
- This role is subject to the requirements of the *Geographic Place Names Act 1998* and the Naming Rules for Places in Victoria, as administered by Geographic Names Victoria.
- Currently, there are two separate processes in place for naming requests received by Officers with Council having no involvement in naming places in new subdivisions.
- Councillors have raised concerns about the lack of direction and oversight by Council of names used in new developments and requested that Officers provide alternative options.
- On 6 November 2023, Council was asked to consider a report containing a proposed draft Road, Facility and Place Name Policy and draft Terms of Reference for the Road and Place Name Advisory Committee to formalise the structure and objectives of the existing committee.
- Council deferred consideration *until the Council Meeting to be held in March 2024 to allow a progress report on operation of the naming scheme and progress with the compilation of a database of suitable names.*
- Officers have attempted, with limited success, to engage a third party to assist with undertaking the research into suitable names, together with the necessary background information on each, and have also made attempts to engage with local historical societies and Returned Service Leagues as potential sources.
- Officers suggest that undertaking a community engagement process via the Have Your Say website seeking suggestions from the community as to potential names of local significance or value that should be recognised, may provide a useful mechanism to assist in progressing the naming database further.
- It is also intended that the Register would be public, ensuring that local history, heritage and community achievements are more accessible to and remembered by the community.

- Officers have considered options for Council’s role in approving names for inclusion in the Register and naming in new subdivisions, as well as Councillor and community feedback on the previous November Council Report in making their recommendations.
- To enable this work to proceed, this report seeks Council approval of:
 - a Register for use within Latrobe City Council with specific categories
 - a consultation campaign encouraging the public to submit names to be included in the Register.
 - a strengthened role for Council in approving and naming new community roads, features and facilities.
 - a future Council report that provides an update on community consultation and Register development and recommends the mechanisms for operationalising the role for Council in the naming of subdivisions.

OFFICER’S RECOMMENDATION

That Council:

- 1. Approve the development of a Road, Facility and Place Naming Register (Register) for use in Latrobe City Council with the following categories:**
 - a) Names of historical significance including significant events or moments in Gippsland, Victorian and Australian history**
 - b) Names of indigenous flora and fauna with a focus on the region**
 - c) Names of families who have a long association with the municipality.**
 - d) Names of individuals from the Latrobe City area who have served Australia in conflicts.**
 - e) Names of Latrobe City community members who have given considerable service to the community or served in wartime.**
 - f) Names of councillors of former municipalities now part of Latrobe City**
 - g) Other notable or eminent persons within the Latrobe City community, such as those assisting the development of cultural or sporting life of Latrobe City.**
 - h) Traditional Owner names that are relevant to the area and of significance to the indigenous community of Latrobe City**
- 2. Approve a community consultation campaign encouraging the public to submit names to be included in the Place Naming Register.**
- 3. Authorise Officers to develop a new operational and governance process for naming roads, facilities and places in subdivisions that strengthens Council’s role such that:**
 - a) Council or Committee approves names to be added to the Place Naming Register.**

- b) Council or Committee approves names to be used in roads and subdivisions.
 - c) Delays to planning approval are avoided or minimised.
4. Approve that a report will be brought to a future Council Meeting that:
- a) Provides an update on the Naming Register development and community engagement; and
 - b) presents updated versions of the Road, Facility and Place Name Policy and Road, Facility and Place Name Committee Terms of Reference that include the revised operational and governance process for place naming in subdivisions.

BACKGROUND

Council, as a naming authority, is responsible for the naming of roads, features, facilities and localities within the municipality. This role is subject to the requirements of the *Geographic Place Names Act 1998* and the Naming Rules for Places in Victoria (“the Naming Rules”) prepared and administered by Geographic Names Victoria (GNV).

To assist Council in undertaking its role as a naming authority, the Road and Place Name Advisory Committee (“the Committee”) was established in 2020 and is comprised of the Mayor and up to three Councillors. This Committee is convened on an ad hoc basis as and when naming matters require consideration, except for those related to new subdivisions.

In November, Council was asked to consider a report containing:

- a proposed draft Road, Facility and Place Name Policy
- draft Terms of Reference for the Road and Place Name Advisory Committee.

The objective was to provide a consistent approach to naming within Latrobe City and to formalise the structure and objectives of the existing committee.

Council deferred consideration *until the Council Meeting to be held in March 2024 to allow a progress report on operation of the naming scheme and progress with the compilation of a database of suitable names.*

In line with Council’s November resolution, this report provides an update on the progress-to-date on building a database of names, opportunities for community engagement and options for Council to have a stronger role in naming of all roads and features, not only those currently coming to Council for consideration, and recommended next steps.

ANALYSIS

Current process

Any member of the community can propose a new name for road, feature or locality for future use or propose renaming an existing name. Council’s role is to assess these requests to ensure their suitability, undertake community consultation and, by Council resolution or delegation, make an application to GNV to have the name registered in the Register of Geographic Names (VICNAMES).

There are currently two separate processes in place for naming requests received by Officers:

- The naming of roads in new subdivisions is generally the responsibility of the developer and planning permit conditions require that plans of subdivision show approved road names, with any new road names submitted with supporting information for approval. Names must still be in accordance with the Naming Rules and are subject to final approval of GNV. Delegated Officers undertake an assessment in relation to factors such as clarity for emergency services,

duplication, spelling and comprehension prior to providing approval of the names and submitting to GNV. Community consultation is not specifically required and is not usually undertaken with respect to new subdivisions. Under the current process, these names are not brought to a Council Meeting.

- All other naming requests are assessed by Officers against the Naming Rules, including consultation with family members or first nations people if relevant, following which they are referred to the Committee for review before being presented to Council for formal consideration. Community consultation is required in line with the Naming Rules prior to submission to GNV. These naming proposals are generally initiated by members of the community seeking recognition of a family member or by Officers where there is an issue identified, such as the duplication of a name.

Adoption of a name by Council does not make it official until the Registrar of Geographic Names advises that it has been approved, gazetted and added to VICNAMES. The Registrar will review the process undertaken by Council and may undertake a compliance audit in accordance with the Naming Rules as part of its approval process. The Registrar has the authority to reject or seek an amendment of any proposal if it does not satisfy the requirements of the Naming Rules.

Councillors have raised concerns about the lack of direction and oversight by Council of names used in new developments and requested that Officers provide alternative options.

Proposed Register

Council could have a more proactive role in setting the names available for use in the municipality. In line with Councillor feedback, Officers have reviewed other council processes and have identified that many municipalities make a register of approved names available to assist developers choosing names for a subdivision. However, in all councils reviewed, the use of their register is not compulsory, and developers may still put forward alternative names for consideration as part of the planning process.

It is recommended that Latrobe City Council create a register of pre-approved names to be used in the naming of subdivisions.

Naming Categories

It is hoped that defining the naming categories to be included in the Register will assist with both engaging with relevant experts and interest groups and, in the future, provide 'themes' for developers naming subdivisions.

Officers recommend the following categories for use in the naming database:

- Names of historical significance including significant events or moments in Gippsland, Victorian and Australian history
- Names of indigenous flora and fauna with a focus on the region
- Names of families who have a long association with the municipality.

- Names of individuals from the Latrobe City area who have served Australia in conflicts.
- Names of Latrobe City community members who have given considerable service to the community or served in wartime.
- Names of councillors of former municipalities now part of Latrobe City
- Other notable or eminent persons within the Latrobe City community ,such as those assisting the development of cultural or sporting life of Latrobe City.
- Traditional Owner names that are relevant to the area and of significance to the indigenous community of Latrobe City.

It is also suggested that there be an emphasis on recording female and Traditional Owner names both of which are a current focus of GNV.

Collecting potential names – community campaign

Council does not currently have a sufficient database of potential names that could be used in subdivision naming, either in quantity or variety. However, as a result of the commemorative naming project promoted by GNV between 2014 and 2018, Officers undertook research about locals who had served through local memorials and online records from the Australian War Memorial. This information would be put forward for inclusion in the Register.

Given Council’s interest in establishing a database and the time, resources and expertise required to source names, Officers have made attempts to engage a third party to assist with undertaking the research into potential names, including the related background information. This is in addition to previous attempts to engage with local historical societies and Returned Service Leagues that received a limited response.

While previous attempts were unsuccessful, as part of any community engagement process, contact would once again be made with local historical societies in an attempt to obtain their assistance with identifying additional names, and their background, for inclusion on the naming database.

Officers also intend to make contact with the Gunaikurnai Land and Waters Aboriginal Corporation to seek feedback on how relevant Traditional Owner names can be identified for inclusion.

To fast-track population of the register, some funds have been set aside to procure research on the preferred name categories. Officers recommend that this effort be augmented by a time-limited campaign on the “Have Your Say” website to also encourage community members to make suggestions before the deadline.

Community members would be able to continue to put forward names, with information provided on the Council website. For example, Baw Baw Shire provides a form on their website for members of the public to suggest any names that could be used in naming parks, reserves, streets, localities and other public features with a current focus on female names.

It is also intended that the Register would be public, ensuring that local history, heritage and community achievements are more accessible to and remembered by the community.

Vetting names

Any name that was put forward would require preliminary assessment to ensure that it is consistent with the following principles contained in the Naming Rules:

Principle B – Recognising the Public Interest	Principle G – Gender equality
Principle C – Linking the name to place.	Principle H – Dual names
Principle D – Ensuring names are not duplicated.	Principle I – Using commemorative names.
Principle E – Recognition and use of Traditional Owner languages	Principle J – Using commercial and business names.
Principle F – Names must not discriminate or be offensive.	Principle K – Language

Of the above principles, one of the key considerations is ensuring that any name that is utilised retains an established link to the place in which it used. While many of the names that may be added to the database may be able to be applied anywhere across the municipality, it will also be necessary for many names, such as those of former Councillors for example, to be utilised in a particular area based on their association with a particular place.

Furthermore, in using commemorative names it is necessary to consider whether the person should be, or has been, held in strong regard by the community taking into account their achievements, history and association to the area and the significance of the family or person to the area.

Under the Naming Rules, the names of people that are still alive must be avoided and commemorative names of a deceased person should be applied no less than two years posthumously, unless an exemption is obtained from GNV with each case considered on its own merits.

A commemorative name applied to a locality or road may use the first or last name of a person although it is preferred that only the last name be used, if applied to a feature it is preferred that only one name be used.

Wherever possible, background information will need to be compiled as to the origin of the name for registration by GNV.

Approval process

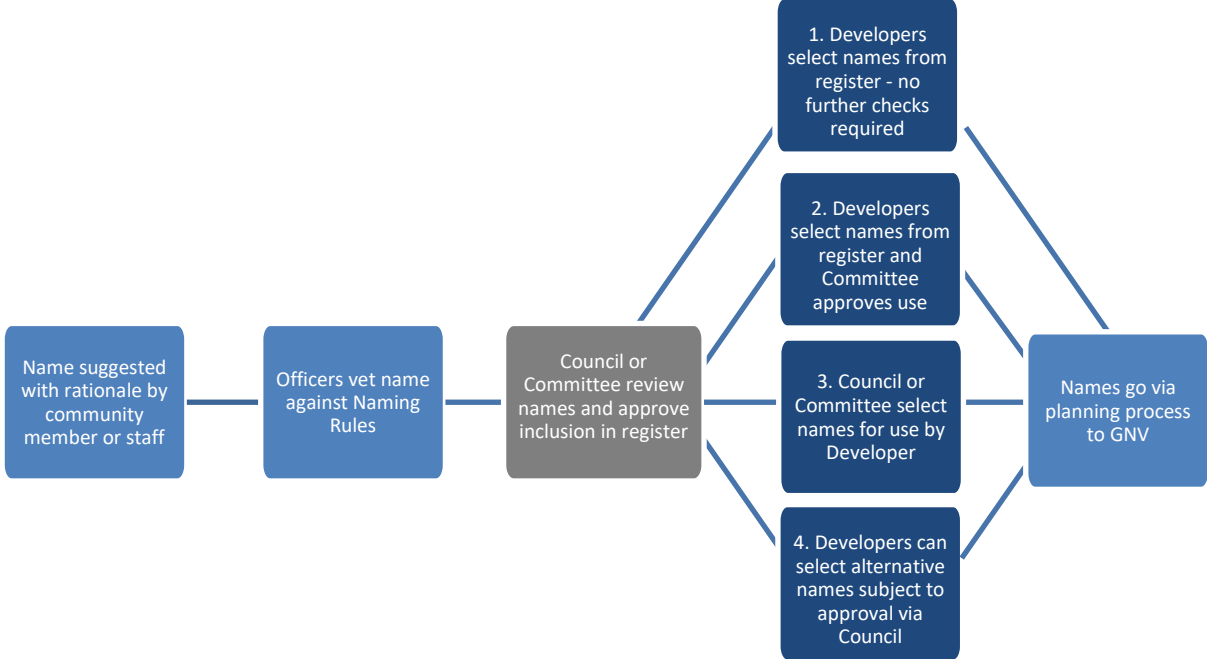
It is proposed that the role for Council be strengthened in both collecting, vetting and authorising the names themselves and where they should be used, in relation to the naming of roads and places in new subdivisions.

All 4 options considered below assume a new role for the Council in approving names on the Register either at a Council Meeting or by a Committee with appropriate decision-making authority.

Relevant to option 4 is that the Naming Rules state developers and the relevant road naming authority (Council) should work collaboratively on developing compliant names for subdivisions and, as part of this consultation, the road naming authority might suggest suitable themes for the developer to consider.

Relevant to options 2 and 3 is that additional steps requiring Council approval could potentially delay certification of subdivisions – for example if Council needed to approve the specific road and its name. Any change in the naming process for subdivisions would also necessitate more frequent meetings of the Committee to avoid delaying approvals.

Figure 1. Options for approval of names for subdivisions



Following review of Councillor feedback and the need to consider closely the planning steps for subdivisions, Officers recommend that Council authorise Officers to develop a new operational and governance process for naming roads, facilities and places in subdivisions that strengthens Council’s role in line with option 3 above.

Further work is required to ensure that operational processes avoid or minimise delays that could be of concern to developers and impact on Council’s post-permit compliance process. A process will be brought to a future Council Meeting and build on Option 3 above such that:

- Council or Committee approves names to be added to the Register
- Council or Committee approves names to be used in roads and subdivisions

- Delays to planning approval are avoided or minimised.

Consideration will also be given to delegating Council decision-making authority to the Committee to approve names for use in subdivisions.

Note that this streamlined process would only apply to subdivisions, as for most other circumstances, such as renaming of a road or place, the process would remain the same and community consultation is required by the Naming Rules.

Further Community Engagement and Consultation

In addition to Councillor feedback, community engagement on the draft policy may be a way of gaining support for and building pride in local communities via naming. For example, Baw Baw Shire has recently undertaken community consultation on their Place and Feature Naming Policy which will be presented for adoption in March. The City of Melbourne has also recently closed community consultation on their Place and Road Naming Policy. This could be considered further in a future report.

Baw Baw Shire has a permanent page on their website that is dedicated to naming, and this is also an option that could be explored as an ongoing source of community suggestions and feedback moving forward.

Next steps

Until the Register has adequate variety of both name type and location, it will not be feasible to implement the full model. As such, Officers recommend that the community campaign be prioritised, while Officers work through the operational requirements and governance options for naming places in subdivisions.

In the interim, the naming of roads in subdivisions will continue to be approved via the current delegated process and any naming or renaming requests for roads, places or features will continue to be brought to Council for approval prior to undertaking the necessary community consultation.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to comply with the requirements of the Naming Rules in dealing with naming proposals.	Medium <i>Possible x Minor</i>	Ensure that all naming proposals are assessed in accordance the Naming Rules.
SERVICE DELIVERY Difficulties in meeting the expectations of the community in considering and progressing naming proposals.	Medium <i>Possible x Minor</i>	Ensure that a process is in place and naming proposals are assessed and actioned consistently.

RISK	RISK RATING	TREATMENT
STRATEGIC Inconsistent naming of roads, features and facilities across the municipality.	Medium <i>Possible x Minor</i>	Ensure that all naming proposals are consistent with the Naming Rules and are reviewed by the Committee prior to proceeding to Council for consideration.

CONSULTATION

Consultation has been undertaken with internal stakeholders and the members of the Road and Place Name Committee to obtain feedback on both the draft Policy and Terms of Reference.

The Naming Rules prescribe varying levels of consultation dependent on the nature of the naming process that is being undertaken and the potential impact it may have on the community.

As a means to build a viable naming register, Officers propose that community engagement be undertaken seeking suggestions of potential names of significance in Latrobe City that could be used.

COMMUNICATION

Not applicable.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Place names can assist the community in identifying important historic and cultural locations and features, thereby commemorating and acknowledging our past, while preserving cultural identity through strong links to place.

Any naming proposals relating to Traditional Owner naming will be referred to the Gunaikurnai Land and Waters Aboriginal Corporation (GLAWAC) for review and approval in accordance with the Policy and the Naming Rules.

Following a review of the Naming Rules last year, Geographic Names Victoria will be developing initiatives to support and increase gender equality in naming while continuing to encourage the use of indigenous naming wherever possible.

Health

The registration of unique names, and application of addressing, assists emergency services in being able to readily identify and locate a place in the event of an emergency.

Environmental

Not applicable.

Economic

Not applicable.

Financial

- The costs associated with undertaking a naming process are minimal and can be accommodated in existing budgets.
- There will be costs associated with the installation of appropriate signage, consistent with the requirements of the Naming Rules, for a name that has been formally registered.
- If an external resource is engaged to assist with compiling names for the inclusion on any naming database, there will be additional costs incurred which, depending on the scope of the project, may need to be accommodated in future budgets.

Attachments

Nil

TOURISM & MAJOR EVENTS ADVISORY COMMITTEE RECOMMENDATIONS - FEBRUARY 2024

PURPOSE

To present the recommendations from the Tourism and Major Events Advisory Committee and seek Council approval to fund a two-year partnership agreement with South East Melbourne (SEM) Phoenix to host an in-season match and undertake local community engagement activities, during the 2024 and 2025 National Basketball League (NBL) seasons.

EXECUTIVE SUMMARY

- At its meeting held on 7 February 2024, the Tourism and Major Events Advisory Committee (TAMEAC) recommended funding support for the SEM Phoenix to host in season games at the Gippsland Regional Indoor Sports Stadium (GRISS) during the 2024 and 2025 NBL seasons.
- The two-year partnership offers extensive community engagement opportunities, including school visits and player appearances, coaching clinics, and match day experiences, building community connections and pride.
- This event will be broadcast live on ESPN and Kayo in Australia, providing an estimated reach to 50,000 viewers. This exposure showcases Latrobe City and the Gippsland Regional Indoor Sports Stadium to national and international audiences, contributing to the region's reputation as an experience-based destination for major events, sport, tourism and culture.
- The projected economic impact for the event based on the 2023 result is \$650,000 per year, with a return on investment per dollar spend of \$26:1.
- This partnership has been reviewed and considered by officers based on an assessment prepared outlining economic benefit, community engagement, return on investment and benefit to the local community. Details of the assessment is provided in the attachment.
- The events can be funded from the major events attraction budget and, as a result, there are no budget implications.

OFFICER'S RECOMMENDATION

That Council approve the \$25,000 contribution per year for the 2024 – 2025 SEM Phoenix National Basketball league (NBL) in-season match and community engagement activities.

BACKGROUND

The SEM Phoenix are keen to return to Latrobe City in December 2024 and 2025 for the fourth and fifth consecutive years to compete in an in-season NBL match. These events will be broadcast live on ESPN and Kayo in Australia to an estimated reach of 50,000 viewers, ensuring national and international exposure for Latrobe City. The 2-year partnership will also provide opportunities for local community engagement, providing significant social benefits and allowing residents to actively participate and immerse themselves in the basketball festivities.

The matches held in Latrobe City in previous years have been very successful reputationally and economically.

Event	Council Contribution	Economic Impact (estimated)	Return on Investment (estimated)
NBL In Season Match: SEM Phoenix 2024 – 2025	\$25,000 per year	\$650,000 per year	\$26:\$1 per year

ANALYSIS

In accordance with the Major Events Selection Framework the recommendation to progress this event is presented to Council for adoption.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Major event doesn't meet safety or regulatory requirements.	Low <i>Unlikely x Minor</i>	All events supported by Council are required to submit and have approved an event permit.
SERVICE DELIVERY Inability to deliver event by scheduled date.	Low <i>Unlikely x Minor</i>	Event timeframes are developed in conjunction with the Latrobe City Council events team. Strict oversight of this is provided by Council officers.
FINANCIAL Opportunity cost of lost economic benefit from this major event if not supported.	Low <i>Unlikely x Minor</i>	Use of the major event assessment process and review by Council officers and TAMEAC.

RISK	RISK RATING	TREATMENT
STRATEGIC Major event negatively impacts on the reputation of Latrobe City Council as an events destination.	Low <i>Unlikely x Minor</i>	TAMEAC consideration of event proposal and assessment. Strict oversight of operations and arrangements by Council officers.

CONSULTATION

Consultation has occurred with internal stakeholders to determine support of these major events. Further, major event proposals and assessments are presented to TAMEAC for consideration and recommendation.

COMMUNICATION

All major events have extensive marketing and community engagement activities associated with their delivery. These are managed in conjunction with officers from Latrobe City Council.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The opportunity to host this major event is expected to enhance and boost civic pride and Latrobe's reputation as a centre for sporting excellence.

Cultural

This event is a public event and will be promoted to all backgrounds and various community groups to encourage a diverse mix of participants and spectators.

Health

Hosting major events provides the opportunity for the local community to experience high profile events which have an impact on overall community health and wellbeing.

Environmental

It is not anticipated that this event will generate any adverse environmental impacts.

Economic

An economic impact has been undertaken and assessed based on the economic benefit, return on investment and benefit to the local business community. This event offers an excellent economic benefit to the municipality.

Financial

Event funding is covered under the annual Major Events Attraction budget and part of BAU budget preparations.

Attachments

1. 2024 - 2025 SEM Phoenix, Major Events Assessment

8.8

Tourism & Major Events Advisory Committee Recommendations - February 2024

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TAMEAC Major Events Funding Assessment Form

2024 - 2025 Partnership Agreement: South East Melbourne Phoenix



Latrobe City Major Events: TAMEAC Assessment Form | Page 2

EVENT ASSESSMENT			
Date proposal received:	29 January 2024		
Application assessed by:	Jess Middlemiss		
EVENT CONTACT DETAILS			
Contact Name:	Rohan Short	Email:	rohans@semphoenix.com.au
Title/Position:	Head of Operations	Phone:	0425 752 160
EVENT DETAILS & DELIVERABLES			
Event:	2024 – 2025 Partnership Agreement: South East Melbourne Phoenix		
Event date:	TBC – Fixtures not yet released. Proposed event dates are December and will be confirmed once fixtures are released.		
Event description: <i>Please provide detailed event description including the who, what, where, when?</i>	The Event Agreement includes the 2024 and 2025 National Basketball League regular season home game between the South East Melbourne Phoenix and another NBL team (excluding Melbourne United). The game will be held at the Gippsland Regional Indoor Sports Stadium and will be broadcast “live” nationally (TV schedule tbc).		
Is the event new or existing?	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Existing Event: How long has your event been running for? 3 Years		
Purpose/Aims/Objectives:	The purpose of the event is to economically and socially benefit Gippsland and Latrobe by delivering a successful sports event. This includes driving economic activity and workforce development in the local sports sector, showcasing the region to national and international audiences, fostering community pride through sports, and promoting basketball to sustain and grow participation.		
Benefit/Outcomes:	Deliver economic and social benefits to Gippsland and Latrobe community by: <ul style="list-style-type: none"> • Delivering the event • Driving economic activity, visitation, and local workforce capability in the sporting sector of Latrobe • Strengthening Latrobe’s sporting events calendar • Showcasing Latrobe and the Gippsland Regional Indoors Sports Stadium to national and international audiences and supporting the region’s position as an experience-based destination for events, sport, tourism and culture • Building community connections and providing a sense of community pride and confidence to Latrobe through sport and the delivery of events • Showcasing sport and high-performance pathways and building capacity to sustain and grow participation by increasing the visibility of basketball in Latrobe and Gippsland. 		

Latrobe City Major Events: TAMEAC Assessment Form | Page 3

EVENT BUDGET			
Please outline your event budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not.			
INCOME		EXPENDITURE	
Latrobe City Council	\$25,000	Event Operations	\$85,000
Additional Grants / Sponsorship	\$25,000	Venue Hire	\$8,000
Team Entry / Ticket Sales	\$55,000	Marketing and Promotion	\$6,000
In-kind	\$	Administration	\$25,000
Applicants Contribution	\$25,000	Infrastructure	\$6,000
TOTAL	\$130,000	TOTAL	\$130,000
EVENT GRADING			
Estimated economic benefit to Latrobe Valley		ROI	Rating
Projected economic impact: \$649,000 – this figure is based on the 2023 event. ROI – \$26:\$1		Up to \$10	<input type="checkbox"/> 1
		\$11 – \$19	<input checked="" type="checkbox"/> 2
		\$20 +	<input type="checkbox"/> 3
Event commitment to the region			
1 year only		<input type="checkbox"/> 1	
2 years		<input type="checkbox"/> 2	
3 years (event has been running for 3 years, plus new 2-year agreement)		<input checked="" type="checkbox"/> 3	
Event budget			
Event budget supplied.		Poor	<input type="checkbox"/> 1
		Good	<input type="checkbox"/> 2
		Excellent	<input checked="" type="checkbox"/> 3
Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond? (Please select one)			
None allocated		<input type="checkbox"/> 0	
Latrobe City Only		<input type="checkbox"/> 1	
Gippsland		<input type="checkbox"/> 2	

Latrobe City Major Events: TAMEAC Assessment Form | Page 4

Intrastate	<input type="checkbox"/> 3
Interstate	<input checked="" type="checkbox"/> 4
In addition to the above, does the event provide opportunity to market and promote Latrobe City as a tourist destination through the events existing and established marketing channels? i.e. membership data base, TV / live streaming digital media other.	
The event is broadcast nationally on TV live, boasting an estimated average reach of 50,000 viewer's last season on ESPN and the previous season on ESPN & FTA TV 108,000. This exposure showcases Latrobe and the Gippsland Regional Indoors Sports Stadium to national and international audiences, contributing to the region's reputation as an experience-based destination for events, sport, tourism, and culture.	<input checked="" type="checkbox"/> Yes (1) <input type="checkbox"/> No (0)
Is there a proposed community engagement plan / content? If yes, is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:	
<p>In 2024, SEM Phoenix will be taking a similar approach to the 2023 programming of events, including:</p> <p>School Visits & Player Appearances</p> <p>These sessions are attended by our contracted players and in the 2023 program, it reached over 2,086 school students across 5 schools within the Gippsland region. These schools were rewarded with visits as added value for completing our Phoenix Soar program in 2023.</p> <p>The one-hour appearances are tailored to what the school requests however it still has a focus on promoting sport participation through an on-court skills clinic facilitated by our community team and NBL rostered players. In addition to this, the session includes messages that are aligned with our Phoenix Soar mental health and personal development program.</p> <p>The club is very interested in providing at no cost to a nominated CALD school in the Latrobe Community our Phoenix Soar program as a recipient of funding from the Phoenix Foundation.</p> <p>Phoenix Soar is a four-week mental health and wellbeing program for grades five and six students, developed and delivered by the South East Melbourne Phoenix. Through the program, students learn to recognise, regulate, and articulate their emotions. Combining classroom and on court learning, students hear from Phoenix professional athletes via engaging digital content, participate in discussions, complete their own Phoenix Soar workbook, and participate in drills and clinics using their learnings in real world scenarios.</p> <p>https://www.semphoenix.com.au/pages/phoenix-soar</p>	<input checked="" type="checkbox"/> Yes (1) <input type="checkbox"/> No (0)



Latrobe City Major Events: TAMEAC Assessment Form | Page 5

Calendar/market fit for Latrobe City Calendar of Events		
Good calendar fit. As per previous years there has been no conflicts in the major event calendar.	Poor	<input type="checkbox"/> 1
	Good	<input type="checkbox"/> 2
	Excellent	<input checked="" type="checkbox"/> 3
Are there other activities/programs included in the proposal that have not been mentioned previously? If so, please provide details:		
<p>Coaching Clinic Coaches and athletes from Traralgon Amateur Basketball Association (TABA) and Gippsland United (GU) are invited to attend a 90 minute on court coaching workshop session with Phoenix Head Coach, Mike Kelly – along with team Assistant Coaches Sam Mackinnon and Luke Brennan. The session is aimed to build coaching skill competencies and capacity for local domestic and representative-level coaches. These coaching clinics assist in fostering talent development and exposure experiences for athletes to coaches and coaching styles at the national level.</p> <p>Match Day Experiences Through the support of TABA / GU, a group of up to 6 coaches and or athletes are selected to attend a behind-the-scenes view of the team prepare ahead of the event by attending match day shootarounds. This activity is aimed at providing exposure to the high-performance environment to model and provide an understanding of the preparation and provision of services for a National Basketball League team. Selected individuals have the opportunity to network and seek guidance from the professional support team and coaches. Volunteer opportunities will also be extended to TABA / GU to supply floor wiper volunteers to assist with match day duties.</p> <p>5 x 5 TABA Half Time Exhibition Game In conjunction with our commercial partners, Tyrepower, our half time match entertainment includes a 5 x 5 exhibition match involving players from the Traralgon Domestic Basketball Association (Gippsland). This provides a unique experience for young players aged under 14s to perform and showcase their skills in front of a capacity crowd on event day. It also provides TABA and GU with the opportunity to promote their brands and activities via our event presentation and the jumbo screen. We provide over 50 complimentary passes to GU for the game. This community engagement activity is aimed at encouraging participation in the sport.</p> <p>Neighbourhood Watch Partnership Through this event, we have enjoyed being able to partner up with the Traralgon Neighbourhood Watch. This group have assisted in previous events by providing additional patron services assistance to our Consumer team, and assisting patrons with wayfinding and consumer related issues (e.g. cloaking, disability access etc.) A donation is made to the group for their assistance.</p>		

Latrobe City Major Events: TAMEAC Assessment Form | Page 6

Please provide details on any other activities, programs or information and any further information below regarding this event application	
<p>The South East Melbourne Phoenix has successfully organised this event on three occasions at GRISS, with the last season being particularly noteworthy for attracting a sell-out crowd of 3,000 fans.</p> <p>In addition to the economic benefits, hosting these games plays a vital role in building community connections and fostering a sense of pride and confidence in Latrobe City. Sport has the power to bring communities together, and the delivery of such events enhances the social fabric of the region.</p> <p>Moreover, the NBL regular season home games serve as a platform to showcase sport and high performance pathways, contributing to the growth and sustainability of basketball participation in Latrobe and Gippsland. The increased visibility of basketball through these events inspires aspiring athletes and provides a tangible pathway for them to pursue their passion, ultimately enriching the community and sporting culture.</p> <p>We believe that by continuing to host the NBL regular season home games at GRISS, we can build on the momentum created over the past three seasons and further contribute to the growth and vibrancy of the community. We are confident that we can continue to deliver an event that not only entertains but also enriches the lives of those in our region.</p>	
Grading guide: 0 – 6 = GOOD, 7 – 12 = V GOOD, 13 and above = EXCELLENT	Score 17/20
STRATEGIC GOALS / FOCUS	
Does the event support the following strategic goals:	
Adding to our region's Economic prosperity	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Being complementary to community members and groups	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Increasing the regions image and visibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
IDENTIFY KEY ISSUES / BENEFITS	
Issues:	No issues
Benefits:	High profile national event with sell-out crowds each year, the event has been held in Latrobe City for the past three years, with excellent feedback and support from community and sporting groups. Additionally, the event is broadcast which promotes Latrobe City as a major events destination. The community engagement activities are extensive and will benefit many in our community and the wider Gippsland region. Overall, this is a massive coup for Latrobe City!

RECOMMENDATION

Taking the above application into consideration, it is recommended to proceed with this proposal.

Recommended funding allocation: **\$25,000**

These recommendations align with the **Latrobe City Events & Tourism Strategy 2018–2022**:

1. Increase Visitation

Through developing major destination attractions, experiences, and hallmark events. By leveraging events as a catalyst for tourism growth through a diverse year-round calendar of events.

2. Increase Length of Stay and Visitor Spend

By stopping passing through traffic and convert day trippers into overnight stays. Via increased spend through value-adds and the packaging of events and tourism experiences.

3. Increase Destination Profile

Through brand development, destination and event marketing and PR. By prioritising digital and social media and collaboration with regional, state, and national partners.

4. Promote Community Connectiveness

By encouraging community support. Through participation in events and tourism initiatives.

It also supports the Latrobe City Council Plan 2021 - 2025 objectives:

1. Creative

- Promote economic growth and job creation through events and recreation related tourism capitalising on our arts, cultural and sporting facilities.

2. Healthy

- Continue to position Latrobe City for major sporting events that are accessible and inclusive for all our community.

3. Connected

- Facilitate appropriate urban growth, industry diversification, liveability, and connectivity throughout Latrobe City.
- Promote ongoing community engagement activities and work in partnership with our community focusing on promoting leadership, resilience, creative and forward-thinking initiatives.
- Promote our role as Gippsland's Regional City to support economic growth and events programming, cultural events and recreation and sporting attractions.
- Connect people facing barriers to opportunities in education, recreation, sport, culture, and the community.

AUTHORISATION OF COUNCIL OFFICERS UNDER THE PLANNING & ENVIRONMENT ACT 1987

PURPOSE

To seek authorisation of Damien Laing, Senior Strategic Planner, Nidia Richardson, Principal Statutory Planner and Tahlia Grimes, Statutory Planning Administration Officer, under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*.

EXECUTIVE SUMMARY

- Council utilises Instruments of Appointment and Authorisation to identify specific officers 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 Damien Laing, Nidia Richardson and Tahlia Grimes, the officers will be able to perform their duties with respect to the planning powers and functions of the Council.

OFFICER'S RECOMMENDATION

That Council, in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987, resolves that:

- 1. Damien Laing, Nidia Richardson and Tahlia Grimes be appointed and authorised as set out in the Instruments of Appointment and Authorisation attached to this report;**
- 2. The Instruments of Appointment and Authorisation come into force immediately after the common seal of Council is affixed and remain in force until Council determines to vary or revoke it; and**
- 3. The Instruments of Appointment and Authorisation be sealed.**

BACKGROUND

Only a handful of Acts and Regulations require specific roles within an organisation to be identified to undertake a specific function. There are often clauses within Acts or Regulations that state an “authorised officer” can undertake a specific function and therefore the authorised officer needs to be identified by role and officer name.

Section 147(4) of the *Planning and Environment Act 1987* provides for the following:

Any reference in this Act to an Authorised officer of a responsible authority or of the Department is a reference to an officer or employee of the authority or employee of the Department whom the authority or the Secretary to the Department (as the case requires) authorises in writing generally or in a particular case to carry out the duty or function or to exercise the power in connection with which the expression is used.

Section 313 of the *Local Government Act 2020* provides for the following:

- (1) *The Secretary, a Council or a person authorised by the Council either generally or in a particular case may institute proceedings in the corporate name of the Council for—*
 - (a) *the recovery of any municipal rates, service charges, special purpose charges, fees or other money due to the Council under any Act, regulation or local law; or*
 - (b) *the enforcement of any provision of any Act, regulation or local law for which the Council is responsible; or*
 - (c) *the recovery of any penalty or surcharge in relation to any offence under any Act, regulation or local law the enforcement of which is the responsibility of the Council; or*
 - (d) *any other purpose specified by the Council.*
- (2) *A Chief Executive Officer or person authorised by the Council either generally or in a particular case may represent the Council in all respects as though the Chief Executive Officer or person authorised by the Council was the party concerned in any proceedings in which the Council is a party or has an interest.*
- (3) *Proceedings for a summary offence under this Act may be commenced within the period of 3 years after the commission of the alleged offence.*

ANALYSIS

Section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020* specifically require that the appointment of an authorised officer must come from Council.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Officers not authorised by Council; officers will be unable to adequately perform their duties	Medium <i>Possible x Minor</i>	Authorisation of Planning Officer

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Delays in processing decisions on planning applications.	Medium <i>Possible x Minor</i>	Authorisation of Planning Officer
FINANCIAL Cost of lost economic benefit within team's budget	Medium <i>Possible x Minor</i>	Authorisation of Planning Officer
STRATEGIC Risk that developers will become frustrated with delays and appeal to the Victorian Civil and Administrative Tribunal.	Medium <i>Likely x Moderate</i>	Authorisation of Planning Officer

CONSULTATION

Not applicable.

COMMUNICATION

Not applicable.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

The authorisation of officers allows Council to enable infrastructure supporting private and public investment.

Financial

The authorisation of the officer ensures that the officer is able to perform duties that they are required to undertake as part of their role.

Attachments

1. S11A Instrument of Appointment and Authorisation - Damien Laing
2. S11A Instrument of Appointment and Authorisation - Nidia Richardson
3. S11A Instrument of Appointment and Authorisation - Tahlia Grimes

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Authorisation of Council Officers under the Planning & Environment Act 1987

1	S11A Instrument of Appointment and Authorisation - Damien Laing	203
2	S11A Instrument of Appointment and Authorisation - Nidia Richardson	205
3	S11A Instrument of Appointment and Authorisation - Tahlia Grimes	207

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)**

March 2024

Damien Laing

Senior Strategic Planner



Maddocks

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Damien Laing

By this instrument of appointment and authorisation Latrobe City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Council on the 04 March 2024.

The Common Seal of LATROBE CITY COUNCIL

was affixed in accordance with Local Law No. 1

this day of 2024 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)

March 2024

Nidia Richardson

Principal Statutory Planner



Maddocks

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Nidia Richardson

By this instrument of appointment and authorisation Latrobe City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

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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)**

March 2024

Tahlia Grimes

Statutory Planning Administration Officer



Maddocks

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Tahlia Grimes

By this instrument of appointment and authorisation Latrobe City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

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this day of 2024 in the presence of:

Steven Piasente – Chief Executive Officer

LATROBE CITY LOCAL DEVELOPMENT STRATEGY FUND APPLICATION

PURPOSE

To provide Council with the details of the proposed funding application to the Local Development Strategy Fund.

EXECUTIVE SUMMARY

- An announcement was made by the Victorian State Government on 23 May 2023, detailing a revised timeline for Victoria's native timber transition, to 1 January 2024.
- Shortly following this announcement, the Timber Transition Program was established by the Victorian State Government to provide support for directly affected workers, businesses and communities.
- One of the programs to support communities affected by the native timber industry transition is the Local Development Strategy Program (LDS). For communities directly affected (e.g. Noojee, Heyfield, Orbost) local LDS groups were established to develop community plans.
- Whilst not having a township directly affected ie no townships having a reliance on the Native Timber harvesting industry, Latrobe City was identified as an eligible LGA under the program due to the indirect impact of the transition, particularly the OPAL/Australian Paper reduction in workforce.
- An allocation of \$1.8 million has been made available to develop and implement projects that assist the community and do not replicate or conflict with the Victorian State Government programs already in place to support workers, businesses and communities.
- The project focus areas detailed in the guidelines for the program include:
 - create opportunities for Gippsland's young people, people from diverse groups and workers to access training and study in the region
 - identify skills shortages and future needs
 - develop high quality, valued, jobs and career pathways in industries with a long-term future in the region with an emphasis on transitioning or otherwise disenfranchised workers
 - strengthen regional economic capability with an emphasis on local procurement, supply chain businesses and collaborative innovation

- Council Officers have developed projects that will help the local economy transition to new industry, create jobs and innovative approaches to helping young/disfranchised young people enter the workforce and raise our participation rate. The project plan is attached (Attachment 1).
- A timeline schedule and estimated budget breakdown has also been developed (Attachment 2)
- The proposed projects align with the Gippsland 2035 Transition Plan and the Latrobe City: Our Transition Plan.
- Projects have been strategically developed and presented to achieve a broad range of economic benefits to the Latrobe City community.
- There is no expectation that Council will make a financial contribution. An in-kind contribution will be made to provide oversight of the projects.
- The funding will be delivered in two streams, this is reflected in the project plan and timeline schedule.
- It is expected projects will be delivered by February 2026.

OFFICER'S RECOMMENDATION

That Council endorse a funding application to the Victorian State Government Timber Transition Program for \$1.8 million to implement the following projects:

- **Latrobe City Business Capability Grant Program**
- **Start-up Gippsland**
- **First Nations Entrepreneur Program / Early Ideas Kick Starter**
- **Workers of the Future: Innovative Training**
- **Hospitality Training – Serving the Valley**
- **First Nations Upskilling Program**
- **AAM Strategy Implementation: Launchpad**
- **Industry and Manufacturing Alliance: Incorporation and Development**

BACKGROUND

The Timber Transition Program established by the State Government in May 2023 includes a range of initiatives to support workers, businesses, and communities. More specifically, the program includes:

Workers:

- Victorian Forestry Worker Support Program
- OPAL Support Service
- Boosted Free TAFE Programs

Businesses:

- Sawmill Voluntary Transition Package
- Forestry Transition Fund
- Victorian Innovation Fund Round 2
- Timber Supply Chain Resilience Package
- Forest and Fire Management Services Agreements
- Harvest and Haulage Support Package
- Community Forestry Support Package
- Forestry Business Support Package

Communities:

- Local Development Strategies
- Community Development Fund
- Forestry Transition Fund

A presentation was given to Councillors on 28 November 2023 by RDV Regional Director, Sarah Rhodes-Ward and DEECA representative, Chloe Ward. The presentation provided detailed information about the implementation of the Timber Transition Program. A copy of the presentation is attached (Attachment 3).

Whilst Latrobe City does not have a township directly impacted by the forestry transition, as set out in the scope of the Timber Transition Program, it has been indirectly impacted through supply chain and forestry workers residing in Latrobe City, and particularly by the OPAL/Australian Paper workforce reduction.

An allocation of \$1.8 million has been made available to Council to develop and implement projects in Latrobe City that do not replicate or conflict with any of the programs listed above. The funding will be provided to develop and implement projects that address gaps and/or develop innovative pathways to employment.

ANALYSIS

Council Officers have progressed the Council resolutions in response to the State Government closure of the Native Timber Industry, notably presenting industry projects to government agencies, establishing a relationship with the Net Zero Agency (Agency) and writing to One Gippsland seeking a collaborative Gippsland wide advocacy approach to State Government.

Officers continue to engage with the Net Zero Agency, and the Mayor and CEO will be meeting with the Agency in Canberra in February 2024, regular meetings have also been established with Officers, the Agency, LVA and RDV to ensure a coordinated approach to transition and Officers continue to work with Invest Victoria on a regular basis to progress the industry projects presented.

The attached project plan is proposed for inclusion in the funding application.

These projects:

- Meet the funding guidelines
- Align with the Council Plan and the Transition Plan. Notably:
 - Attract investment
 - Upskilling to meet needs
 - Skilled workforce promotion
 - Future jobs
 - Business support
- Can be delivered within the required timeframes.

Additionally, the program of activities aligns with the Gippsland Regional Plan 2020-2025. Notably:

- Theme One; Collaborators and Partners
- Theme Three: Creators of a New Economy
- Theme Five: Highly Educated and Skilled People, Lifelong Learners
- Theme Six: Healthy, Happy and Inclusive Community.

Through collaboration with local businesses and industry partners to identify employment opportunities, the program of activities aims to develop pathways in sustainable and forward-facing industries.

Discussions have been held with education providers (Federation University and TAFE Gippsland) and industry to design innovative pathways and programs that meet industry needs and ensure the continued development of a skilled and engaged workforce. Leveraging the expertise and resources of each partner will enhance the effectiveness of the program.

The plan has been developed in collaboration with the following stakeholders:

- LVA
- GLaWAC
- Gippsland Tech School
- Invest Victoria
- Latrobe City Industry Alliance
- Latrobe Baw Baw LLEN
- Federation University
- TAFE Gippsland
- Skills & Jobs Centre
- Workforce Australia
- Gippsland Forestry Hub
- LaunchVic (State Gov)
- Workways

Each of the projects have identified partners where appropriate and will be undertaken in conjunction with these partners.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Contractual compliance issues.	Medium <i>Possible x Moderate</i>	The project officer will monitor the progress of each project through the combined reporting to the Program Manager and State Government.
SERVICE DELIVERY Insufficient human resource allocation to deliver projects.	Medium <i>Possible x Moderate</i>	An allowance for resourcing to be included as part of the overall funding application and within each project as required and ensure are sustainable within BAU.
FINANCIAL Overspend of budget.	Medium <i>Unlikely x Moderate</i>	An 8% contingency fund has been included in the project plan.

RISK	RISK RATING	TREATMENT
STRATEGIC Poor communication of projects.	Medium <i>Possible x Moderate</i>	All individual programs and initiatives will be designed to ensure they have a defined completion point that is communicated throughout the promotion of the package delivery.

CONSULTATION

Extensive consultation with both internal and external stakeholders has been made to deliver a draft project plan that aligns with the future needs of the community. Council officers have collaborated with local businesses, industry partners, organisations, and agencies to identify employment opportunities that have informed the proposed program of activities.

COMMUNICATION

A range of communication opportunities will be identified to actively promote the programs and initiatives delivered through this funding package. These will be undertaken on a project by project basis and include updates on Council website, social media, and media releases, provisions for marketing have been included in the budget

As part of the end of project acquittal process, Officers will provide a report to Council on the outcomes achieved.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The breadth of proposed projects included in the funding application aim to provide positive social and health outcomes for the community through improved employment opportunities and an increased participation rate.

Cultural

Further engagement with Gunaikurnai Land and Waters Aboriginal Corporation (GLAWAC) will be undertaken following approval of the funding application

Health

As above

Environmental

Environmental factors have been considered as part of the development of preliminary project scopes and will be considered further once the funding application has been approved.

Economic

The projects proposed have been developed with Economic growth and sustainability as key focus areas.

Financial

Funding is being provided by the Victorian State Government as part of the Timber Transition Program. Council contribution will be in-kind.

Council is responsible for any projects over budget, however flexibility is provided in the allocation of the \$1.8 million funding package and additional costs would be addressed within this package.

Attachments

1. Project Plan
2. Project Implementation Schedule and Funding Breakdown
3. DJSIR Native Timber Industry Programs Presentation

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Latrobe City Local Development Strategy Fund Application

1	Project Plan	217
2	Project Implementation Schedule and Funding Breakdown	231
3	DJSIR Native Timber Industry Programs Presentation	234

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**Latrobe City Council - Native Forestry Transition
Local Development Strategy Fund Proposal****Focus Areas**

- Education and Training
- New Industries
- Employment
- The Economy

Program Objectives - Guidelines

The objectives of the Program are to support partnerships, strategies and activities that:

1. create opportunities for Gippsland's young people, people from diverse groups and workers to access training and study in the region
2. identify skills shortages and future needs
3. develop high quality, valued, jobs and career pathways in industries with a long-term future in the region with an emphasis on transitioning or otherwise disenfranchised workers
4. strengthen regional economic capability with an emphasis on local procurement, supply chain businesses and collaborative innovation.

Program Outcomes

Increased:

- education, training and employment opportunities that enable young people to build local careers and remain in Gippsland; prioritise people with barriers to employment; support transitioning workers and develop skills aligned to future industry
- productivity, capacity and innovative ability by Gippsland business to supply markets or promote recognition of local products and services.
- digital skill and capability that enables businesses and the community to access the full benefits of digital innovation and inclusion
- diversity and social cohesion within local communities
- Collaborative approach – Stakeholders collaborated with to design and deliver the program

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PROJECT INDICATIVE TIMING OF DELIVERY	INDICATIVE PROJECT COST	PROJECT DETAILS & ACTIONS
1. PROJECT OFFICER		
<ul style="list-style-type: none"> March 2024 - Recruitment April 2024 – Officer commencement 	<p>Total \$208,550</p> <p>Funding allocation includes on-costs</p>	<p>Full FTE - Program management & delivery. Position in place for duration of program (Funding agreement) – budget for two years</p> <p>Band 5 - PD being developed internally. Will be employed by Latrobe City Council</p> <p>Work plan will be developed to align with approved funding proposal.</p>
<p>Key Objectives Officer to coordinate and ensure effective delivery of the program</p>		
<p>Key Outcomes The project officer will be responsible for delivering program outcomes that align with the project objectives in the funding guidelines.</p>		
<p>Partners Latrobe City Council, Latrobe Valley Authority</p>		
BUSINESS INVESTMENT		
2. LATROBE CITY BUSINESS CAPABILITY GRANT PROGRAM		
<ul style="list-style-type: none"> May 2024 - Program guidelines and governance structure development June 2024 – Round One application open for 4 weeks October 2024 – Successful applicants announced 	<p>Per Round \$150,000 Total \$300,000</p> <p>Any surplus from contingency will added to funds available for program</p>	<p>Build on the success of the pilot Latrobe Valley Authority Business Capability Fund and the Latrobe City COVID business grant program, supporting business growth.</p> <p>As an example – The Business Capability Fund undertaken by Latrobe Valley Authority 2019/20, resulted in 47 Latrobe City based businesses, receiving a total \$368k. This demonstrates high demand for a program of this nature.</p> <p>Address significant gaps in support for SMEs, to reach their growth potential.</p>

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<ul style="list-style-type: none"> • January 2025 – Round Two application open for 4 weeks • April 2025 – Successful applicants announced. 		<p>Grants up to \$20,000 included, Marketing, Website development, Business Plans.</p> <p>Two Streams</p> <ul style="list-style-type: none"> • Skills & Capability – up to \$5,000 • Infrastructure and Equipment – up to \$20,00 <p>Applications will be processed through the Smartygrants software operated by Latrobe City Council</p> <p>Project assessment panel: will be established to review applications and select successful grant recipients – 2 x Latrobe City Council representatives, 1 x Latrobe Valley Authority representative, 1 x Regional Development Victoria representative</p>
<p>Key Objectives</p> <ul style="list-style-type: none"> • Focus on need for diversification of economic activity and support the expansion of existing businesses and job creation to offset white paper line business stream of Opal. • Support new and early stage businesses, filling the gap of funding availability and putting in place the foundations to run a successful business • Increase the employment opportunities for local people • Grow, develop, and retain a skilled workforce to meet the future needs of the region • Assist in the growth of the local economy 		
<p>Key Outcomes</p> <ul style="list-style-type: none"> • Local business growth – existing and new • Stronger workforce/greater participation in workforce 		
<p>Employment Potential</p> <ul style="list-style-type: none"> • All applicants will be asked to detail new employment/retention expectations • Outcomes the Latrobe Valley Business and Industry Capability Fund <ul style="list-style-type: none"> - 79 businesses received funding support - 25% of grant recipients had either an increase in employment hours or added additional employees to their team - 78% saw a growth in capacity, profit or production due to the grant 		
<p>Partners: Latrobe City Council, Latrobe Valley Authority, Regional Development Victoria</p>		

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Marketing requirements		
Social media, direct communication to existing database		
ECOSYSTEM DEVELOPMENT		
3. STARTUP GIPPSLAND		
<ul style="list-style-type: none"> March 2024 – Program development including guidelines and application process May 2024 – Program (1) commence March 2025 – Program (2) commence 	<p>Per Round \$150,000 Total \$300,000</p>	<p>Proven model of investing in Gippsland’s start-up ecosystem that was non-existent in 2018 – Prior to the implementation of Startup Gippsland</p> <p>Building capacity for entrepreneurs to develop, launch and grow their businesses through an incubator program.</p> <p>Anticipated Program cohort: 15 Founders. To be selected via a recruitment process across Gippsland conducted by GippsTech on behalf of Start-Up Gippsland.</p> <p>Program 12 week program</p> <ul style="list-style-type: none"> 2 day Bootcamp Training Program – 5 x in person + 5 virtual Pitch event <p>Budget for Program</p> <ul style="list-style-type: none"> \$191,625 - 12 week program, including guest speakers, virtual events and admin. Breakdown - \$150,000 LDS funding <ul style="list-style-type: none"> \$40,000 Gippsland Councils contribution \$1,625 Latrobe City Council in-kind contribution
Key Objectives		
<ul style="list-style-type: none"> Addressing low numbers of startups - regional Victoria only has 8% of all of Victoria’s start-ups but 25% of Victoria’s population – research shows that local capacity building and networks are critical to creating the conditions to improve this situation Start-up Gippsland has proven results high correlation between program participants and winners of the of the 2022 Gippsland Business Awards winners 30% had completed the Start-up Gippsland program. To build on the development of an entrepreneur eco system that supports innovation within the region. 		

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<ul style="list-style-type: none"> • Increased access to relevant study and training opportunities • Grow, develop and retain a skilled workforce to meet the future needs of the region • Increased workforce participation through accessible employment pathways and inclusive employment practices 		
Key Outcomes <ul style="list-style-type: none"> • High quality, valued jobs and career pathways in industries with a long-term future • A thriving economy focussed on identified areas of strength • New innovative businesses • Improvement in participants' financial stability through regular employment, leading to economic empowerment. 		
Employment Potential <ul style="list-style-type: none"> • 30 Start-up businesses expected to participate – minimum 30 new jobs • Numerous previous participants now operate businesses employing more than one employee 		
Partners: Latrobe City Council, Latrobe Valley Authority, GippsTech		
Marketing requirements Some collateral to be produced in house Social media		
4. FIRST NATIONS ENTREPRENEUR MENTOR PROGRAM		
March 24 – Decision to be made	Total \$120,000	Culturally appropriate First Nations Entrepreneur program (model to be developed with The Gunaikurnai Land and Waters Aboriginal Corporation) Mentoring has been identified as a need for the Aboriginal business and entrepreneur community. Such as a culturally appropriate First Nations Entrepreneur program and a youth 'early ideas kick-starter' program to build confidence and awareness of pathways for innovative thinking among young people.

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Key Objectives <ul style="list-style-type: none"> • High quality, valued jobs and career pathways in industries with a long term future • A thriving economy focussed on identified areas of strength • Grow, develop and retain a skilled workforce to meet the future needs of the region 		
Outcomes <ul style="list-style-type: none"> • Future jobs • Business support • Upskilling to meet needs • Collaboration and leadership • Increased access to relevant study and training opportunities 		
Partners The Gunaikurnai Land and Waters Aboriginal Corporation, GippsTech		
Marketing requirements Social media, Latrobe City Council will work with The Gunaikurnai Land and Waters Aboriginal Corporation to develop culturally appropriate collateral.		
5. EARLY IDEAS KICK STARTER		
ALTERNATIVE TO FIRST NATIONS ENTREPRENEUR MENTOR PROGRAM		Early Ideas Kick-starter — Youth Entrepreneur program Funding to be allocated to this program as an alternative if First Nations Entrepreneur program doesn't progress or doesn't meet the needs of the community.
TRANSITION WORKFORCE DEVELOPMENT		
6. WORKERS OF THE FUTURE: INNOVATIVE TRAINING		

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<p>May 2024 – Mapping exercise to include: Industry research</p> <ul style="list-style-type: none"> • Gaps and demand • Training program identified developed • Pathway to employment identified <p>Sept 2024 – Develop program and or purchase/lease equipment.</p> <p>January 2025 - Commence pilot program for Innovative training</p> <p>Intention to include at least two other training programs following pilot</p> <p>January 2025 – February 2026 – Implementation of identified priority – innovative training programs</p>	<p>Mapping: \$20,000 Programs: \$420,000</p>	<p>Interactive technology is an area of skills with growing demand and application across a range of industries, including agriculture, digital games, manufacturing, health, new energy and tourism.</p> <p>A mapping exercise will be undertaken to determine:</p> <ul style="list-style-type: none"> • Employment gaps • Alternative training and skills development programs to meet both employer and potential workers needs. • Pathways to employment <p>Two or three industry areas with strong demand for upskilling and more workers will be identified through the mapping exercise. It is expected interactive design and technology can either add considerable value or be integral to training.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Manufacturing, such as welding • Remote (Drone) Pilots • Creative industries, such as digital games development <p>Further work will be undertaken in mapping skills and worker demand, training/career pathways and availability of training services that can be delivered locally.</p> <p>Budget:</p> <ul style="list-style-type: none"> • Mapping industry/employment opportunities \$20,000 • Program funding - \$420,000: <ul style="list-style-type: none"> - if 3 sectors \$140,000 per program - if 2 sectors \$210,000 per program
<p>Key Objectives</p> <p>The Victorian Skills Authority report Gippsland Regional Skills Demand Profile (2023) found that while the outlook for job growth in Gippsland is positive, the economic potential depends on adequate labour supply. Technology is identified as key to both how training is delivered as well as the skills needed by workers to drive economic growth.</p> <p>Through collaboration with local industry, organisations and education providers a need for accessible, hands-on/alternative models of training to fill skills gaps.</p>		

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<p>Working with local industry and education providers to identify skills shortages in two or three main sectors to design an innovative program that links to local industry to increase access to relevant study and training opportunities.</p> <p>A focus on the use of interactive design & technology (such as Virtual Reality or Augmented Reality) as an effective way to attract, engage and upskill participants e.g. upskilling participants in short courses in welding.</p> <p>Grow, develop and retain a skilled workforce to meet the future needs of the region</p>		
<p>Key Outcomes</p> <ul style="list-style-type: none"> • Engagement in high quality, valued jobs, and career pathways in industries with a long-term future • Increased participation in the workforce • A thriving economy focussed on identified areas of strength • Digital skill and capability that enables businesses and the community to access the full benefits of digital innovation and inclusion 		
<p>Employment Potential</p> <ul style="list-style-type: none"> • Mapping will identify potential employers, innovative training, participants by sector (e.g. welding) • New systems to attract new or re-engaging workers (i.e. outside traditional pathways) 		
<p>Partners:</p> <p>Latrobe City Council, Latrobe Valley Authority, Employment Agencies (e.g. Workways), Gippsland Tech School, industry</p>		
<p>Marketing requirements</p> <p>Specific collateral to gain support and encourage participation</p>		
<p>7. HOSPITALITY TRAINING – SERVING THE VALLEY</p>		
<p>June 2024 - Commence training program based on outcomes of first program delivered in Dec 2023</p>	<p>Total: \$10,000 (2 Programs)</p>	<ul style="list-style-type: none"> • Deliver a proven, accessible, and cost-effective model for hands-on hospitality training, delivered through Traralgon Neighbourhood Learning House • Effective in building confidence among participants, including for young people and those returning to work. • Provides the necessary certificates such as Responsible Serving of Alcohol

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Further programs will be delivered based on outcomes/success		<ul style="list-style-type: none"> Investigate the potential for course delivery in other Latrobe City Neighbourhood Houses (or equivalent)
Key Objectives Address the critical, ongoing shortage of hospitality workers with a program that provides increased access to relevant study and training opportunities to enable employment Grow, develop and retain a skilled workforce to meet the future needs of the region.		
Key Outcomes <ul style="list-style-type: none"> Upskilling to meet business needs Industry workforce participation Collaboration and leadership 		
Employment Potential <ul style="list-style-type: none"> Training for workers filling an identified gap Already run one session – fully booked (15 places) 		
Partners: Latrobe City Council, Latrobe Valley Authority, Traralgon Neighbourhood House		
Marketing requirements Social media		
8. FIRST NATIONS UPSKILLING PROGRAM		
April 24 – Commence program	Total \$60,000	Working with the Latrobe City Council - <i>Steps to the Future</i> Program - Providing accredited and non-accredited training to match the skills required for career aspirations and transition, such as Chainsaw and white card accreditation, seed collecting course.

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<p>Key Objectives To support the delivery of pre-employment programs that target barriers to employment for First Nations people. To support the Latrobe City Council Steps of the future program.</p> <ul style="list-style-type: none"> • Upskilling to meet needs • Future jobs • Collaboration and leadership 		
<p>Key Outcomes</p> <ul style="list-style-type: none"> • Diversity and social cohesion within local communities • Education, training, and employment opportunities that enable young people to build local careers and remain in Gippsland; prioritise people with barriers to employment; support transitioning workers and develop skills aligned to future industry 		
<p>Marketing requirements Social media, Latrobe City Council will work with The Gunaikurnai Land and Waters Aboriginal Corporation to develop culturally appropriate collateral.</p>		
<p>9. ADVANCED AIR MOBILITY STRATEGY IMPLEMENTATION: LAUNCHPAD</p>		
<ul style="list-style-type: none"> • March 2024 –Launchpad strategy/ plan completed and launched • May 2024 – Commence implementation <p>Strategy implementation to continue for the duration of program</p>	<p>Total \$150,000</p>	<p>Establish a ‘Launchpad’ at the Latrobe Aerospace Technology Precinct. The Launchpad will support R&D, product development and small scale manufacturing by start-up and existing businesses. Guidance on Launchpad activities has been provided by Invest Victoria.</p> <p>The Launchpad will part of the wider advanced air mobility ecosystem and will attract businesses to the precinct. It will also support university activities and businesses undertaking training programs</p> <p>Key components of the Launchpad supported by the funding will be:</p> <ul style="list-style-type: none"> • Drone Net (known as a ‘Butterfly Net’) to enable drone developers and drone pilots to test products and skills. All drone testing must be done within a net or attached to a line. • Command Centre – The Precinct will include a centre that can be used by students, researchers and product developers working on new systems. Activities include test and evaluation (aircraft), systems testing and airspace management. A Command Centre includes a bank of large

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		<p>screens, high powered computers that run specialist aviation software and systems programs. It also includes external antennas for monitoring. It will be the first publicly available Command Centre for AAM in Victoria.</p> <p>Budget: The estimated budget (developed with verbal quotes/advice) is:</p> <ul style="list-style-type: none"> - Design and planning \$10,000 - Drone Net \$35,000 - Command Centre - \$95,000 - Infrastructure (e.g. highspeed broadband and electrical upgrades) \$10,000. <p>Latrobe City Council will provide the building and office equipment (e.g. desks and amenities) to house the Command Centre and the area for the Drone Net.</p>
<p>Key Objectives</p> <ul style="list-style-type: none"> • Establish infrastructure and equipment that will support the development of the Latrobe Aerospace Technology Precinct • Establish the Precinct as Victoria’s pre-eminent destination for advanced air mobility R&D, test and evaluation and product development • Create opportunities for local young people to establish a career in AAM • Assist in the transition to new industry, particularly renewable industries • Assist in the development of net zero emission technologies and products 		
<p>Key Outcomes</p> <ul style="list-style-type: none"> • Attract industry investment • Jobs of the future • New businesses and employment • Enhance the knowledge capital, employment pool and economic transformation in Latrobe City. 		
<p>Employment Potential</p> <ul style="list-style-type: none"> • Jobs of the Future – drone pilots, systems engineers/controllers, fuel cell technicians, researchers • Manufacturing – eVTOL – electric vehicle take off and landing, engines 		

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<p>Partners: Latrobe City Council, Latrobe Valley Authority, Invest Victoria (AAM Group), industry, universities</p> <p>Victoria is committed to supporting research and development, industry development and market pathways for the Advanced Air Mobility, drone and electric aviation sector, as committed in the Victorian Government’s Advanced Air Mobility Industry Vision Statement and AAM Action Plan.</p> <p><i>“The Latrobe Aerospace Technology Precinct (LTP) will serve as a launchpad to support a scale-up incubator ecosystem, enabling innovative research and development (R&D), testing and trials, and manufacturing of emerging aviation technologies. Activation of the Precinct aligns to the Victorian Government’s commitment to fostering partnership arrangements and trialling and testing activities that will enable industry development, as referenced in the AAM Industry Vision Statement.”</i> Zoltan Csernatony – Invest Victoria</p> <p><i>‘Nova Systems will be continuing to ramp up our UAV flying activities through 2024 and are forecasting the need to be conducting operations from LTV on at least a monthly basis. This will include Nova internal and external clients, and nominally will utilise our Deployable Range Control equipment. Our operations will be enhanced and more robust if we were able to operate out of a fixed facility and would additionally assist in attracting more clients to the LTV precinct. Such a purpose-designed structure would be immediately useful and beneficial to Nova.’</i> – Justin McKeown, Aerospace Engineering Consultant, Nova Systems</p>		
<p>Marketing requirements Collateral will be developed and produced in house</p>		
<p>10. INDUSTRY & MANUFACTURING ALLIANCE INCORPORATION & DEVELOPMENT</p>		
<ul style="list-style-type: none"> • April 2024 – Commence branding strategy. Complete governance structure. • June 2024 – Finalise branding & complete website development plan • June 24 – Feb 2026 support events and alliance initiatives 	<p>Total \$40,000</p>	<p>Industry Alliance</p> <ul style="list-style-type: none"> • Establish the formal structure for the Alliance • Establish a brand, including marketing collateral, website, and social media profiles (eg. linkedin) not linked to Latrobe City Council • Expo or conference attendance/stands • Local events to promote capability - may include resource assistance and/or expo stand hire. <p>Budget:</p> <ul style="list-style-type: none"> • Brand and website – to be developed by external specialist \$30,000 • Events and Expos (e.g. Landforces) \$10,000

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		Note: Latrobe City Council will be contributing to events and expos in addition to funding. As an example, Landforces will cost \$48,000 for the stand plus officer time and costs to attend in September. Latrobe City Council also attends manufacturing events.
Key Objectives		
To raise profile of the Latrobe City Industry Alliance to increase opportunities for future inbound investment. Support the membership – 40 people on the current mailing list, 20 consistently attend the functions.		
Key Outcomes		
<ul style="list-style-type: none"> • Attract investment • Increased awareness of Latrobe City’s skilled workforce externally • Industry diversification • Additional employment • Stronger local businesses. 		
Employment Potential		
<ul style="list-style-type: none"> • 3500 people employed in manufacturing and servicing in Latrobe City (10% of workforce) • Alliance supports businesses in the sector to retain existing workforce and employ new people 		
Partners:		
Latrobe City Council, Latrobe Valley Authority, Industry Alliance members		
Marketing requirements		
Collateral to be developed and produced		
11. MARKETING & COMMUNICATIONS		
March 2024 – commence marketing and communication program	\$11,450	A communications and marketing plan to be developed by Latrobe City Council Marketing and Communications team, in conjunction with the Latrobe Valley Authority and DEECA (Forestry).

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		To be an ongoing promotion/communication of program delivery and outcomes
12. CONTINGENCY		
Contingency as required by Latrobe Valley Authority Guidelines	\$140,000	\$70,000 per year for any contingencies. Any surplus funds not required for contingency will be used by the Latrobe City Business Capability Grant Fund
13. EVALUATION		
Completion of Program	\$20,000	Evaluation of each project will be undertaken as part of the final report. A document will be produced that can be used by funding agencies and Council to promote the outcomes.

Latrobe City LDS Program Implementation Gantt Chart

Project No.	Project Detail	02/24	03/24	04/24	05/24	06/24	07/24	08/24	09/24	10/24	11/24	12/24	01/25	02/25	03/25
	Applications														
1	Project Officer														
2	Latrobe City Business Capability Grant Program														
3	Start-Up Gippsland														
4	First Nations Entrepreneur Mentoring Program														
5	Early Ideas Kick Starter														
6	Workers of the Future: Innovative Training														
7	Hospitality Training: Serving the Valley														
8	First Nations: Upskilling Program														
9	AAM Strategy Implementation: Launchpad														
10	Industry Alliance Incorporation and Development														
11	Marketing and Communications														
12	Contingency														
13	Evaluation														

Latrobe City LDS Program Implementation Gantt Chart (Cont.)

Project No.	Project Detail	04/25	05/25	06/25	07/25	08/25	09/25	10/25	11/25	12/25	01/26	02/26
1	Project Officer	█	█	█	█	█	█	█	█	█	█	█
2	Latrobe City Business Capability Grant Program	█	█	█	█	█	█	█	█	█		
3	Start-Up Gippsland	█	█	█								
4	First Nations Entrepreneur Mentoring Program	█	█	█	█	█	█	█	█	█	█	█
5	Early Ideas Kick Starter	█	█	█	█	█	█	█	█	█	█	█
6	Workers of the Future: Innovative Training	█	█	█	█	█	█	█	█	█	█	█
7	Hospitality Training: Serving the Valley											
8	First Nations: Upskilling Program	█	█	█	█	█	█	█	█	█		
9	AAM Strategy Implementation: Launchpad											
10	Industry Alliance Incorporation and Development	█	█	█	█							
11	Marketing and Communications	█	█	█	█	█	█	█	█	█	█	█
12	Contingency											
13	Evaluation											█

	Funding Appl.	Application Date	Amount
█	Stage 1 Funding	February 2024	\$874,000
█	Stage 2 Funding	May 2024	\$926,000

Funding Breakdown

Project No.	Project Detail	Round 1 (\$)	Round 2 (\$)
1	Project Officer	208,550	
2	Latrobe City Business Capability Grant Program	150,000	150,000
3	Start-Up Gippsland	150,000	150,000
4	First Nations Entrepreneur Mentoring Program	60,000	60,000
5	Early Ideas Kick Starter		
6	Workers of the Future: Innovative Training	20,000	420,000
7	Hospitality Training: Serving the Valley		10,000
8	First Nations: Upskilling Program	30,000	30,000
9	AAM Strategy Implementation: Launchpad	150,000	
10	Industry Alliance Incorporation and Development	20,000	20,000
11	Marketing and Communications	11,450	
12	Contingency	70,000	70,000
13	Evaluation		20,000
	TOTAL	874,000	926,000

Forestry Transition

Forestry Transition and Regional Development Victoria

28 November 2023



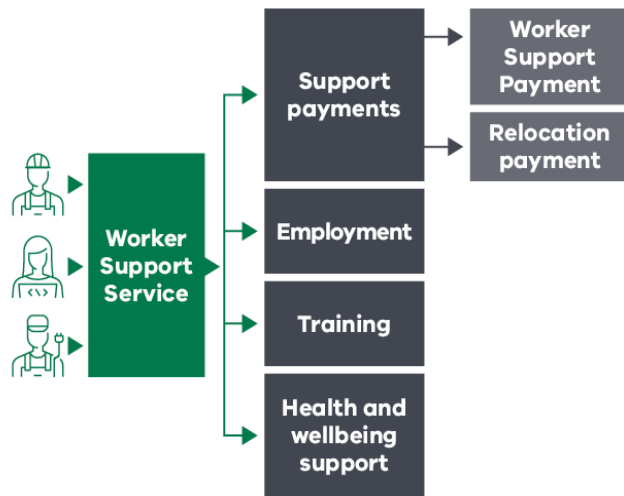
Forestry Transition

Purpose: Provide Councillors with an overview of support programs which have been deployed to assist timber communities following the announcement of the cessation of native timber harvesting.

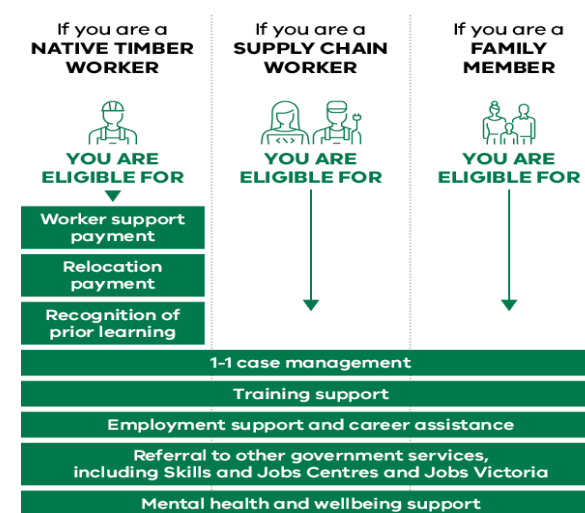
Victorian Forestry Worker Support Program

- Victorian Forestry Worker Support Program is being delivered by **ForestWorks**

Types of support



Worker Support eligibility



- Health and wellbeing services** are being provided to workers and their families via Royal Flying Doctor Service (East Gippsland), Gateway Health (North-East Vic), Eastern Health (Yarra Ranges).
- A separate Worker Support Service is established to support Opal Australia workers through partnered delivery via ForestWorks and Latrobe Valley Authority & Gippsland Trades & Labour Council.

VICTORIAN FORESTRY PLAN

Worker Support Program



Worker Support Service eligibility

Category	Definition	Worker Support Payment and Relocation Payment	Recognition of prior learning	1-1 Case Management	Training support	Employment support and career assistance	Referral to other services, including Skills and Jobs Centres and Jobs Victoria	Mental health and wellbeing support
Harvest & haulage employees	<ul style="list-style-type: none"> Business has a contract with VicForests The individual is directly employed by the business on a casual, contractual or permanent basis 	✓	✓	✓	✓	✓	✓	✓
Timber mill employees	<ul style="list-style-type: none"> Business has a TSA or Forest Produce Licence with VicForests Directly employed by the business on a casual, contractual or permanent basis 	✓	✓	✓	✓	✓	✓	✓
Contractors & sub-contractors	<ul style="list-style-type: none"> VicForests contract holders Sole traders contracted to VicForests contractors to undertake harvest and haulage activities 	✓	✓	✓	✓	✓	✓	✓
VicForests contractors – other services (e.g. road maintenance, seed collectors)	<ul style="list-style-type: none"> Holds contract with VicForests for services other than harvest/haulage (i.e. seed collectors and road maintenance teams) 	✗	✗	✓	✓	✓	✓	✓
Professional services & supply chain businesses (e.g. accountancy services, electricians and general maintenance)	<ul style="list-style-type: none"> Supplies services to native timber businesses 	✗	✗	✓	✓	✓	✓	✓
Family members of business owners, sole traders & employees	<ul style="list-style-type: none"> Spouses or dependants of those working in the native timber industry 	✗	✗	✓	✓	✓	✓	✓

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Victorian Forestry Worker Support Program

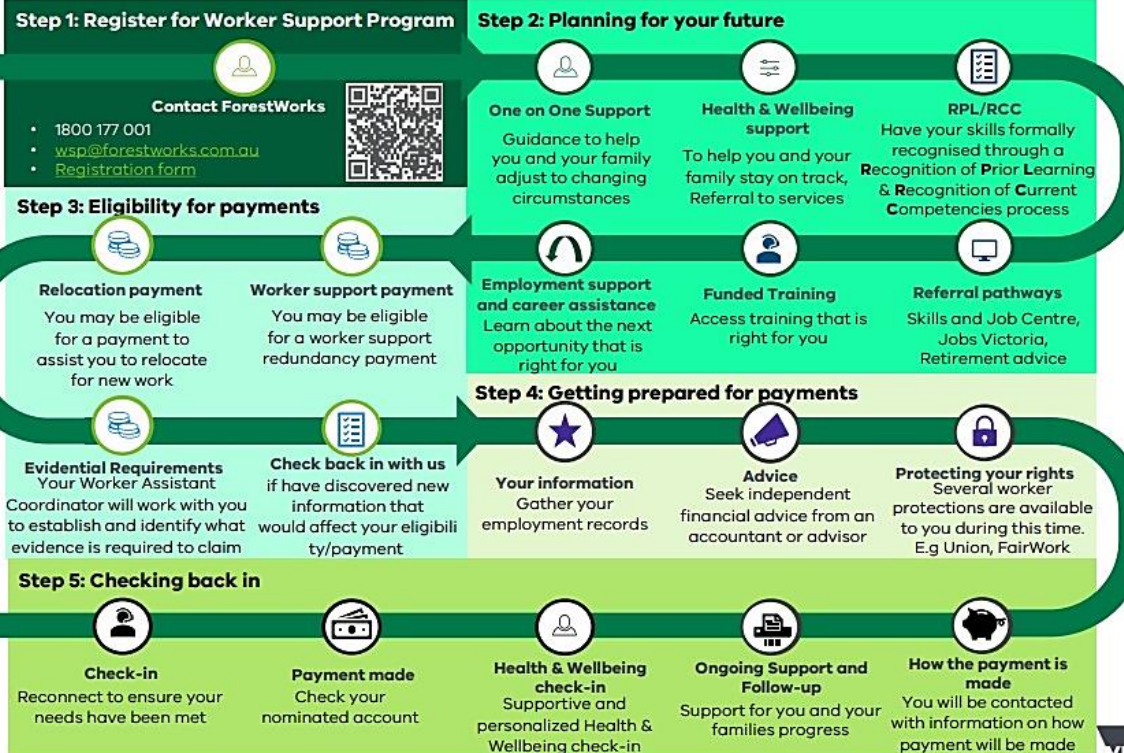
Top up of redundancy for workers	<p>Workers will receive a redundancy payment of up to \$150,000 which includes four weeks of pay for every year of service, up to 152 hours of unused sick leave, and their statutory entitlements.</p> <p>\$200,000 for workers over 45 years of age.</p>
Worker Transition Services and Coordination	<p>Dedicated case management and other worker transition services to that support is easily accessible to those impacted.</p> <p>Employment support.</p> <p>Support available for workers family members.</p> <p>Support includes training or retraining and employment services that link the worker to future employment opportunities.</p>
Training/Retraining	<p>Access to a suite of potential training programs or courses that will be identified for each worker including work-site skills assessment (for Recognised Prior Learning), pre-employment foundation courses, skill sets modules / micro-credentials, full VET qualification courses and pre-apprenticeship foundation training.</p> <p>The Government's Free TAFE program will retrain workers, helping them get jobs in growing regional industries like construction, agriculture, transport, and manufacturing through TAFE Gippsland and other key TAFE campuses in timber communities.</p> <p>This will be supported by up to \$8,000 in retraining vouchers for courses outside the TAFE Network.</p>
Mental Health and Wellbeing Support	<p>ForestWorks is facilitating specialist mental health support to workers and their families and assisting them to access clinical support where it's needed.</p> <p>There are also additional mental health support services engaged in East Gippsland, Corryong, Baw Currying, Latrobe and Yarra Ranges.</p> <p>VicForest also provides EAP and other mental health support for its contractor workforce.</p>
Relocation Support	<p>Up to \$45,000 per person off-setting the costs of relocation to take up an ongoing job.</p> <p>Covers costs including rent, rental bond, connecting utilities, and removalist and travel.</p>

Victorian Forestry Worker Support Program

As a native timber worker, my journey begins here

Jason Smith's OFFICIAL Worker Journey

This journey is an example. Some steps may occur in parallel.



Your Worker Assistant Coordinator is:



Average Worker Profile

Workforce Snapshot:

Profile

- **Median age:** 42, with 89% male and 2.5% ATSI.
- **Experience:** Average worker in the industry for 11-20 years.
- **Income:** Timber workers' earnings are crucial for supporting their families.

Current Skills

- **Skills:** 41% have post-secondary qualifications.
- **Job roles:** Common roles include truck driver/machine operator (harvest/haulage) and labourer/machine operator (sawmills).
- **Trades:** Common trades include mechanic, harvesting/haulage, fitter/turner, and boiler maker.

Future jobs and aspirations

- **Job plans:** Many interested in construction, earthmoving, ag, or driving.
- **Required skills:** Jobs need tickets, licences, or mechanical trades.
- **Retirement:** 8%+ plan to retire.
- **Relocation:** Most won't move for work.

Victorian Forestry Worker Support Program

Support for Opal workers

The Opal Worker Support Service has been established in addition to Opal's own Employee Assistance Program and other support services to support Opal Australian Paper team members.

This recognises any impacted Opal workers may require tailored and more immediate support than is currently available.

Any worker will be eligible for:

- Intake and case management services
- Training support including funded training
- Employment assistance services including the utilisation of Jobs Victoria Services and Skills and Jobs Centres.

Opal Australian Paper workers may also be eligible for relocation support as necessary.

Victorian Forestry Business Support Program

Victorian Timber Innovation Fund

This program works to support the timber industry by working with directly affected businesses to explore, invest and implement opportunities to support their transition from reliance of native hardwood timber.

Saw Mill Transition Packages

These packages compensate sawmills for contracted timber that will not be delivered in 2023-24 and provide plant and equipment payments and reimbursement of statutory redundancy payments.

It will provide a payment for businesses as compensation for having to cease purchasing Victorian native timber early.

Community Forestry Support Package

Forest Produce Licence holders are able to access Community Forestry Support Package which includes :

- Compensation payments for undersupply since November 2022
- Plant and equipment payment
- Reimbursement of statutory employee redundancy payments
- Worker Support Payments and training

Victorian Forestry Business Support Program

Forestry Business Transition Voucher Program (closed)

A voucher worth up to \$25,000 (exclusive of GST) is available for an eligible business to engage a business services provider to undertake a business diagnostic and/or develop a business transition plan.

Harvest and Haulage Support Package

The package may include:

- a payment for a business's remaining 2023-24 contract value
- a plant and equipment payment
- reimbursement of statutory employee redundancy payments.

The package will be released in line with the DEECA land management work packages so that businesses can consider whether they continue doing land management works and what kind of support they need.

Victorian Forestry Support for Community

Local Development Strategies

- Long-term planning for economic diversification
- Delivered by DEECA, in partnership with a host agency (which holds the grant) and the community

Community Development Fund

- Community capability-building activities and early actions from the Local Development Strategies

Transition Fund

- Job creation initiatives prioritising projects that provide sustainable jobs for transitioning communities

Forestry Transition Websites

[The Forestry Transition Program](#) website has Q&As and fact sheets about the industry transition and information on the available support for affected businesses, workers and communities.

ForestWorks are currently delivering the [Forestry Worker Support Program](#) and the [Opal Worker Support Service](#). Information for workers on these supports, including fact sheets and FAQs, are available on their website.

The Department of Energy, Environment and Climate Action ([DEECA](#)) website is home to information about the [management of Victoria's state forests](#).

The Forest Fire Management Victoria [website](#) is home to information about bushfire risk management on public land.

The [Regional Development Victoria \(RDV\) website](#) is home to information regarding investments, programs and initiatives important to regional Victorians and to the economy.

The **Business Victoria** website has information about the [Timber Supply Chain Resilience Package](#) which provides support to Victorian manufacturers to access grants, professional advice and planning services to support business transition and to plan for the future.

INQUIRY INTO THE OPERATION OF THE FREEDOM OF INFORMATION ACT 1982 - LCC SUBMISSION

PURPOSE

To seek endorsement of Latrobe City Council submission to the Victorian Parliament's Integrity and Oversight Committee inquiry into the operation of the *Freedom of Information Act 1982* ("the Act").

EXECUTIVE SUMMARY

- The Victorian Parliament's Integrity and Oversight Committee ("the Committee") is currently conducting an inquiry into the operation of the Act.
- Latrobe City Council is committed to good governance and transparency. To that end, more information than ever before is shared with the community including website access to many documents, policies, opportunities to participate across a range of council business areas via online, written and face-to-face engagement, meetings being live-streamed and available for playback, proactive and outside-of-Freedom of Information (FOI) release of information and responsive customer service.
- Officers have prepared a draft submission outlining issues with current legislative requirements including increasing workload, inflexible timeframes limiting ability to prioritise based on urgency or risk, unmet costs and complexity of responding to requests.
- Due to the summer break, a late submission from Latrobe City Council will be considered by the Committee.
- Council is asked to formally endorse the submission attached.

OFFICER'S RECOMMENDATION

That Council endorse the attached Latrobe City Council submission to Victorian Parliament's Integrity and Oversight Committee inquiry into the operation of the *Freedom of Information Act 1982*.

BACKGROUND

The Victorian Parliament's Integrity and Oversight Committee is currently conducting an inquiry into the operation of the Act.

As part of this inquiry, the Committee will examine a range of freedom of information (FOI) issues, including:

- the effectiveness of the Act's current policy model in comparison with other options;
- mechanisms for proactive and informal release of information;
- efficient and timely mechanisms for persons to access their own personal and health information;
- the time and costs involved in providing access to information; and
- a variety of other matters available in the terms of reference published on the Committee's website.

Submissions initially closed on 15 January 2024 but were extended until 25 January 2024. Given the timing of Council Meetings, it has not been possible to obtain Council approval of the submission in line with these deadlines. The Secretariat to the Committee has advised that a late submission would be accepted.

ANALYSIS

Given that this is the first time in 40 years that the operations of FOI in Victoria have been reviewed, Council officers also considered that this was an opportunity to share the benefits and challenges of implementing the legislation in a regional council offering over 100 services.

It is important to note that wherever possible, officers try to respond to requests for information outside of FOI to support community access to information without a fee. This approach also allows officers to provide context and explain documents and processes to the community member.

There are legislative limits to these practices and some information, for example information that is confidential under the *Local Government Act 2020*, may only be released under FOI.

The proposed submission provides some practical suggestions to improve the operation of the Act in line with its purpose and the evolution of technology. It reflects key operational challenges related to the lack of dedicated resourcing (it is not feasible for this to be a sole function of any one role), complexity of requests received by councils, competing priorities and proliferation of 'information' due to technological advances. It raises concerns evidenced by data and case-studies that:

- Applications are on track to double in 2023-2024 financial year.
- The workload is much greater than probably anticipated by the original legislation given the size and complexity of requests, and proliferation of information capture, use and storage across multiple formats (audio, visual etc), software platforms and devices.

- The Latrobe City Council has found the timeframe requirements of the Act extremely difficult to meet, particularly when managing other operational requirements.
- The complexity of FOI requests received by Latrobe City Council is increasing in part due to the requests being for non-personal information requiring consideration of exemptions against public interest and transparency principles.
- FOI costs are rising and are unable to be met by application fees and access costs.
- Council staff have safety and personal privacy concerns, emphasising the necessity to strengthen specific exemptions.
- There is a need for enhanced centralised support for Council from the Office of the Victorian Information Commissioner (OVIC).

The proposed submission is attached to this report.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Diversion of Council resources required to meet growth in FOI requests and legislative timeframes, may impact other compliance and risk management priorities.	Medium <i>Likely x Minor</i>	The submission is intended to raise resourcing, service delivery and officer OHS consequences of current FOI requirements. Not proceeding may reduce visibility of issues experienced by Latrobe City Council.

CONSULTATION

Officers have consulted with the secretariat for the Victorian Parliament's Integrity and Oversight Committee Parliamentary and confirmed that a late submission will be accepted by the Committee.

COMMUNICATION

Subject to Council endorsement, this submission will be provided to the Committee.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable

Cultural

Not applicable

Health

Not applicable

Environmental

Not applicable

Economic

Not applicable

Financial

Not applicable

Attachments

1. Draft Latrobe City Council Submission to FOI Inquiry

8.11

Inquiry Into The Operation Of The Freedom Of Information Act 1982 - LCC Submission

- 1 Draft Latrobe City Council Submission to FOI Inquiry 251**

Draft



Victorian Parliament's Integrity and Oversight Committee - Inquiry into the operation of the Freedom of Information Act 1982

Latrobe City Council Submission



Draft

Page title | Page 2

About Latrobe City Council

Latrobe City is Victoria's eastern Regional City and Gippsland's primary service centre and employment hub, providing retail, entertainment, education, government and health services to the region. Latrobe City is one of Victoria's four major regional cities, less than two hours from Melbourne. It is home to approximately 77,000 people and delivers over 100 services to the community across a range of sectors including: planning, business and economic development, family and children, events, roads, environment, waste, local laws, emergency management, libraries, and cultural and sporting infrastructure.

Latrobe City Council's Submission to the Inquiry

Latrobe City Council welcomes the opportunity to provide its submission to the Inquiry into the operation of the *Freedom of Information Act 1982* currently being conducted by the Victorian Parliament's Integrity and Oversight Committee. Latrobe City Council representatives would be available to attend and provide further evidence at a Public Hearing in relation to this Inquiry.

Latrobe City Council feedback on the operation of the Freedom of Information Act

Latrobe City Council shares more information than ever before with the community – including website access to many documents, policies, opportunities to participate across a range of council business areas via online, written and face-to-face engagement, meetings being live-streamed and available for playback, proactive and outside-of-Freedom of Information (FOI) release of information and responsive customer service – however, FOI applications are increasing in both number and cost to council.

Please find below Latrobe City Council's key concerns with the current FOI legislative framework.

Latrobe City Council is on track to receive double the number of FOI applications in 2023-24

Latrobe City Council has experienced a substantial increase in applications for FOI in this financial year.

1. Applications are on track to double in 2023-24 financial year:
 - 2021-22 – 20 applications
 - 2022-23 – 25 applications
 - Year-to-date (to 20 December 2023) 2023-24 – 23 applications (with six months left of the year).

The workload of FOI requests to Latrobe City Council is increasing

The workload is much greater than probably anticipated by the original legislation given the size and complexity of requests, and proliferation of information capture, use and storage across multiple formats (audio, visual etc), software platforms and devices.

2. Locating documents is time-consuming and difficult to centralise, as investment in record-keeping and information management systems have not kept pace with transformations in how we work, particularly post-COVID.
3. The time in assessing documents is a significant factor as digital searches often locate irrelevant documents and digital storage creates many duplicates/working/draft documents.
4. Number of documents released or assessed per requests for example:

Draft

Page title | Page 3

- Application A: 388 documents released (1 FTE - over 3 weeks work, plus internal consultation to identify and locate documents with subject matter experts)
 - Application B: 189 documents released (1 FTE - 3 weeks work)
 - Application C: 100+ documents assessed for 13 relevant document release (1 FTE - 1 week)
5. The applications are not repeated requests as understood by the Act, rather applications for information on different topics from the same applicant.
- A council advocacy group operating statewide has contributed to this rise and, for some parts of the year, their FOI applications were being received weekly. We also released information to the group outside of the FOI scheme.
 - Other individuals are also making multiple requests for documents both via FOI and directly (e.g. via email/phone) resulting in a few individuals requiring significant resources.
 - OVIC upheld an officer's decision to refuse to process due to the application's substantial and unreasonable diversion of resources. The applicant subsequently split the single request into 4 or 5 requests to get it processed.

More time is required to process applications

The Latrobe City Council has found the timeframe requirements of the Act extremely difficult to meet, particularly when managing other operational requirements.

6. Latrobe City Council does not have a dedicated full-time FOI officer and the reactive and unpredictable nature of applications and short timeframes make it difficult to effectively manage workload of officers designated under the FOI Act. Multiple or a single large request can render the officer unable to fulfil their role requirements.
7. Outsourcing of FOI management or technical advice is very expensive and still requires expertise and coordination from within Council.
8. It would be appreciated if time to process an application be extended (e.g. to 60 days) to:
- account for weekends and public holidays, including closure periods
 - allow for the volume of electronic documents that are picked up in a request to be reviewed, duplicates removed, consideration of exempt content and appropriate redactions.¹
 - recognise that in smaller organisations, FOI officer is not a full-time job as applications and there are other operational requirements the officer must continue while also processing FOI applications.
9. Resourcing pressures could be alleviated by increasing flexibility for some or all to FOI applications. At a minimum, the 30-day timeframe should be increased to reflect non-business days and closure periods.
10. Categories or criteria for applications could further be used to manage non-urgent applications. For example, personal information, recency (e.g. last 5 years) and/or page limits could guide timeframe for prioritised processing.

¹ See further detail at points 2-4 and 11-12.

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The complexity of FOI requests received by Latrobe City Council is increasing

FOI applications are increasingly complex. Councils have a range of services and activities that are broader than many other government departments and prescribed entities.

11. Almost all Latrobe City Council FOI applications are for non-personal information.² This means that an individual FOI officer is required to weigh up applications with a number of exemptions (including third party personal affairs) against public interest and transparency principles. This can involve extremely complex assessment and decision making, and many councils are not of a size to make maintaining internal legal resources to assist with that feasible. While some councils, including Latrobe City Council, do have internal legal resourcing, those services are still commensurate to the size of the organisation. External legal assistance is available but cost prohibitive to be used on a regular basis, and can sometimes be problematic in terms of the FOI Officer being able to obtain that advice and still meet the required timeframe under the Act to process the relevant FOI application. The number of non-personal information applications means that where access is granted there will be third parties which require consultation, or redaction is required.
12. This is in contrast with the more straight-forward release of personal information in traditional single client/service provider relationships (e.g. health or human service agencies). This distinction is particularly clear cut when considering the OVIC annual report from 2022-23 (see [Appendix A – Part 1](#)). Similarly, Departments have access to in-house FOI and legal services teams which are generally unavailable in smaller organisations, including councils as noted above.

FOI costs are rising and are unable to be met by application fees and access costs

The cost/resourcing of administering FOI is in no way met by the application fees.

13. Council has been wary of charging access charges because information needs to be accessible. Charging applicants fees and access charges that are reflective of the actual cost of administering the Act would be prohibitive for a lot of people in our community. However, this approach shifts the substantial and potentially unlimited financial and resourcing burden on agencies.
14. Defining hardship requirements in the Act would assist with ensuring the hardship waiver of the application fee is consistent. It would also be useful to consider how to prevent corporate entities circumventing application fees by using the healthcare card of a private citizen.
15. In certain cases, the FOI applicant fails to settle the final access charges, resulting in the non-receipt of requested documents. However, on these occasions, the FOI Officer is still required to thoroughly assess, redact, and finalise the application if the expected access charges amount to less than \$50.00. Where anticipated costs are over \$50.00 a deposit can be required before the Officer proceeds. Consequently, the Act mandates completion of some applications irrespective of the applicant's intention to pay the fee.

S 33 Personal affairs - staff safety and privacy in smaller communities

In smaller communities, council officers are easily identifiable and there is limited ability to redact staff details, including the name of the FOI officer (s27(1)(b)).

² See [OVIC annual report](#) 2022-23.

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16. Section 33 needs to be strengthened to protect people's privacy more, in particular names of internal staff. A legislated set of criteria would assist the FOI Officer to decide what is unreasonable to release.
17. Council officer safety has been of increasing concern as documents, once released, can be shared electronically. Publication of correspondence and documents on social media is common in our council area, and in the internet age, people are easier to locate and potentially be harassed. Examples of alternative methods of identification, include authorised identifiers such as those used by Local Laws officers.
18. OVIC's annual report identifies individual FOI officers with their decisions broken down by released in full; partial release; refusal without any context. This exacerbates safety concerns and does not provide any context for the decision or decision-maker. Reporting should only be at the council level as ultimately compliance with FOI requirements is the responsibility of the CEO (i.e. the principal officer under the FOI legislation).

Centralised support for applying the Act at Latrobe City Council

Drawing on 40 years of FOI in Victoria, OVIC could analyse its own data to improve guidance and even streamline decision-making at the sector and/or entity level.

19. Analysis would be useful to identify most requested categories of information that could be proactively released.
20. Clearer sector-specific support could be provided as it is difficult to navigate the many types of guidance on the OVIC site and many council officers are operating in relative isolation (compared with departments, health agencies etc where there is a bigger emphasis on privacy, confidentiality and information requests).

URGENT BUSINESS

9. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 17 of the Governance Rules, by resolution of the Council and only then if it:

- 17.1 Relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 17.2 Cannot reasonably or conveniently be deferred until the next Council meeting.

REPORTS FOR NOTING

10. REPORTS FOR NOTING

Nil reports

11. QUESTIONS ON NOTICE

Nil reports

NOTICES OF MOTION

12. NOTICES OF MOTION

Item Number 12.1 04 March 2024

Chief Executive Office

2024/01 REVIEW OF THE COAL PLANNING ZONE AND OVERLAYS OF THE LATROBE PLANNING SCHEME

Cr Graeme Middlemiss

I, Cr Graeme Middlemiss hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 4 March, 2024:

That Council write to the Minister for Energy & Resources and request:

- 1. A review of outdated planning controls including the Special Use Zone Schedule 1, Environmental Significance Overlay Schedule 1 and State Resource Overlay be undertaken that are currently included in the Latrobe Planning Scheme;**
- 2. Representatives of Department of Environment, Energy and Climate Action meet with Council officers regarding the review process; and**
- 3. That, following the completion of the review, that a Planning Scheme Amendment is undertaken to remove obsolete coal related planning provisions where these provisions are no longer required to deliver coal related projects.**

Signed

Cr Graeme Middlemiss

27 February 2024

COUNCILLOR STATEMENT

In 2007, the State Government prepared *Developing The Latrobe Valley Resources Future: Coal Resources Planning Provisions Review (2007)* by SKM. The report identifies gaps, discrepancies or outdated approaches in policy and recommends a process to develop a new planning reference document. In particular, the report determines that the *Framework for the Future 1987* and *Land Over Coal Buffers Area Study 1988* are no longer suitable to manage coal related issues.

There have been a number of attempts to undertake a review of the coal planning provisions by the State Government which were:

- Establishment of Clean Coal Victoria and the preparation of the Brown Coal Road Map. Clean Coal Victoria no longer exist, and a Brown Coal Road Map was never finalised and released to the public.
- Coal Policy Review project of which the final reports have never been finalised and released to the public.

There have been some minor changes made to the coal provisions in the planning scheme, in particular the removal of the State Resource Overlay from Industrial Land in Morwell, the removal of the redundant Special Use Zone Schedule 5 (Morwell River Diversion) and other minor adjustments to the Environmental Significance Overlay Schedule 1.

However, there has not been a wholesale review of the coal planning provision in the Latrobe Planning Scheme which has affected change. Therefore, both *Framework for the Future 1987* and *Land Over Coal Buffers Area Study 1988* reports remain as the justification for Coal policy in the Latrobe Planning Scheme today.

OFFICER COMMENT

22.5.1 whether the Notice of Motion, if passed, will have budget implications and, if so, what

There will be no significant budget issues as a result of the notion of motion. Any letter and meetings can be undertaken as part of the Regional City Planning budget.

All work on the Issue, Opportunity and Options report has been paid.

22.5.2 whether the Notice of Motion, if passed, will impact on internal resources and, if so, how

There will be no significant resourcing issues as a result of the Notion of Motion. Any letter and meetings can be undertaken as part of the Regional City Planning business as usual activities.

22.5.3 how the Notice of Motion relates to the Council Plan and any relevant Council policies

The Notice of Motion supports the following advocacy action from the Council Plan:

Smart

Advocate with state and federal governments to ensure the rehabilitation and repurposing of mine areas to support a sustainable and prosperous Latrobe City.

22.5.4 how the Notice of Motion relates to work that has already been undertaken by Officers or Committees.

This relates to the work being undertaken by Council officers in relation our regular catch ups with the Department of Environment, Energy and Climate Action, mine rehabilitation advocacy and previous work on the Coal Policy Review.

DECLARATION OF INTERESTS

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

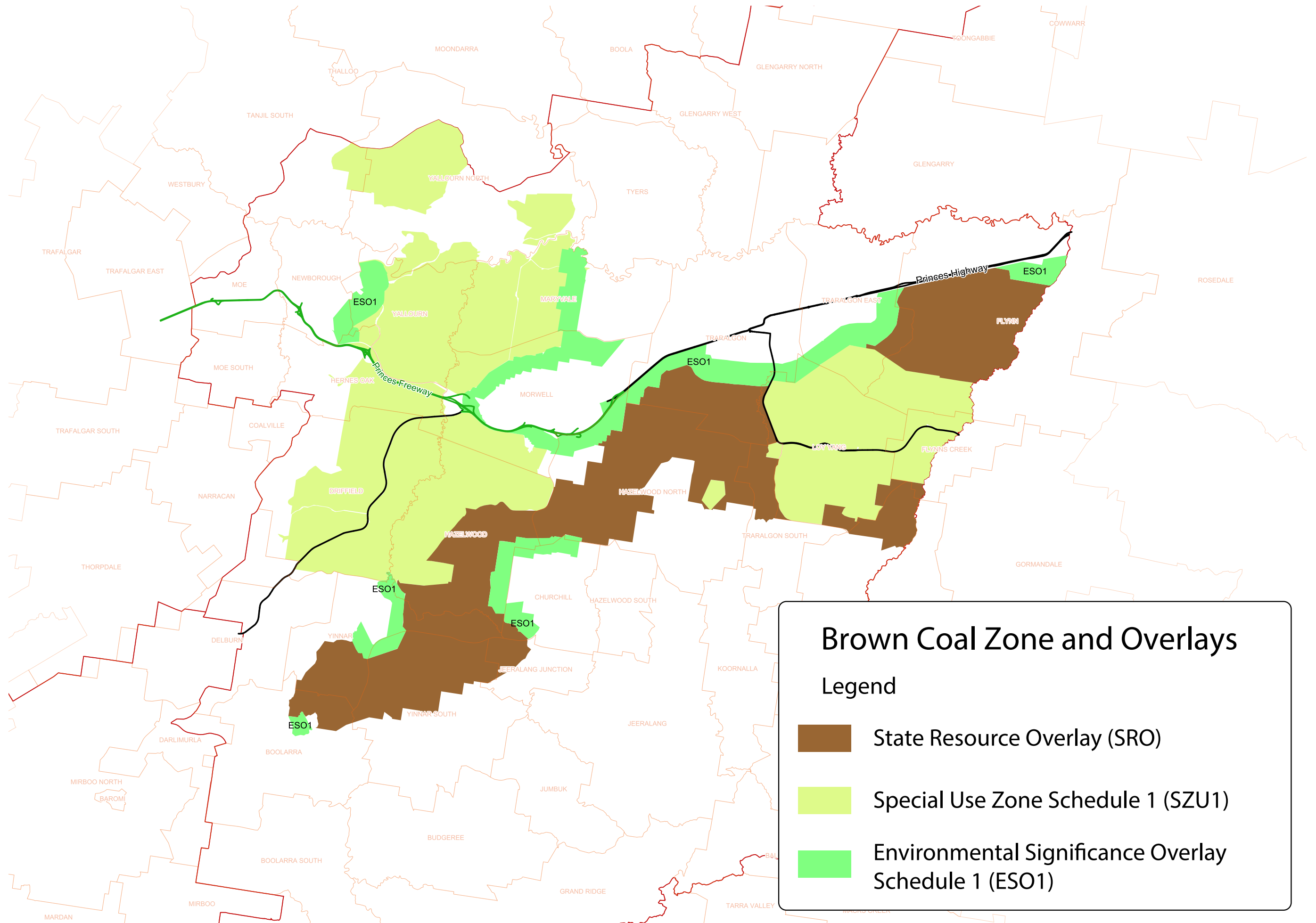
Attachments

1. Brown Coal Zone and Overlays Map

12.1

2024/01 Review of the Coal Planning Zone and Overlays of the Latrobe Planning Scheme

1	Brown Coal Zone and Overlays Map.....	266
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ITEMS FOR TABLING

13. ITEMS FOR TABLING

Item Number 13.1 04 March 2024

Regional City Strategy & Transition

PETITION REQUESTING CHANGES TO THE GOVERNANCE RULES

PURPOSE

To present Council with a petition received requesting changes to the Governance Rules in relation to the requirements for petitions that are submitted to Council for consideration.

EXECUTIVE SUMMARY

- Latrobe City Council (Council) has been presented with a petition (Attachment 1) containing 102 signatures requesting that Council amend the current Governance Rules with regard to the requirements for a petition to be presented to a Council meeting, specifically Rules 67.2.1, 67.3.3 and 67.4.
- This report is being presented to Council in accordance with Rule 67 of the Governance Rules, requesting that the petition lay on the table.
- The purpose of laying the petition on the table is to bring to the Council's attention the petition, the terms of the petition and to allow time for a detailed report to be prepared for the consideration of Council.
- No debate or discussion will be entered into when the petition is tabled, however this can occur when the petition is brought back to Council as a further report.
- A further report regarding this petition will be presented to the Council meeting to be held on Monday, 08 April 2024.

OFFICER'S RECOMMENDATION

That Council:

1. **In accordance with the Governance Rules, refer the petition requesting changes to the Governance Rules to the General Manager Regional City Strategy and Transition for assessment and analysis;**
2. **Request that a report be prepared for the Council Meeting to be held on Monday, 08 April 2024 detailing, but not limited to, the implications, issues and options surrounding the matters raised in the petition; and**
3. **Advise the head petitioner in writing of this decision in relation to the petition.**

BACKGROUND

Council has been presented with a petition (Attachment 1) containing 102 signatures requesting that Council remove some of the current requirements of the Governance Rules with regard to the presentation of petitions. There were 116 entries into the petition however 14 were invalid: 11 duplicate entries and 3 which did not meet the information requirements.

The petition statement outlines the following request:

We, the undersigned request that the Latrobe City Council revoke their governance rule 67.2.1, 67.3.3 and 67.4. The public have the right to petition, and this right should not be limited by word counts and templates. More importantly, the public should not be required to only use the council’s own e-petition format and should have the right to utilise other third-party formats. These rules need to be changed to allow the public to exercise their right to petition more freely.

As clarification, the following table summarises the current wording of the three rules that are subject to this request:

67.2.1	A petition must be in the prescribed template format attached to the Governance Rules.
67.3.3	The terms of the petition must not exceed 250 words.
67.4	Only paper-based petitions (in the prescribed format) or e-petitions that are submitted through an approved Council e-petition facility that meet the necessary criteria will be accepted.

This report is being presented to Council in accordance with the requirements of Rule 67 of the Governance Rules requesting that the petition lay on the table.

ANALYSIS

The purpose of laying the petition on the table is to bring to Council’s attention the petition, the terms of the petition and allow time for a detailed report to be prepared for the consideration of Council. No debate or discussions will be entered into when the petition is tabled however it can occur when the petition is brought back to Council in a further report.

In accordance with Council’s Governance Rules, a petition is required to lie on the table unless it is an item of urgent business.

A report for a decision on this petition will be presented at the Council Meeting to be held on Monday, 08 April 2024.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Petition not being dealt with in an appropriate manner.	Low <i>Rare x Minor</i>	Ensure petition is dealt with in accordance with the requirements of the Governance Rules.

CONSULTATION

Officers have assisted the head petitioner with preparing the petition on the Latrobe City Council website to ensure that it meets the requirements of the Governance Rules to enable it to be considered by Council.

COMMUNICATION

Not applicable.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Not applicable.

Attachments

1. Petition requesting change to Petition Governance Rules (Published Separately)

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

14. ACKNOWLEDGEMENTS

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

**MEETING CLOSED TO
THE PUBLIC TO
CONSIDER
CONFIDENTIAL
INFORMATION**

15. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

Section 66 of the *Local Government Act 2020* enables Council to close the meeting to the public to consider *confidential information* as defined in that Act.

Proposed Resolution:

That Council pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020* (the Act) close the Council Meeting to the public to consider the following items containing confidential information as defined in section 3(1) of the Act:

15.1 LCC-819 Provision of Plant Hire

This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)) and private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)). These grounds apply because Releasing this information publicly and/or prematurely may prejudice the undertaking of this process and would release private commercial information of the tenderers that may cause disadvantage.

15.2 Request for Delegation to the Chief Executive Officer to sign Funding Agreements

This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)). This ground applies because The funding agreements are currently embargoed by the State Government and therefore have been provided on the understanding that they remain confidential.

- 15.3 Energy from Waste – Landfill Transition**
This item is confidential as it contains private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)). This ground applies because The release of information prematurely could prejudice commercial negotiations associated with future waste management contracts.
- 15.4 Property and Rating System (Pathway) Agreement**
This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)). This ground applies because , as commercial negotiations have not yet been finalised with Infor.