



LATROBE CITY COUNCIL

MINUTES FOR THE ORDINARY COUNCIL MEETING HELD VIA AUDIO-VISUAL LINK AT 6PM ON 04 MAY 2020

CM547

PRESENT:

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

TABLE OF CONTENTS

COUNCILLOR AND PUBLIC ATTENDANCE	3
1. OPENING PRAYER	3
2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND	3
3. APOLOGIES AND LEAVE OF ABSENCE	3
4. DECLARATION OF INTERESTS	3
5. ADOPTION OF MINUTES	3
6. ACKNOWLEDGEMENTS	4
7. PUBLIC PARTICIPATION TIME	4
8. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION/QUESTIONS ON NOTICE	5
9. NOTICES OF MOTION	12
9.1 2020/04 Prohibition of the Display of Nazi Flags and Symbols.....	12
9.2 2020/05 Hazelwood Pondage.....	13
10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION	15
11. CORRESPONDENCE	17
12. PRESENTATION OF PETITIONS	19
13. CHIEF EXECUTIVE OFFICE	21
14. REGIONAL CITY GROWTH AND INVESTMENT	23
14.1 Use and Development of Land for a Child Care Centre at 6-8 Winifred Street, Morwell.....	23
14.2 Latrobe Valley City Deal	54
15. ASSETS AND PRESENTATION	61
16. COMMUNITY HEALTH AND WELLBEING	63
16.1 2020/21 Grants and Sponsorship Programs.....	63
16.2 Reconciliation Action Plan Conditional Endorsement	170
17. ORGANISATIONAL PERFORMANCE	198

17.1 Proposal to Rename Southern Section of Bradys Road to Faulkner Rise Tyers	198
17.2 Potential Exchange of Land - Marshalls Road / Park Lane, Franklin Place Estate Traralgon	206
17.3 Finance Report - March 2020	215
17.4 Presentation of the Audit and Risk Committee Minutes - 12 March 2020.....	238
17.5 Tabling of 'Assembly of Councillors' Records	252
18. URGENT BUSINESS.....	264
19. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION.....	266
19.1 Major Recreation Project Update.....	266
19.2 Request to continue to engage a company under MAV Contract CL7700 Contaminated land, landfill and environmental audit.....	266

COUNCILLOR AND PUBLIC ATTENDANCE

PLEASE NOTE

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

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

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

1. OPENING PRAYER

The Mayor read the opening prayer.

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

3. APOLOGIES AND LEAVE OF ABSENCE

Cr Sharon Gibson provided an apology to the meeting.

4. DECLARATION OF INTERESTS

Councillor Harriman declared an indirect interest under Section 78B of the *Local Government Act 1989* in respect to Item 16.1. He left the electronic meeting for this item.

5. ADOPTION OF MINUTES

MOTION

Moved: Cr Middlemiss

Seconded: Cr McFarlane

That Council confirm the minutes of the Ordinary Council Meeting held on 6 April 2020.

CARRIED UNANIMOUSLY

6. ACKNOWLEDGEMENTS

Cr Darrell White acknowledged the passing of Mardi Symons on 15 April 2020. Mrs Symons is a long standing Traralgon South local. Cr White passed on condolences to her family.

Cr Kellie O'Callaghan acknowledged the passing of Victorian Police Officers, Leading Senior Constable Lynette Taylor, Senior Constable Kevin King, Constable Josh Prestney and Constable Glen Humphris who tragically lost their lives in the accident on the Eastern Freeway on 22 April 2020.

Cr Dan Clancey congratulated long standing Traralgon local, May O'Reilly on recently celebrating her 100th birthday.

7. PUBLIC PARTICIPATION TIME

Attend as an observer

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

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

Public Questions on Notice

In accordance with the *Council Meeting Policy*, members of the public were able to lodge a question on notice before 12 noon in order for the question to be answered at the meeting. No questions were submitted.

Public Speakers

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

The following persons spoke to Item 14.1 - Use and Development of Land for a Child Care Centre at 6-8 Winifred Street, Morwell:

- David De Pellegrini (Via Audio)
- Brian Hwang (Via Audio-Visual)

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

Date of Council Meeting	Item	Notes
Regional City Growth and Investment		
13 November 2017	Memorandum of Understanding with the State of Victoria to develop a City Deal	<p>Officers researched different aspects of a City Deal during 2018/19.</p> <p>27 November 2019</p> <p>The investigations on this matter by Council Officers have commenced as per Councillor Briefing Report's recommendations.</p> <p>9 April 2020</p> <p>Councillor Briefing Report scheduled for 20 April 2020</p>
23 October 2017	<p>Development Proposal - Expression of Interest</p> <p><i>Previously declared confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i></p>	<p>Councillor Briefing reports presented 26 March 2018 and 24 July 2018.</p> <p>Report will be scheduled once an update is available.</p> <p>22 April 2020</p> <p>A Report is scheduled for July 2020.</p>
5 February 2018	Signage on Overhead Bridges on Freeway	<p>8 March 2018</p> <p>A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p>Response from Vic Roads indicated their position is electronic signage on bridges is not permitted at this time.</p>

Date of Council Meeting	Item	Notes
		<p>Further investigations being undertaken in 2018 and 2019.</p> <p>31 October 2019</p> <p>A future report to be presented to Council late 2020.</p> <p>22 April 2020</p> <p>A briefing is to be provided in June 2020.</p>
3 April 2018	Future Use of the Visitor Information Centre Building	<p>4 April 2018</p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct).</p> <p>20 July 2018</p> <p>No further updates - Update to be provided as the opening of the LCP approaches.</p> <p>28 November 2019</p> <p>A decision on the future use of the VIC building pending relocation to the foyer of the Latrobe Creative Precinct. This is scheduled for March/April 2021.</p> <p>New target date set at September 2020 so the process of identifying options and presenting them to Council can begin.</p>
2 September 2019	<p>SEA Electric: Request for Land at the Gippsland Logistics Precinct</p> <p><i>Previously declared confidential under Section 89(2) (e) of the Local</i></p>	<p>22 April 2020</p> <p>A further report to be prepared for Council consideration following further work over the next few months.</p>

Date of Council Meeting	Item	Notes
	<i>Government Act 1989, as it deals with proposed developments.</i>	
3 June 2019	Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct	<p>11 February 2020</p> <p>The expression of interest (EOI) is being publicly released on 17/2/2020. Timelines have allowed for a briefing to Councillors on 20 April 2020, followed by a report on 4 May 2020.</p> <p>9 April 2020</p> <p>The deadline for submissions of EOI extended at the request of potential submitters due to the COVID-19 pandemic. The deadline extended to 30 April 2020; a Councillor briefing report will be scheduled after this.</p>
11 November 2019	Celebrating the 20th Anniversary of the Sister City Relationship with Taizhou - Taizhou Garden in Latrobe	Present the final design for consideration at a future Council meeting.
2 December 2019	<p>2019/17: NIEIR Report</p> <p><i>Previously declared confidential under Section 89(2) (h) of the Local Government Act 1989, as it deals with a matter which the Council or special committee considers would prejudice the Council or any person.</i></p>	<p>22 April 2020</p> <p>Data will be finalised, following an analysis of the impact of the COVID 19 situation on information previously presented.</p>

Date of Council Meeting	Item	Notes
Community Health and Wellbeing		
2 September 2019	2019/20 Annual Sponsorship Program	<p>3 September 2019</p> <p>A further report to be scheduled following the review of the current Community Sponsorship Program.</p> <p>14 November 2019</p> <p>A review of the Community Sponsorship guidelines is currently being undertaken. A report will be presented to Council early 2020.</p> <p>4 March 2020</p> <p>Briefing report to be presented to Council on 20 April 2020.</p>
5 August 2019	2018/19 Outdoor Pool Season Review	<p>6 August 2019</p> <p>Report to be scheduled after the 2019/20 outdoor pool season.</p>
Organisational Performance		
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p>20 September 2017</p> <p>Pending further discussions before a report is rescheduled for decision.</p> <p>9 August 2018</p> <p>A report for Council to consider the submissions received is being prepared for the September Meeting.</p> <p>17 September 2018</p> <p>A further report will be determined after Councillor speaks with property owner.</p> <p>17 January 2019</p> <p>Report expected to council in April 2019.</p>

Date of Council Meeting	Item	Notes
		<p>13 February 2019 Report pending scheduling.</p> <p>8 August 2019 Proposed road renaming to be referred to Road Naming Committee for consideration when convened.</p> <p>14 April 2020 Report considered at Councillor Briefing held on 23 March 2020.</p>
Assets and Presentation		
3 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	<p>Matter was researched and considered during 2018/19.</p> <p>14 August 2019 A briefing report will be presented to Council in September 2019.</p> <p>16 January 2020 A further Briefing Report will be presented in 2020.</p>
1 April 2019	Moe Keenagers - Project Update	<p>9 January 2020 This funding application is still waiting for approval from the Federal Department of Infrastructure.</p> <p>6 March 2020 A Council report will be provided in due course.</p>
1 July 2019	Annual Maintenance Grant Program	<p>16 January 2020 Briefing Report scheduled for Councillor Briefing 1, 23 March 2020 and a Council Meeting Report scheduled for 6 April 2020.</p>

Date of Council Meeting	Item	Notes
		<p>22 April 2020</p> <p>Briefing Paper scheduled to be presented at the June Councillor Briefing 1.</p>
2 March 2020	2020/02 Review of Council Position 2010	Presents a discussion paper to a council briefing session related to a future position on climate change and then presents a report to a future Council Meeting.

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

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

NOTICES OF MOTION

9. NOTICES OF MOTION

With the prior agreement of the Mayor, these items were considered after the business listed on the open agenda.

9.1 2020/04 PROHIBITION OF THE DISPLAY OF NAZI FLAGS AND SYMBOLS

Cr Dale Harriman

I, Cr Dale Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on 04 May 2020:

Proposed resolution:

Moved: Cr Harriman

Seconded: Nil

This motion lapsed as it was not seconded.

That Council:

- 1. Prohibits the display of Nazi flags and symbols on Council owned land and buildings;**
- 2. Writes to the Premier calling on the Victorian State Government to ban the production, use and display of Nazi flags and symbols in Victoria;**
- 3. Writes to the Prime Minister calling on the Federal Government to ban the production, use and display of Nazi flags and symbols in Australia; and**
- 4. Receives a report at a future Council meeting to determine the ability for Council to amend the Community Amenity Local Law No. 2 to prohibit the display of Nazi flags and symbols in Latrobe City.**

Signed
Cr Dale Harriman
29 April 2020

Attachments
Nil

9.2 2020/05 HAZELWOOD PONDAGE

Cr Alan McFarlane

I, Cr Alan McFarlane, hereby give notice of my intention to move the following motion at the Council Meeting to be held on 04 May 2020:

MOTION

Moved: Cr McFarlane

Seconded: Cr White

That Council:

- 1. Notes that the Mayor recently wrote to The Hon. Jaclyn Symes, Minister for Regional Development on 29 April 2020 seeking assistance with the following actions;**
 - a. Request Engie to retain the identified buildings (Aquatic Centre and Yacht Club) until final decisions are made regarding the future of the Hazelwood pondage;**
 - b. Provide the necessary funding to undertake a feasibility study to better understand the future maintenance costs and ownership options for the waterway; and**
 - c. Consider the retention of the pondage and the potential tourism and agriculture opportunities it presents for the region.**
- 2. Write to Engie accepting their verbal offer to defer the demolition of the Aquatic Centre and Yacht Club buildings at Hazelwood Pondage, until the outcome of Council's request for assistance from The Hon. Jaclyn Symes is known.**
- 3. Seek a meeting with Ms Harriet Shing, Member for Eastern Victoria, to discuss the level of support the State Government may be able to provide.**

CARRIED UNANIMOUSLY

Signed
Cr Alan McFarlane
29 April 2020

Attachments
Nil

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

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

Nil reports

CORRESPONDENCE

11. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Nil reports

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

Nil reports

REGIONAL CITY GROWTH AND INVESTMENT

14. REGIONAL CITY GROWTH AND INVESTMENT

Agenda Item: 14.1

Agenda Item: Use and Development of Land for a Child Care Centre at 6-8 Winifred Street, Morwell

Sponsor: General Manager, Regional City Growth and Investment

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

Status: For Decision

MOTION

Moved: Cr McFarlane

Seconded: Cr Harriman

That Council:

Issues a Notice of Decision to Grant a Permit for the use and development of land for a childcare centre at 6-8 Winifred Street, Morwell, with the following conditions:

Amended Plans Condition:

- 1. Prior to the commencement of the works hereby permitted, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans previously submitted but modified to accurately depict buildings on adjoining properties.**

Endorsed Plans Condition:

- 2. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 3. The land owner/permit holder must commence, implement, and maintain the car parking management plan as approved (or as varied by the written consent of the Responsible Authority) to the satisfaction of the Responsible Authority.**

Use Conditions

- 4. The use may operate only between the hours of 6:30 am and 6:30 pm Monday to Friday, unless with the written consent of the Responsible**

Authority.

5. Except with the prior written consent of the Responsible Authority, no more than 53 children under the care of the centre are permitted to be on the site at any given time.

Amenity Conditions

6. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land or road reserve.
7. No external sound amplification equipment or loud speakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.
8. All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service.
9. Noise from the property must not exceed limits prescribed by the State Environment Protection Policy (Control of noise from Commerce Industry & Trade) No. N-1.
10. Provision must be made on site for storage of waste and such areas must be screened from public view to the satisfaction of the Responsible Authority.
11. The amenity of the area must not be detrimentally affected by the use or development through any of the following:
 - a) Transport of materials, goods or commodities to or from the land.
 - b) Appearance of any buildings, works or materials.
 - c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, soot, ash, dust, waste water, waste products, grit or oil.
 - d) Presence of vermin.

Fencing Conditions

12. The cost of new fencing shown on the endorsed plan is to be borne by the owner/developer.
13. All fencing associated with the Child Care Centre is to meet the requirements for Children's Services Centre Outdoor Play Spaces and comply with AS1926.1.

Standard Development Conditions

14. Once building works have commenced they must be completed to the

satisfaction of the Responsible Authority.

15. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.

Landscaping Conditions

16. Prior to the commencement of any works, a landscape plan must be submitted to and approved by the Responsible Authority. The plan must show:

- a) a survey (including botanical names) of all existing vegetation to be retained and/or removed;
- b) details of surface finishes of pathways and driveways;
- c) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;
- d) screen planting along the site's south-western and north-eastern boundaries adjacent to the car parking and outdoor play areas; and
- e) Details of fencing that will enclose the children's play spaces facing Winifred Street.

All species must be selected to the satisfaction of the Responsible Authority.

When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided.

17. Prior to the occupancy of the development or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
18. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

Infrastructure Planning Conditions

19. Before works commence on the development hereby permitted, a site drainage plan including levels or contours of the land and all hydraulic computations must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and an electronic copy (PDF) must be provided. The drainage plan must be prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and must provide for the following:

- a) How the land including all buildings, open space and paved areas will be drained for a 20% AEP storm event.
 - b) An underground pipe drainage system conveying stormwater discharge to the legal point of discharge.
 - c) The provision of stormwater detention within the site and prior to the point of discharge into Latrobe City Council's drainage system. The stormwater detention system must be designed to ensure that stormwater discharges arising from the development of the land are restricted to pre-development flow rates. The rate of pre-development stormwater discharge shall be calculated using a coefficient of run-off of 0.4.
20. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
21. Before the use commences of the development hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority including all necessary permits being obtained and inspections undertaken:
- a) All drainage works must be constructed in accordance with the approved site drainage plan.
 - b) The areas shown on the endorsed plans for vehicle access and car parking must be constructed to such levels that they can be used in accordance with the approved plans including surfacing with an all-weather sealed surface, drained and line marking to indicate each car space and all access lanes.
 - c) All proposed vehicle crossings must be constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307.
22. The loading and unloading of goods from vehicles must only be carried out on the land subject to this permit and must not disrupt the circulation and parking of vehicles on the land or adjacent roads.
23. Car spaces, vehicle access lanes and driveways must be kept available for these purposes at all times.
24. The areas set aside for car parking and vehicle access lanes must be maintained in a continuously useable condition to the satisfaction of the Responsible Authority.

Permit Expiry Condition

25. This permit will expire if one of the following circumstances applies:

- a) The development is not started within two years of the date of this permit;**
- b) The development is not completed and the use has not commenced within four years of the date of this permit.**

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit. An extension of time to complete the development or a stage of the development may be requested if:

- a) the request for an extension of time is made within 12 months after the permit expires; and**
- b) the development or stage started lawfully before the permit expired.**

For Crs White, Harriman, McFarlane, Howe, Clancey and Law
Against: Crs O'Callaghan and Middlemiss

CARRIED

Executive Summary:

A planning permit application has been received to use and develop land at 6-8 Winifred Street, Morwell for a childcare centre.

The proposal involves conversion of the existing dwelling on the site into a childcare centre with some internal and external works required to make the conversion. Works include the construction of a car park of 11 spaces at the front of the site, installation of two play spaces in front of the centre, and internal and external works to the building to create the centre.

The original application proposed to have a maximum of 59 children and 12 staff members requiring the waiver of one car parking space.

Following advertising of the application, 6 objections were received. Issues raised included concerns about traffic, car parking, and amenity.

The applicant has responded to these concerns and has amended the application, reducing the maximum number of children to 53 with 8 full time staff members and two part time staff members. A waiver of car parking is therefore no longer required due to a reduction in the number of children. Amended plans were also lodged showing the car parking area changed to include dedicated staff and drop off/pick up spaces, and a parking management plan was submitted.

The amended application was circulated to objectors. In response, no objections

have been withdrawn.

The proposal has been considered against the relevant provisions of the Latrobe Planning Scheme (the Scheme) and the objections submitted and is considered to have satisfied the purpose and decision guidelines of the General Residential Zone Schedule 1. The proposal is considered to be appropriately located in the context of the site and surrounding residential area as the perceived amenity impacts of the proposal are able to be mitigated to an acceptable level.

Overall, it is considered that the proposal is generally consistent with the relevant objectives and decision guidelines of the Scheme.

It is therefore recommended that a Notice of Decision to Grant a Permit, subject to appropriate conditions, be issued.

Background:

Summary

Land: 6-8 Winifred Street, Morwell, known as Lot 3 LP15160

Proponent: Latrobe Valley Drafting

Zoning: General Residential Zone Schedule 1 (GRZ1)

Overlays: Nil

A Planning Permit is required for the use and development of the land for a child care centre in accordance with Clause 32.07-2 and Clause 32.07-9 respectively of GRZ1.

Proposal

The application is for the use and development of a childcare centre on the site. The details of the proposal are as follows:

The proposal involves conversion of the existing dwelling on the site to a childcare centre. The centre would comprise two separate children's rooms, outdoor play spaces, staff administration areas, amenities and onsite car parking.

The external building modifications would comprise partial removal of some existing external walls for the installation of new window openings, and the addition of a front entry, porch and verandah to the front of the building. Internal works would comprise the reconfiguration of the floor plan to provide for the two children's rooms, reception and administration areas, kitchen, staff and meeting room, bathrooms, laundry and storage.

Works surrounding the building would involve creation of two external play spaces in front of the building which would be partially covered with shade sails. Fencing would be provided around the perimeter of the external play spaces and landscaping is proposed along the side boundaries.

A car parking area containing 11 car parking spaces would be located between the play spaces and the front setback of the site. Vehicle access to the car park would be via the existing crossover and a proposed crossover which would provide a one-way circular driveway arrangement. Bicycle parking would be provided adjacent to the car parking area.

The centre is proposed to operate between the hours of 6:30 am and 6:30 pm Monday to Friday.

It is proposed to have a maximum of 53 children and 10 staff comprising of 8 full time and 2 part time staff members.

Following advertising of the application and the receipt of objections, the applicant amended the application to 53 children (the application previously proposed a maximum of 59 children) and 8 full time staff members and two part time staff members 8 staff members (previously 10 full time staff members two part time staff members). A waiver of car parking is therefore no longer required due to a reduction in the number of children.

Amended plans were also lodged and circulated to objectors which showed a reconfiguration of the car parking area with five dedicated staff parking spaces, three short term drop off/pick up spaces, one accessible space, and two standard spaces.

A parking management plan was also circulated to objectors which details procedures for the management of the car park on the site including management of the short term drop off/pick up spaces, methods to ensure that the parking of vehicles by staff and visitors does not interfere with waste collection for the site and neighbouring properties, and a complaints handling procedure. The complaints handling procedure ensures that the director of the child care centre actively resolves any complaints (including complaints from neighbours) and sets out the process if a complaint cannot be resolved immediately.

Attachment 1 shows the amended site plan and elevations of the proposal and the parking management plan.

Subject Land:

The subject site is regular in shape and is located on the south-eastern side of Winifred Street in Morwell. It has a frontage of 30.48 metres, a length of 45.72 metres, and an overall area of 1,393.5 square metres. There are no easements encumbering the site, the site is relatively flat and does not contain any significant vegetation.

The site has been developed with a single storey dwelling which is located towards the rear of the site and an outbuilding and carport which are located in front of the dwelling. It is understood the dwelling was once a church which explains its unusual siting on the lot. Vehicle access is via a concrete crossover and gravel driveway located at the northern end of the site frontage.

The site is located in an existing residential area of Morwell, to the north of the Morwell Activity Centre. Surrounding uses are generally residential in nature.

Surrounding Land Use:

North: Single storey dwelling in GRZ1

South: Single storey dwelling in GRZ1

East: Single storey dwelling in GRZ1

West: Single storey dwelling in GRZ1; further to the west is the former La Mode factory located in the Mixed Use Zone

Attachment 2 shows the location and context of the subject site.

Reasons for Proposed Resolution:

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the General Residential Zone Schedule 1;
- Consistent with Clause 65 (Decision Guidelines); and
- The objections received have been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered. Relevant permit conditions addressing these issues will be required. The objections do not form planning grounds on which the application should be refused.

Issues:

Strategy Implications

Objective 1 of the Council Plan 2017-2021 seeks to “*support job creation and industry diversification to enable economic growth in Latrobe City*”. A strategy to achieve this is Strategy 10 “*support improved education outcomes through direct delivery of early learning education services and advocacy with local education and training providers, to provide education offerings that create a skills base aligned with our future economy*”.

Communication

Notification:

The application was advertised pursuant to Sections 52(1)(a) and (d) of the *Planning and Environment Act 1987* (Act), with notices sent to all adjoining and adjacent landowners and occupiers, and a notice was displayed on the frontage of the site for a minimum of 14 days.

At the completion of the advertising period, 6 submissions in the form of written objections and a petition containing 20 signatories had been received. It is noted that all of the objectors signed the petition.

A copy of the objections and petition can be viewed at Attachment 3 of this report, with a map showing the location of the nearby objectors at Attachment 4.

The following issues were raised:

1. Noise

Comment:

Both properties on either side of the site facing Winifred Street have outbuildings along a substantial section of each boundary shared with the subject site. These buildings will have the effect of providing an acoustic barrier to the childcare centre from these properties. In addition, screen planting is proposed to be undertaken along these boundaries where they abut the proposed car park and play spaces.

At the rear, the existing building on the subject site is set back approximately 2 metres from the rear boundary. Two new door openings for emergency access only would be provided to this area which would be used as a utility area. It is therefore envisaged that noise from the use to the properties to the rear fronting Papyrus Street will be minimal as there are no active areas at the rear.

Conditions on any approval issued will require that there be no external sound amplification system on the site, that any security alarms are to be silent and connected to a security service, and that all noise from the property must not exceed limits prescribed by the State Environment Protection Policy (Control of noise from Commerce Industry & Trade) No. N-1.

It is considered that with these measures in place, noise from the site should not have an undue impact on the amenity of the surrounding area.

2. Lack of car parking on site; issues with parking on the street; parked cars will inhibit regular garbage bin collection.

Comment:

Table 1 to Clause 52.06 of the Scheme requires 0.22 car parking spaces to each child to be provided. For 53 children this equates to 11 spaces. Eleven spaces would be provided on site. The proposal therefore complies with this clause.

Council's Infrastructure Planning team has provided the following comments with regard to on street parking in Winifred Street:

"...the width of Winifred Street road pavement is about eleven metres. This provides for one traffic lane in each direction with a marked centreline, unmarked indented parking along the south side (development side) and sufficient width for parking along the north side, clear of the traffic lane."

It is therefore considered that the site and, when needed, Winifred Street are capable of providing enough car parking for the use. The parking management plan will ensure that parked cars will not impact garbage bin collection in the street and puts the onus on the operator of the permit to ensure that parking is managed appropriately.

3. Increase in traffic; site is near a blind corner; Winifred Street is a major bus route.

Comment:

Council's Infrastructure Planning team has provided the following comments with regard to traffic on Winifred Street:

"It is expected that this development will generate an additional 140 vehicle movements per day along Winifred Street. This section of Winifred Street is classified by Council as a Major Access Street which, under Council's design guidelines, has a nominal capacity of 2,000 vehicle movements per day. There are no recent traffic counts for Winifred Street but counts taken just to the north of the proposed in 2012 indicate that traffic volumes at this location would now be approximately 800 vehicles per day.

The Winifred Street road pavement is eleven metres in width. Under clause 56.06-8 of the Planning Scheme an eleven metre wide street has a maximum indicative traffic volume of 6,000 vehicles per day.

Therefore although traffic volumes along this section of Winifred Street would significantly increase from those at present, the expected total traffic volume would be lower than the nominal maximum considered appropriate for the existing width of the street. The likely increases in traffic in the area around the site will be within acceptable limits for the capacity of the abutting street."

4. Commercial use which will impact the amenity of an existing quiet residential area.

Comment:

The purpose of the General Residential Zone includes "to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations". A childcare centre is a permitted use in the zone. The impact on the amenity of the area should be minimal as discussed below under the GRZ1 provisions.

5. Area is already well serviced with childcare centres

Comment:

The number of childcare centres already in the area is not a relevant planning consideration.

6. The existing structure contains asbestos and the construction works may cause a health hazard.

Comment:

The removal and proper disposal of asbestos from any construction works is not a relevant planning consideration. Any construction work would need to be in strict compliance with the Occupational Health and Safety Act 2004 and the related regulations.

7. The plans do not accurately depict the structures on adjoining properties.

Comment:

It is acknowledged that the structures on adjoining properties are not accurately depicted as the plans are based on old aerial imagery, particularly in relation to some structures recently built to the east of the site, at 10 Winifred Street. A condition of permit will ensure that the amended plans are submitted to accurately depict structures on adjoining properties.

As previously mentioned, it is considered the buildings on adjoining properties will have the effect of providing an acoustic barrier to the childcare centre from these properties.

8. Decrease in property values.

Comment:

Decrease in property values is not a relevant planning consideration.

Internal:

The application was referred to the Council's Infrastructure Planning team who did not object to the granting of a planning permit subject to conditions to be included on any permit that may be issued with regard to car parking and drainage.

Details of Community Consultation following Notification:

The applicant provided amended plans in response to the objectors' grounds of objection. The objectors were advised in writing of the response and were given the opportunity to withdraw their objections. No objections were withdrawn therefore requiring a decision by Council.

Financial Implications

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 7 business days with an additional three days required to attend and present at the appeal, totalling 10 business days.

This equates to a financial cost in the order of \$4,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$7,000.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Reputational Risk Supporting an application	3 – Possible	The proposal has been considered against the

<p>which has received 6 submissions which raise concerns including car parking, traffic and amenity.</p>		<p>Latrobe Planning Scheme and it is considered to be consistent with the relevant provisions.</p>
<p>Reputational Risk & Financial Risk</p> <p>Not supporting the application and the applicant seeking review of the decision at VCAT.</p>	<p>3 – Possible</p>	<p>To manage and limit the potential risk the recommendation has been considered against the Planning Policy Framework and Municipal Planning Strategy.</p>

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

Legal and Compliance

Latrobe Planning Scheme

Planning Policy Framework

- Clause 11.01-1S: Settlement
- Clause 13.07-1S: Land use compatibility
- Clause 17: Economic Development
- Clause 17.01-1S: Diversified Economy
- Clause 17.02-1S Business
- Clause 18.02-4S Car parking
- Clause 19.02-2S Education facilities

Local Planning Policy Framework

- Clause 21.06: Built environment and heritage
- Clause 21.07: Economic Development
- Clause 21.08: Transport and Infrastructure
- Clause 21.09-5: Morwell

Zoning General Residential Zone Schedule 1

The subject site is located in the General Residential Zone Schedule 1 where a planning permit is required to use and develop the land for a childcare centre.

Particular Provisions

- Clause 52.06 (Car Parking)

Decision Guidelines (Clause 65):

Clause 65.01 sets out the decision guidelines to be considered before deciding on any application.

Incorporated Documents (Clause 81):

The following incorporated documents are relevant to this application:

- Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Off-Street car parking, Standards Australia 2004
- Design Vehicles and Turning Path Templates, Austroads, 1995 (AP-34/95)

Strategic direction of the State and Local Planning Policy Frameworks:

The key elements of the Planning Policy Framework and Municipal Planning Strategy have been considered in the assessment of the application.

Clause 19.02-2S Education facilities has the objective '*to assist the integration of education and early childhood facilities with local and regional communities*'.

Strategies to achieve this include:

- *Locate childcare, kindergarten and primary school facilities to maximise access by public transport and safe walking and cycling routes.*
- *Ensure childcare, kindergarten and primary school facilities provide safe vehicular drop-off zones.*
- *Ensure streets and accessways adjoining education and early childhood facilities are designed to encourage safe bicycle and pedestrian access.*

The proposed childcare centre would be located in an established residential area in Morwell and would be accessible by public transport and by safe walking and cycling routes. The centre is required to have a designated safe vehicular drop off zone which is shown on the amended plans. A separate entry and exit point would be provided to the site for vehicle access to Winifred Street and separate entry points for pedestrians would also be provided to the site with pathways either side of the car park. Bicycle parking would be located within the car parking area and could be accessed by either the vehicle or pedestrian access routes. As such there would be safe access to the site by vehicles, pedestrians and bicycles. The implementation of the parking management plan would ensure that the car park is utilised appropriately by staff, customers and delivery vehicles so that vehicles from the use do not impact on public safety and amenity.

Clause 18.02-4S has the objective *'to ensure an adequate supply of car parking that is appropriately designed and located'*. The proposal provides a sufficient amount of off-street car parking. The application has been assessed by Council's Engineering Team who has no objection.

An objective of Clause 21.07-1 Economic Growth is "[t]o facilitate a vibrant and dynamic economic environment that will grow and diversify employment opportunities". The proposal would provide employment in the child care sector in Morwell as well as a service to the local community.

The site is located in an 'Existing Urban Area' as identified on the Morwell Town Structure Plan found at Clause 21.09-5. The proposed child care centre is considered to be an appropriate use of the site with regard to the strategic plan for the town.

'Purpose' and 'Decision Guidelines' of the General Residential Zone Schedule 1:

The land is zoned General Residential Zone Schedule 1 where a permit is required for the use and development of a childcare centre. The proposal satisfies the decision guidelines for the zone for non-residential use and development in that:

- The use and development are considered to be compatible with the surrounding residential area. The works proposed for the site would not impact the adjoining properties by way of building bulk, overshadowing or overlooking and would be compatible with the streetscape through the use of landscaping. It is noted that the site currently has a significant front setback of which a significant portion is used for access and car parking. The proposed development would provide landscaping along the site frontage, along the site boundaries, and within the playground spaces in front of the main building which would assist it to blend in with the garden nature of the Winifred Street streetscape.
- As discussed, noise from the centre would be manageable through planning permit conditions, through a restriction on the number of children permitted on site, and through existing structures on adjoining properties.
- The use would serve a local community need for childcare.
- The built form of the use and development is residential in nature with the repurposing of the existing dwelling on the site, residential scale additions and provision of landscaping.
- Car and bicycle parking and associated accessways would be located at the front of the site and would provide safe access to the centre.
- No designated loading bay is proposed however deliveries to the site will be required to be during times of the day when car parking is in low demand as specified in the parking management plan. The collection of refuse also forms part of the parking management plan.
- The safety, efficiency and amenity effects of traffic to be generated by the proposal are considered to be manageable as discussed.

The proposal is considered to satisfactorily address the purpose and decision guidelines of the zone.

'Purpose' and 'Decision Guidelines' of Clause 52.06 Car Parking

The applicant has stated that a maximum of 53 children are to be accommodated at the centre. Table 1 to the clause requires 0.22 spaces to each child to be provided, which equates to 11 spaces. Eleven spaces would be provided on site. Council's Engineering team has assessed the provision of car parking and has offered no objection. The proposal is therefore considered to have complied with this clause.

Clause 65 (Decision Guidelines):

The relevant decision guidelines set out in Clause 65.01 have been considered and found:

- The proposal satisfies the Municipal Planning Strategy, the Planning Policy Framework and the purpose of the applicable zone and particular provisions.
- The proposal would contribute to the orderly planning of the area as it would provide a use that would serve a local community need in an existing urban area.
- With appropriate conditions imposed including the provision and implementation of a parking management plan, the amenity of the area should not be impacted.

Other

Council has the following options in regard to this application:

1. Issue a Notice of Decision to Grant a Permit; or
2. Issue a Notice of Decision to Refuse to Grant a Permit.

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1. [Site Plan, Development Plans, Car Parking Management Plan and Car Parking Operational Manual](#)

2. Location and Context of Site

3. Copies of Objections and Petition (Published Separately)

(This attachment is considered to be confidential under:

(a) section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020; and

(b) subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it deals with personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Releasing this information would result in the unreasonable disclosure of an objector and their personal affairs).

4. Location of Objectors' properties (Published Separately)

(This attachment is considered to be confidential under

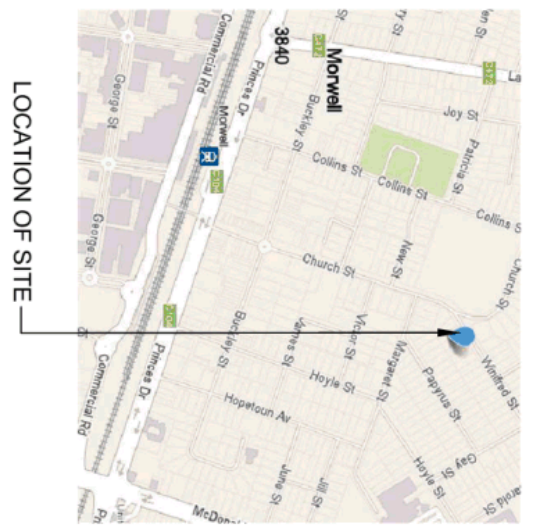
(a) section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020; and

(b) subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it deals with personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Releasing this information would result in the unreasonable disclosure of an objector and their personal affairs).

14.1

Use and Development of Land for a Child Care Centre at 6-8 Winifred Street, Morwell

1	Site Plan, Development Plans, Car Parking Management Plan and Car Parking Operational Manual	40
2	Location and Context of Site	53



WIND RATING: N1

BAL RATING LOW

NOTE: UNDERGROUND SERVICES MAY NOT BE SHOWN OR BE ACCURATE. ALWAYS CONSULT DIAL BEFORE YOU DIG PRIOR TO ANY EXCAVATION WORKS.

Latrobe Valley DRAFTING

1200 RIVERVIEW STREET
MORWELL VIC 3608
PH: 03 5328 2411
WWW.LATROBEVALLEYDRAFTING.COM.AU

4i Design Matters

1111 119th STREET
MORWELL VIC 3608
PH: 03 5328 2411
WWW.4IDESIGNMATTERS.COM.AU

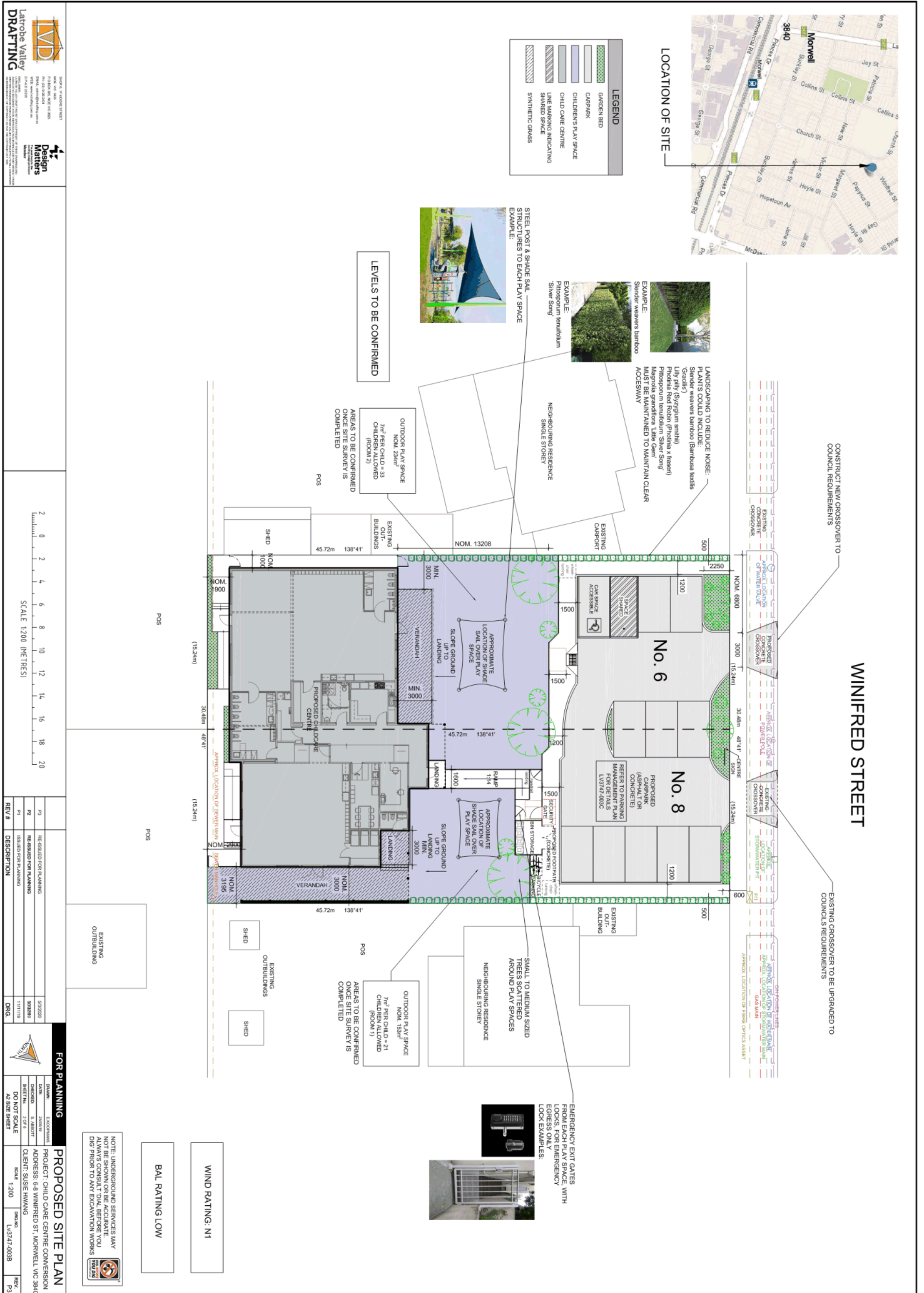
FOR PLANNING

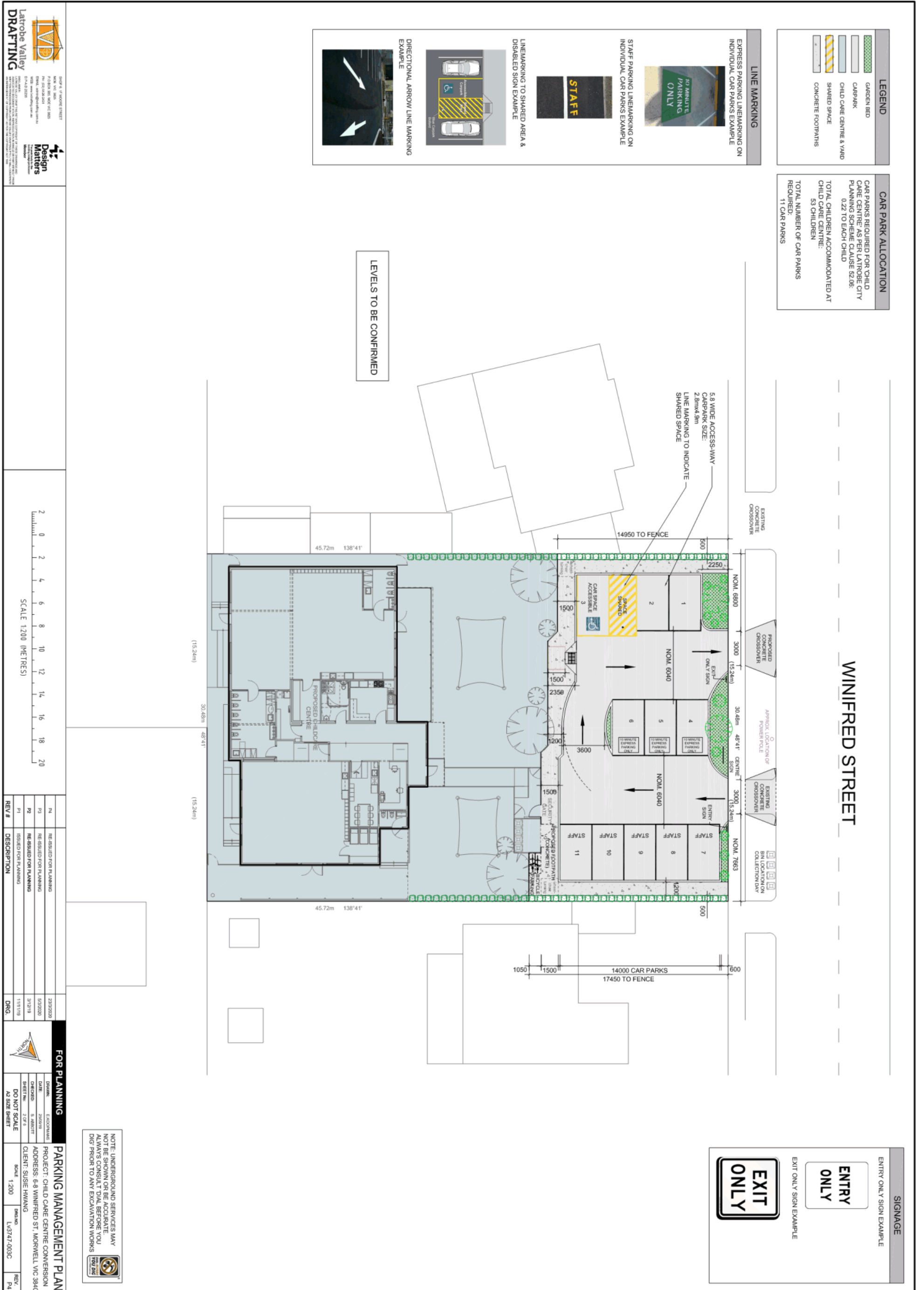
DATE	DESCRIPTION	BY	CHKD
18/12/19	ISSUED FOR PLANNING	PI	P2
11/11/19	ISSUED FOR PLANNING	PI	P2

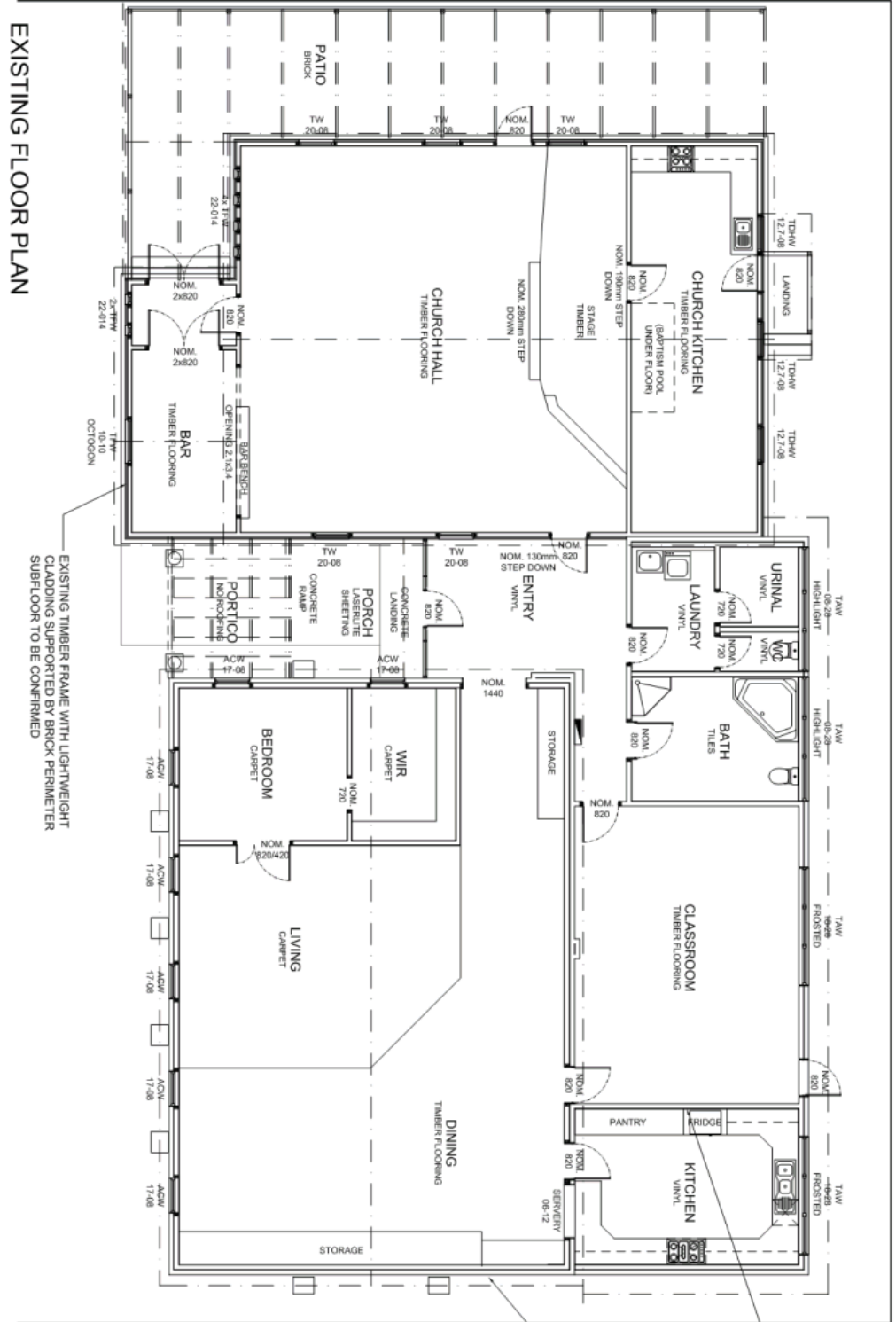
EXISTING SITE PLAN

PROJECT: CHILD CARE CENTRE CONVERSION
ADDRESS: 6-8 WINIFRED ST, MORWELL, VIC 3608
CLIENT: SUSIE HWANG

SCALE: 1:200
DRAWING NO: L/1747-003A
REV: P2







EXISTING FLOOR PLAN

EXISTING TIMBER FRAME WITH LIGHTWEIGHT CLADDING SUPPORTED BY BRICK PERIMETER SUBFLOOR TO BE CONFIRMED

EXISTING WALL STRUCTURE TO BE CONFIRMED

EXISTING CAVITY BRICK (230mm TOTAL THICKNESS) OR BRICK VENEER (240mm TOTAL THICKNESS) TO BE CONFIRMED

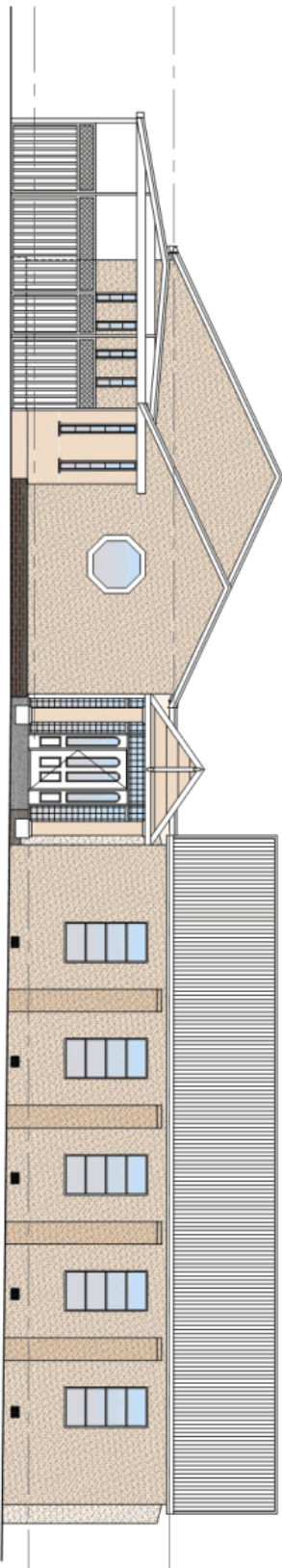
NOTE

ALL MEASUREMENTS TO BE CONFIRMED ON SITE PRIOR TO CONSTRUCTION. EXTERNAL & INTERNAL WALL STRUCTURE TO BE CONFIRMED ON SITE.

NOTE

ALL TIMBER STUMPS TO BE REPLACED PRIOR TO CONSTRUCTION AS PER BUILDING ASSESSMENT REPORT

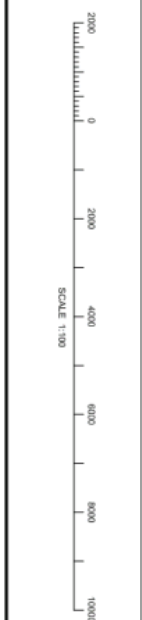
EXISTING FRONT ELEVATION



Lalorbe Valley DRAFTING

Design Matters

10/100 WINDERMERE STREET
MORWELL VIC 3608
PH: 03 5721 2411
WWW.DESIGNMATTERS.VIC.AU



REV.#	DESCRIPTION	DATE	BY	CHKD	SCALE	DWG NO	REV
P2	ISSUED FOR PLANNING	19/02/19			1:100		
P1	RESUBMITTED FOR PLANNING	11/01/19					

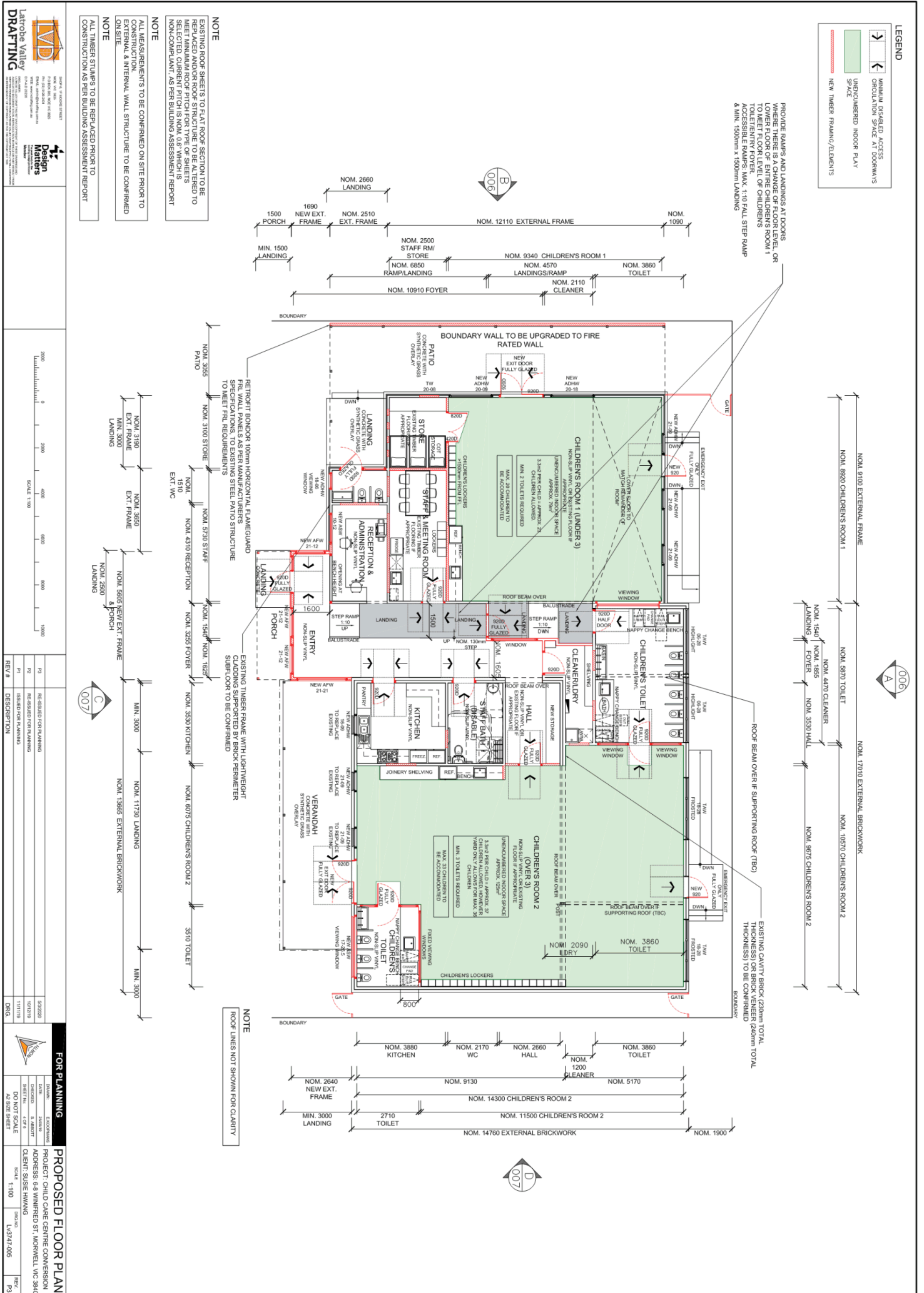
FOR PLANNING

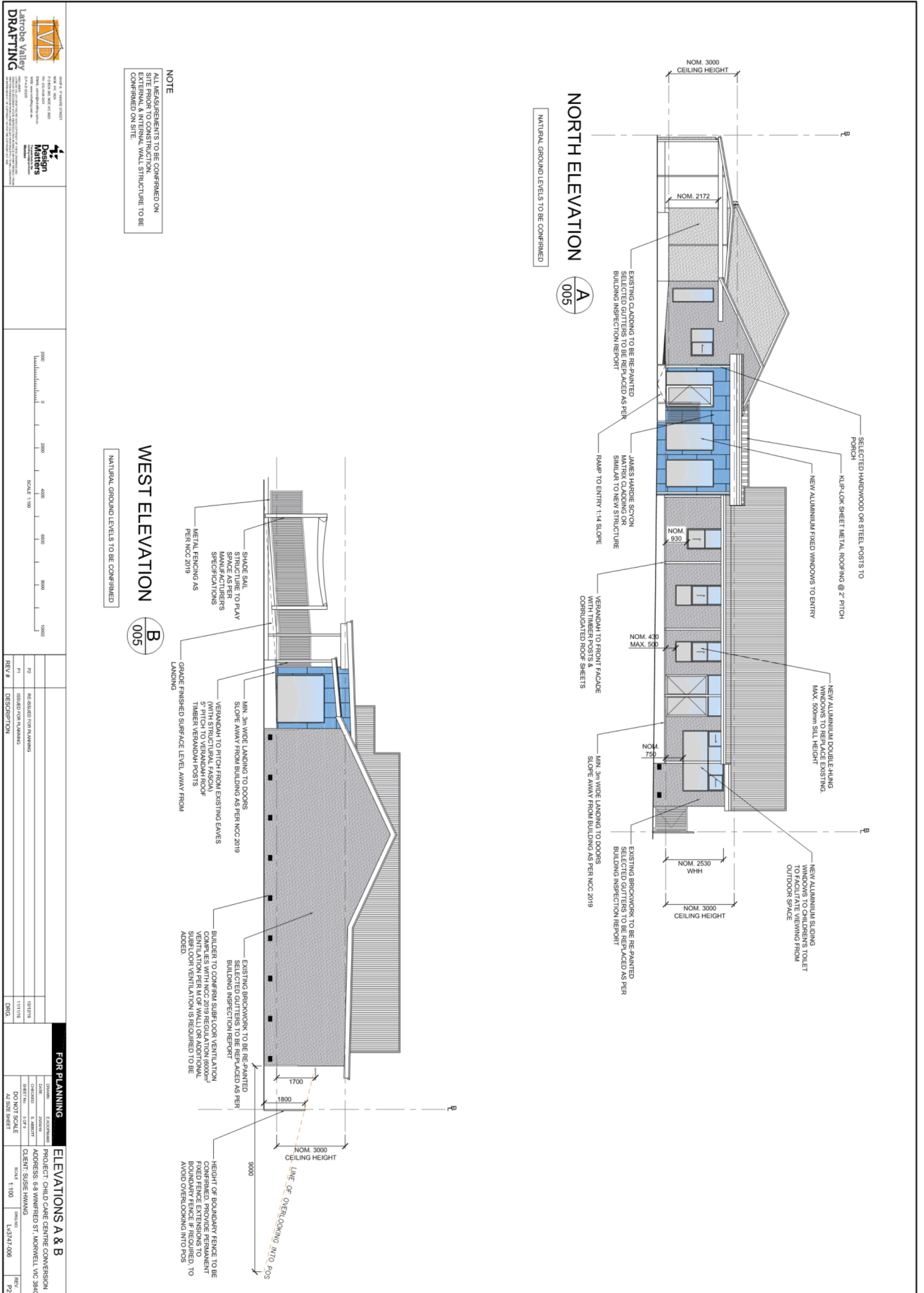
PROJECT: CHILD CARE CENTRE CONVERSION
ADDRESS: 6-8 WINIFRED ST, MORWELL, VIC 3608
CLIENT: SUSIE HWANG

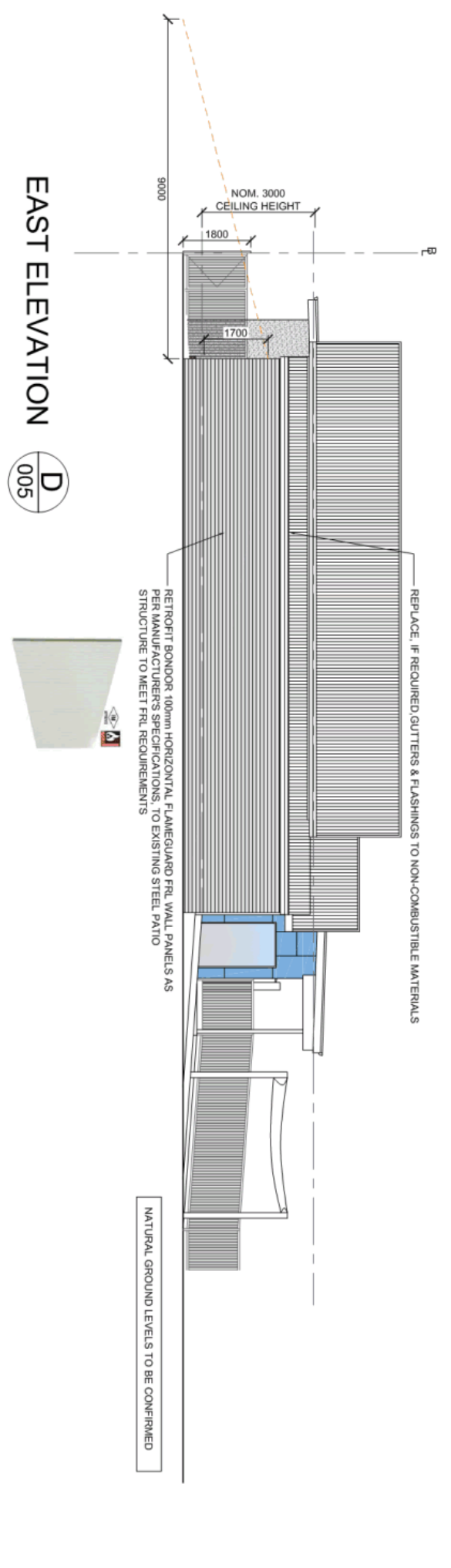
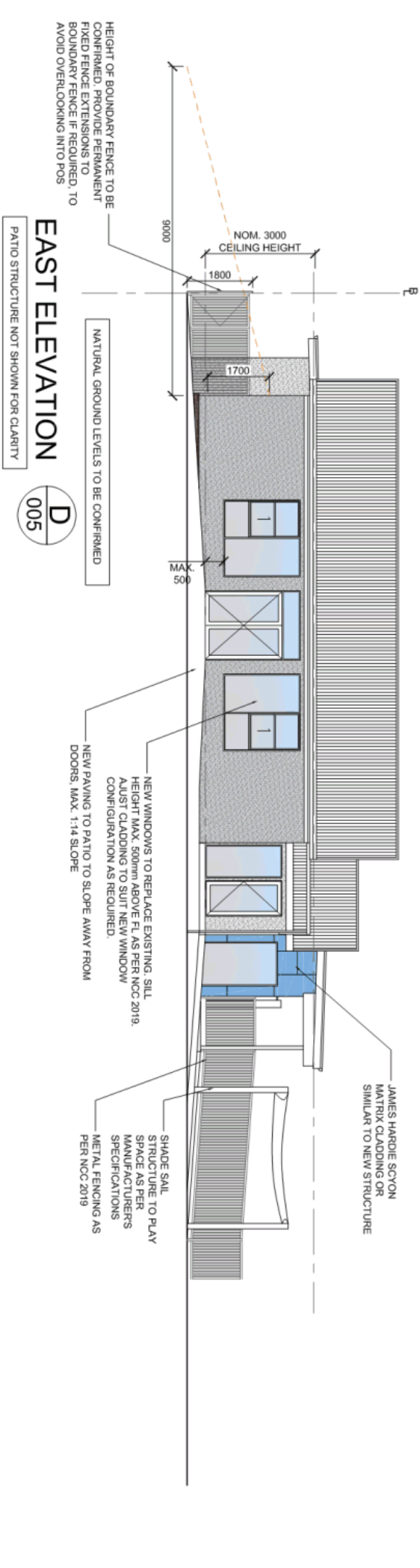
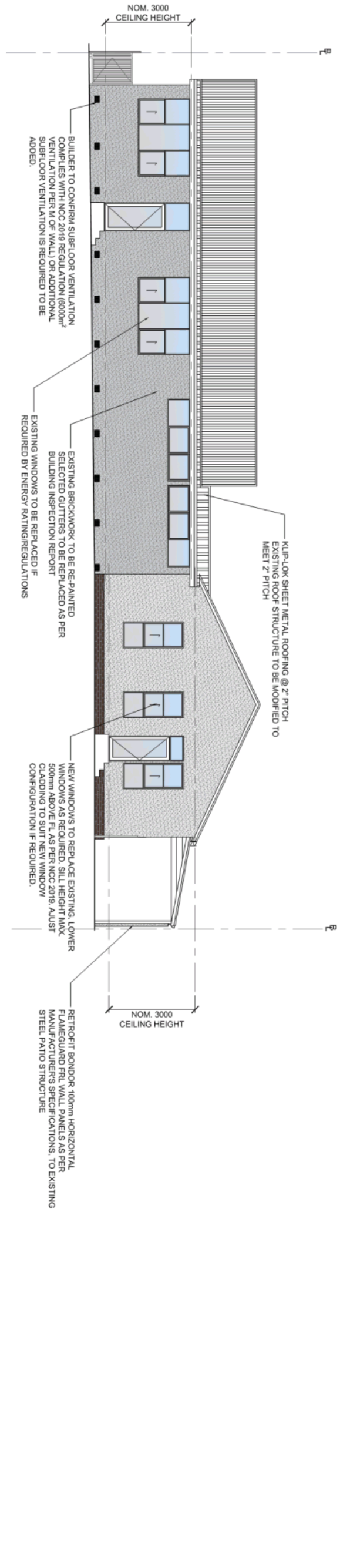
EXISTING FLOOR PLAN

DATE: 20/02/19
CHECKED: S. ARMITT
SHEET NO: 3 OF 4
DO NOT SCALE
A2 SIZE SHEET

SCALE: 1:100
DWG NO: L/1747-004
REV: P2







NOTE
ALL MEASUREMENTS TO BE CONFIRMED ON SITE PRIOR TO CONSTRUCTION. EXTERNAL & INTERNAL WALL STRUCTURE TO BE CONFIRMED ON SITE.

Laltrabe Valley DRAFTING

4r **Design Matters**

10000
8000
6000
4000
2000
0

SCALE 1:100

REV.#	DESCRIPTION	DATE	BY
P1	ISSUED FOR PLANNING	19/12/19	11/11/19
P2	ISSUED FOR PLANNING	19/12/19	11/11/19
P3	ISSUED FOR PLANNING	22/03/2020	11/11/19

FOR PLANNING

PROPOSED FLOOR PLAN

PROJECT: CHILD CARE CENTRE CONVERSION
ADDRESS: 6-8 WINIFRED ST, MORWELL, VIC 3840
CLIENT: SUSIE HWANG

DATE: 20/03/20
CHECKED: S. ARBUTT
SHEET No. 5 OF 4
DO NOT SCALE
A2 SIZE SHEET

SCALE: 1:100
DRAWING NO: L/1747-007
REV: P4

Operational Manual (Car parking management)

The guidelines for all the staff, parents and visitors for our Childcare Centre:

Staff:

The staff parking bays give priority to the centre manager, secondly to the early shift staff opening the centre and staff closing the centre, and finally the other staff can use the staff parking if there are any parking bays unoccupied.

Alternative parking methods

- Staff working at the centre who live in proximity to one another to car-pool.
- To ride a bicycle to work using the bicycle storage.
- Public transport to commute from their homes to the centre for work. As the bus stop is only few steps from the centre and the walk from Morwell train station is approximately 9 minutes.
- There is ample space for street parking between crossovers on the childcare site of the street.

Parents:

In our centre there are 3 drop off/ pick up bays for parents dropping off and picking up children every day, and there are two extra unmarked parking spaces if you are intending to stay longer.

Visitors:

Visitors are only encouraged to visit the centre within 1PM to 3PM (the off-peak time) during our business days, visitors are supposed to use the drop off / pick up bays parking when visit our centre.

All Staff, Parents and Visitors Please Note:

To avoid the interference with waste collection for the neighbouring properties, all staff, parents and visitors are not supposed to park their car in front of the neighbouring waste bins, before the collection time on the collection date. Furthermore, the staff, parents and visitors are advised that their vehicle should be carefully parked so as to not obstruct footpaths, block anyone's access, or make them have to pull out of a very tight spot,

and avoid parking opposite their driveway as this can make it difficult when leaving their property.

Food / Other Deliveries

Food is normally purchased by the centre staff and using the staff parking during the week.

Any other deliveries will be on the monthly basis during the period 1pm to 3 pm. Deliveries will be by delivery truck, utilizing one of the drop off/pick up bays and it is estimated the time need to complete the delivery is 5 to 10 minutes and outside of the peak time.

No Smoking Zone

- Under recent amendments to the *Tobacco Act 1987* smoking is prohibited within the grounds of all Victorian Childcare Centres, the No Smoking sign is required display at the entrance of the Childcare Centre.
- As such there is to be no smoking at the driveway or perimeter of the centre.

Complaint Handling Procedure in the Centre

Stage 1

When we receive feedback or a complaint, we will record it and try to resolve it immediately, where possible.

Stage 2

When a complaint cannot be resolved immediately, the complaint will be referred to Centre Manager. If you are not satisfied with the response or the way in which your feedback or complaint has been handled, you can ask for your complaint to be referred for an internal review.

Stage 3

Internal review: An internal review will be carried out by the Centre Manager. If you remain dissatisfied with the result, you can refer your complaint to an external agency for an independent review.

Stage 4

External review: if you are not satisfied with our centre decision, you can contact the Consumer Affairs Victoria and / or other external agencies to

request an independent review. Consumer Affairs Victoria is located in:
Southern Cross Lane Address: 121 Exhibition Street, Melbourne Vic 3000 or
can be contact by phone: 1300 558 181

Centre Manager

Parking Management Plan

Date: 24.Mar.2020

Proposed Childcare Centre

Address: 6-8 Winifred Street, Morwell Vic 3140

1.Introduction

Proposed Childcare Centre requires a Parking Management Plan to accompany applications for development approval.

1.1. Objectives and Scope

The objective of this plan is to outline the procedures that will be adopted to manage the proposed car parking at the centre. Specifically, the plan demonstrates that the centre has been designed to:

- Adequately cater for the anticipated number of staff parking, drop offs, disabled parking and visitors' parking for the centre.
- Demonstrate that all drop offs, staff parking, disabled and visitors' parking do not interfere with waste collection for the site and neighbouring properties.
- Encourage alternative means of transport for staff at the centre.

To achieve the objective, the scope of the plan comprises:

- Section 2: Number of car parking bays;
- Section 3: Staff parking bays;
- Section 4: Drop off / Pick up bays;
- Section5: Disabled parking bay;
- Section6: Visitors' parking bays;
- Section7: Alternative parking methods;
- Section8: Conclusion

2. Number of Car Parking Bays

Total number of car parking bays

A total of 11 car parking bays are proposed to be provided for the centre. This is inclusive of drop offs, staff parking, visitors' and disabled parking.

3. Staff Car Parking Bays

5 car bays to be used for the staff parking. The staff parking bays give priority to the centre manager, secondly to the early shift staff opening the centre and staff closing the centre, and finally the other staff can use the staff parking if there are any parking bays unoccupied.

4. Drop Off/ Pick Up Bays

3 parking bays to be used for the exclusive use of dropping off / picking up at the centre will be clearly marked prior to the centre opening. The remaining two extra unmarked parking bays can also be used for dropping off / picking up if needed.

5. Disabled Parking Bay

Disabled car parking space is allocated for any disabled person or people with an acquired disabled car parking permit from the City of Latrobe or other councils.

6. Visitors Parking Bays

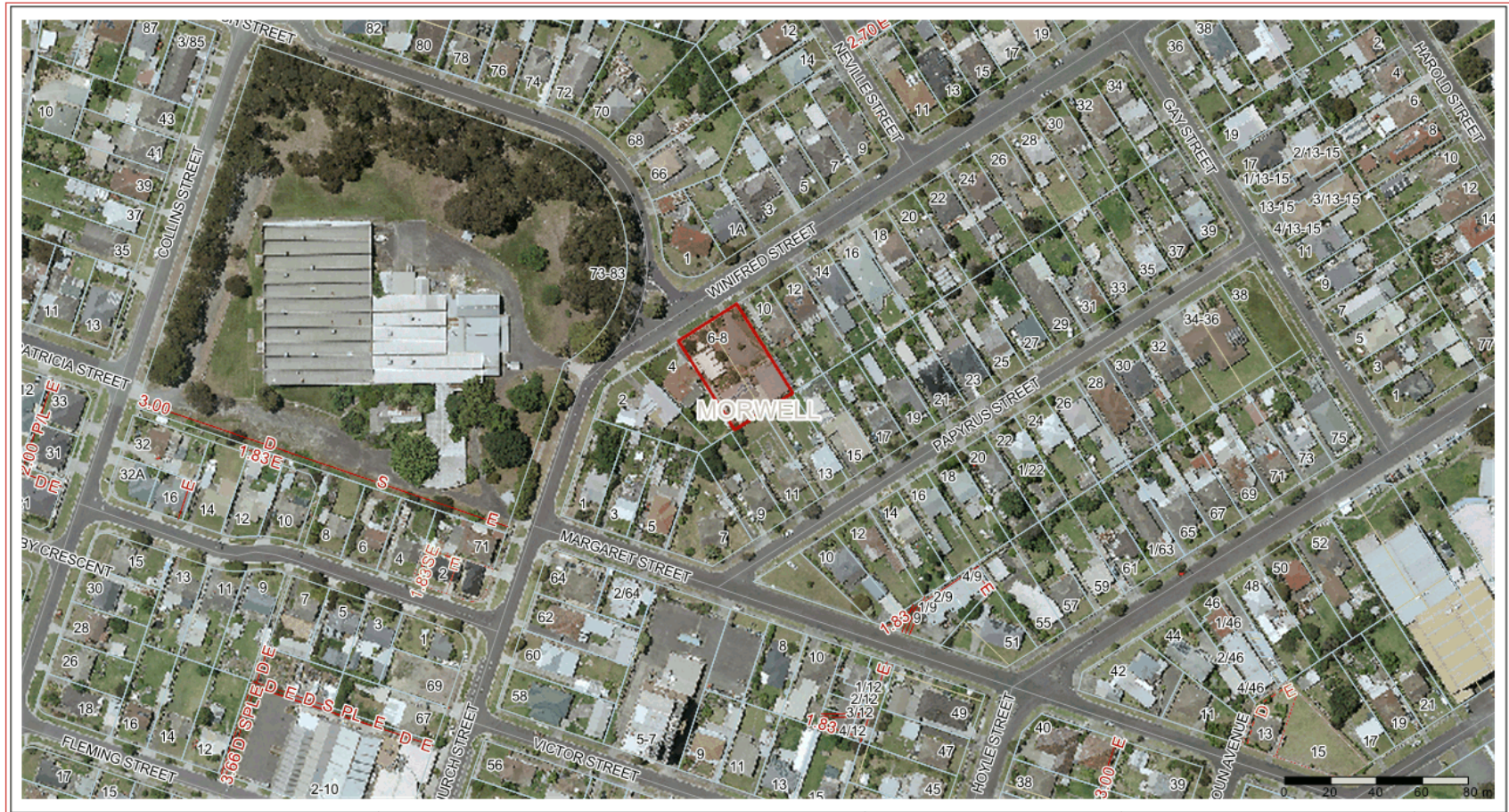
Visitors are only encouraged to visit the centre within 1PM to 3PM (the off-peak time) so the drop off /pick up bays will accommodate this requirement.



7. Alternative Parking Methods

- Encouraging staff working at the centre who live in proximity to one another to car pool.
- Encouraging staff working at the centre to ride a bicycle to work using the bicycle storage.
- Encouraging staff to use public transport to commute from their homes to the centre for work. As the bus stop is only a few steps from the centre and the walk from Morwell train station is approximately 9 minutes.
- Due to the Winifred Street being slightly wider, there is ample space for street parking between crossovers on the childcare site of the street.

8.Conclusion

As demonstrated within this Plan, the centre provides a large on-site car parking area accommodating 11 car bays (including 1 disabled access bay). Based upon the implementation of this Plan, the on-site car park can accommodate the estimated drop off / pick up and visitors' requirements for the centre along with the estimated number of staff working at the centre.



	<p>Note The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p> <p>Disclaimer: The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the state of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</p> <p>Latrobe City does not guarantee the accuracy or the currency of the information presented on this map and therefore Latrobe City will not be held liable for any loss or damage arising as a result of using this information.</p> <p>The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for Dial Before You Dig.</p> <p>The compilation of this map is subject to copyright laws and regulations, no part of this map can be reproduced without prior written consent of Latrobe City Council.</p>	<p>Planning Application 2019/232</p>	<p>31/03/2020</p>	
		<p>Use and development of land for Childcare Centre Location and Context of Subject Site</p>	<p>Scale 1:2524</p>	

Agenda Item: 14.2

Agenda Item: Latrobe Valley City Deal

Sponsor: General Manager, Regional City Growth and Investment

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

Status: For Decision

MOTION

Moved: Cr Harriman

Seconded: Cr White

That Council determines that a Latrobe Valley City Deal is not pursued at this time and that Latrobe City's advocacy and government relations effort is focused on opportunities that emerge following the COVID-19 crisis consistent with the Council Plan 2017-2021.

CARRIED UNANIMOUSLY

Executive Summary:

The following Notice of Motion in relation to a Latrobe Valley City Deal was passed by Council on 13 November 2017.

That Council:

- 1. Agrees, in principle, to enter into a Memorandum of Understanding (MoU) with the State of Victoria to provide a formal framework to negotiate a Latrobe Valley City Deal with the Commonwealth Government;*
- 2. Authorises the CEO to negotiate the detail of the MoU for the Latrobe Valley City Deal;*
- 3. Once it is finalised, the MoU with the State of Victoria for the Latrobe Valley City Deal be brought to a future meeting of Council to be ratified; and*
- 4. Council agree to participate in a round table discussion with key stakeholders to define the vision for the Latrobe Valley City Deal and the domains for action, once the MoU is finalised.*

Since the passing of this Notice of Motion, this matter has been investigated by

Council Officers and the CEO on an ongoing basis, and updates provided to Councillors.

This matter was most recently presented to the Councillor Briefing on 28 October 2019 where Councillors requested further investigation to be undertaken with Councils who had negotiated a City Deal. Following on from this Briefing, further investigative discussions have been undertaken by the Mayor and the CEO with selected Councils which are currently a party to a City or a Regional Deal. Subsequently, phone meetings with the Chief Strategy Officer Future Cities, Townsville City Council and the Director Economy, Investment and Attraction, City of Geelong have been conducted.

In addition, the CEO has discussed this matter with the Secretary, Department of Precincts, Jobs and Regions.

The following conclusions can be drawn from these conversations:

Advantages of City Deals

- Improved relationships with the Government at both levels through regular collaboration; an enhanced ability to influence the Government for policy and projects
- Can potentially result in better governance and coordination locally (e.g. Great Ocean Road Coast Committee (GORCC))
- Could assist with Latrobe City's 'Regional City branding' with the Government and other stakeholders

Disadvantages of City Deals

- Generally does not involve new funding commitments; existing Government funding 'packaged' into a City Deal
- Federal Government determines the projects to be funded (strategic priorities are not always aligned); Councils have limited say in the final outcome
- Significant reporting requirements and potential lobbying efforts required to secure a City Deal
- Can be resource intensive (the Townsville City Deal is supported by 1.5EFT)

Other considerations include:

- For the City Deal to be progressed, Latrobe City would be required to develop its vision and define how this would contribute to current Government priorities and policy. This could potentially be time-consuming and require significant community involvement, and might not be timely given the upcoming Council election and the subsequent requirement by the *Local Government Act 2020* for Council to establish a new community vision.
- This is a highly political process and given the current political landscape,

securing a City Deal for Latrobe City or the broader region would require active lobbying efforts with the relevant Federal Ministers. The support of local Federal Members of Parliament would assist in this process. There are also a number of councils that are at a more advanced stage of negotiations for a City Deal.

- Financial contribution from Council and an established partnership with a private sector partner would be prerequisites for the City Deal and to attract any matching Government funding.

Based on further conversations with both State and Federal Government Officers to assess whether a City Deal or a Regional Deal would be more appropriate for Latrobe City, it appears that a City Deal would be more appropriate given that Regional Deals generally take in a more regional approach with at least two separate municipalities involved. While GLGN has had recent conversations about a regional approach, no consensus has been reached to collectively pursue a Regional Deal.

Balancing the advantages and disadvantages associated with a City Deal, it appears that the benefit to Latrobe City from a City Deal would be limited. Therefore, and given the current political environment and changed priorities due to COVID-19, it is recommended that this opportunity is not pursued at this time, and the focus of advocacy will be directed to emerging opportunities from the COVID-19 crisis that are consistent with the Council Plan 2017-2021.

Background:

Policy Context

The Australian Government committed to the Smart Cities Plan in 2016. The Plan sets out the Government's vision for productive and liveable cities that encourage innovation, support growth and create jobs.

The Smart Cities Plan represents a framework for cities policy at the federal level that informs action across various portfolios to deliver better outcomes for Australian cities.

City Deals are the key mechanism for delivering on the Smart Cities Plan as a partnership approach by all levels of Government to align investment, planning and governance to enhance capital cities or large urban centres through stimulating economic reforms and urban renewal.

The Government has committed to nine City Deals to date, including Townsville, Launceston, Western Sydney, Darwin, Hobart, Geelong, Adelaide, South East Queensland and Perth.

More recently, the Federal Government has introduced a Regional Deals concept building on the City Deals model.

As with City Deals, Regional Deals bring together all levels of Government around 'a place-based approach' driven by each region's comparative advantages, assets and challenges. Regional Deals are specifically targeted at regional centres.

Currently, the Australian Government is also progressing a number of pilot Regional Deals that bring together all levels of government to deliver agreed outcomes for the regions.

The Barkly Regional Deal, covering the Tennant Creek region in the Northern Territory was the first Regional Deal in Australia. A Regional Deal for Albury Wodonga was announced by Senator the Hon Bridget McKenzie on 20 March 2019. The Hinkler Regional Deal Implementation Plan covering the Bundaberg and Hervey Bay region in Queensland was signed on 30 January 2020.

Latrobe City Context

In December 2016 the Premier of Victoria, the Hon Daniel Andrews MP, wrote to the Latrobe City Mayor proposing the Latrobe Valley as a prime candidate for a City Deal. This followed a conversation between the Premier and Prime Minister on the sidelines of a Council of Australian Governments (COAG) meeting.

Daniel Mulino MLC, then Parliamentary Secretary for Treasury and Finance was nominated as Latrobe City Council's point of contact within the Victorian Government for the City Deal. Daniel Mulino MLC wrote to the Mayor in August 2017 to reaffirm the Victorian Government's intention to partner with the councils in the Latrobe Valley and the Commonwealth to develop a City Deal.

The Victorian Government proposed that a Memorandum of Understanding (MoU) be developed between the State Government, Latrobe City Council, Baw Baw Shire Council, Wellington Shire Council and the Gippsland Regional Partnership to provide a formal framework for negotiations with the Commonwealth for a Latrobe Valley City Deal.

The table below outlines the further actions taken by Latrobe City to investigate this opportunity:

Date	Action	Advice
21/9/2017	The CEO met with Matthew Minchin, Executive Director Cities Task Force, Department of Premier and Cabinet	It was suggested that the first step should be to establish an agreement between all parties in relation to the MoU so as to provide a framework for regional collaboration.
8/12/2017	The CEO met with LVA, Wellington and Baw Baw	Baw Baw and Wellington indicated support for a Latrobe Valley City Deal and called for a briefing for their Councillors from the responsible Parliamentary Secretary.
26/03/2018	Presentation at a Councillor Briefing	Potential private investor partners were proposed to further investigate as this was seen as a potential way to lock in Federal

		Government funding support.
20/09/2018	The CEO met with Cameron Nolan, Acting Executive Director at Department of Premier and Cabinet	<p>There are three key factors that drive these Deals:</p> <ul style="list-style-type: none"> • the stakeholders are identified and engaged; • an innovative proposal is in place with the private sector; and • a policy change can be affected through the Deal. <p>A consortium of Councils would strengthen the proposal. Negotiations for these Deals generally take up to 18 months.</p> <p>At the time, the State Government advised Latrobe City not to pursue the City Deal until after the State and Federal elections.</p>
20-21/2/2019	Latrobe City Delegation to Canberra	Latrobe City Deal was raised in Canberra and the feedback received indicated that Latrobe City has a competitive advantage in relation to City Deals, given the number of proposals and projects on offer that could get buy in from different Government portfolios.
14/06/2019	The CEO met with The Hon Darren Chester MP, Member for Gippsland	Darren indicated his possible interest and support for a Regional Deal in Latrobe Valley.
2019	Gippsland Local Government Network (GLGN) Meetings	General discussions held on a possible Gippsland Regional Deal.

Issues:

Strategy Implications

The subject matter in this report is aligned with Council's Plan *Objective 1: Support job creation and industry diversification to enable economic growth in Latrobe City* and *Objective 3: Improve the liveability and connectedness of Latrobe City*.

Communication

No current communication requirements.

Financial Implications

There are no known financial implications to Council Budget from this report.

Risk Analysis

There are no risks associated with this report. Should Council decide to pursue a City Deal for Latrobe City, a separate risks analysis would be conducted.

Legal and Compliance

There are no known legal and compliance implications from this report.

Community Implications

There are no known community implications from this report. Should a City Deal be pursued for Latrobe City, the impact on the community would be analysed.

Environmental Implications

No environmental implications from this report.

Consultation

There are no consultation requirements associated with this report.

Other

Nil

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments
Nil

ASSETS AND PRESENTATION

15. ASSETS AND PRESENTATION

Nil reports

COMMUNITY HEALTH AND WELLBEING

16. COMMUNITY HEALTH AND WELLBEING

Agenda Item: 16.1

Agenda Item: 2020/21 Grants and Sponsorship Programs

Sponsor: General Manager, Community Health and Wellbeing

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

Status: For Decision

MOTION

Moved: Cr McFarlane

Seconded: Cr Law

That Council:

- 1. Approve the following draft grant and sponsorship programs for community consultation for a period for four weeks from 7 May to 7 June 2020:**
 - **Community Grants Program (attachment 2)**
 - **Minor Capital Works**
 - **Minor Equipment**
 - **Community Wellbeing**
 - **Community Events – Minor**
 - **Community Events – Significant**
 - **Community Sponsorship (attachment 3)**
 - **Community Sponsorship – Minor**
 - **Community Sponsorship – Major**
 - **Natural Disaster Relief Fund**
 - **Christmas Festivity Grant (attachment 4)**
 - **DREAM Individual Support Grant (attachment 5)**

- **Participation Sponsorship (attachment 6)**
 - **Annual Operational Support Grant (attachment 7)**
 - **Annual Maintenance Grant (attachment 8)**
 - **Biodiversity on Rural Land Grant (attachment 9)**
 - **Seven Small Towns Minor Capital Works Program (attachment 10)**
 - **Annual Economic Development Fund, Sponsorship and Membership Program (attachment 11)**
 - **Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework (attachment 12)**
- 2. Consider a report on the consultation feedback at the July 6 Council Meeting and endorse the proposed draft Grants Program as listed above.**
- 3. Consider the newly introduced Local Government Act in relation to Council approvals during an election period, to enable these programs to be approved during this time.**

CARRIED UNANIMOUSLY

Cr Dale Harriman left the meeting, the time being 06:46 PM.
Cr Dale Harriman returned to the meeting, the time being 07:00 PM.

Executive Summary:

- At the Councillor Briefing on 21 October 2019, Councillors requested a review of all grants and sponsorship programs administered by Latrobe City Council.
- A review of grant and sponsorship funding administered by Latrobe City Council was undertaken with the findings of this review presented to Councillors at three out of session briefings which were held on 17 February 2020, 24 February 2020 and 30 March 2020.
- These briefing encompassed:
 - Expansion of the Community Grants Program categories and funding levels;
 - Creation of three Sponsorship categories with a maximum funding level of \$20,000;
 - Creation of the Natural Disaster Relief Fund which supports community fundraising events for communities affected by natural disasters;
 - Applications for all grant and sponsorship funding will be open all year with two assessment dates each financial year;

- Councillors to be provided with monthly report advising of the applications received;
 - Abolish the Recurrent Event grant;
 - Christmas Festivity Grant applicants will now be required to complete an application form prior to being eligible for funding;
 - The inclusion of the Participation Sponsorship Program; and
 - All grants and sponsorship funding requests are to be submitted through SmartyGrants with oversight from the Latrobe City Council Grants Officer.
- There are currently 12 individual grant and sponsorship programs administered by Latrobe City Council across three different business areas - Latrobe City Events, Economic Development and Grants (Community Strengthening)
 - Following endorsement, officers will follow the below timeline (attachment 1)

Action	Date
Community Consultation	7 May – 7 June 2020
Councillor Briefing Report	22 June 2020
Council Meeting Report	6 July 2020
Advertise Community Grant & Sponsorship Programs	7 July 2020 – 21 July 2020
Round 1 opens	9:00am – 22 July 2020
Round 1 closes	4:00pm – 24 August 2020
Finalise eligibility checks	25 August – 28 August 2020
Panel Assessment Meetings	31 August – 9 September 2020
Councillor Ward Workshops	10 September – 18 September 2020
Caretaker Period	22 September – 24 October 2020

Background:

Community Grants & Sponsorship Programs

Latrobe City Council's Community Grants and Sponsorship Programs are provided to support participation and facilitate projects, events and improve facilities to support the recreational, social and cultural needs of the Latrobe Valley community.

The following programs are currently administered by Latrobe City Council:

- Community Grants Program
 - Minor Capital Works
 - Community Development
 - Community Events
- Community Sponsorship
- Christmas Festivity Grant
- Recurrent Event Grant
- DREAM Individual Support Grant
- Annual Operational Support Grant
- Annual Maintenance Grant
- Biodiversity on Rural Land Grant
- Seven Small Towns Minor Capital Works Program

Officers have completed a review of these programs. The review focused on the principles of good governance, improving community access to funding and alignment with adopted Council plans and strategies.

As a result of the review, it is proposed Council offer the following grant and sponsorship programs:

- Community Grants Program
 - Minor Capital Works
 - Minor Equipment
 - Community Wellbeing
 - Community Events – Minor
 - Community Events – Significant
- Community Sponsorship

- Community Sponsorship – Minor
- Community Sponsorship – Major
- Natural Disaster Relief Fund
- Christmas Festivity Grant
- DREAM Individual Support Grant
- Participation Sponsorship
- Annual Operational Support Grant
- Annual Maintenance Grant
- Biodiversity on Rural Land Grant
- Seven Small Towns Minor Capital Works Program

The proposed changes to the current grant programs include:

- Expansion of the Community Grants Program categories and funding levels;
- Creation of three Sponsorship categories with a maximum funding level of \$20,000;
- Creation of the Natural Disaster Relief Fund which supports community fundraising events for communities affected by natural disasters;
- Applications for all grant and sponsorship funding will be open all year with two assessment dates each financial year;
- Councillors to be provided with monthly report advising of the applications received;
- Abolish the Recurrent Event grant;
- Christmas Festivity Grant applicants will now be required to complete an application form prior to being eligible for funding;
- The inclusion of the Participation Sponsorship Program; and
- All grants and sponsorship funding requests are to be submitted through SmartyGrants with oversight from the Latrobe City Council Grants Officer.

The guidelines and processes for the following programs have been reviewed and officers are proposing no changes to these programs. A Copy of the guidelines is attached for:

- DREAM Individual Support Grant
- Annual Operational Support Grant

- Annual Maintenance Grant
- Biodiversity on Rural Land Grant
- Seven Small Towns Minor Capital Works Grant

Community Grants Program

The Community Grants program represents a significant contribution by Latrobe City Council to local projects. Grant funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

Funding is currently provided to community groups through the following three programs:

- Minor Capital Works
- Community Development
- Community Events

It is proposed the below changes are applied to the Community Grants Program:

- Expand Community Grants Program from three categories to five:
 - Minor Capital Works
 - Minor Equipment (New)
 - Community Wellbeing
 - Community Events – Minor
 - Community Events – Significant (New)
- Applications will be open all year with two assessment rounds per financial year:
 - Round 1 – August 2020
 - Round 2 – March 2021

Grant Program	Proposed Changes
Minor Capital Works	Increase maximum funding amount from \$5,000 to \$7,000
Minor Equipment	<ul style="list-style-type: none"> • New program created to minimise the equipment request received through minor capital works and community wellbeing program.

	<ul style="list-style-type: none"> • Maximum funding amount \$2,000
Community Wellbeing	<ul style="list-style-type: none"> • New program name for Community Development Grant • Reduced maximum funding amount from \$5,000 to \$2,000
Community Event - Minor	<ul style="list-style-type: none"> • New program name for Community Event • Maximum funding amount \$5,000
Community Event - Significant	<ul style="list-style-type: none"> • New program created to provide funding opportunities for larger events. • Maximum funding amount \$10,000 • Triennial Funding is available for a three-year period: • Year 1 \$10,000 Year 2 \$10,000 Year 3 \$10,000

Guideline changes:

- Applicants are eligible to receive up to a maximum of two grants in any one Community Grant Program round (Minor Capital Works, Minor Equipment, Community Event and Community Wellbeing) over a 12 month period.
- Successful applicants must expend funds within 6 months of signing a Funding Agreement, and acquit funds within 3 months of identified project completion, unless written approval has been given for an extension.
- Change to assessment criteria – Increase from two assessment criteria to four.

Assessment Criteria	Weighting
The applicant's capacity of delivering the project - This includes any quotes, budget information and plans in support of the application.	30%
The application address a community need and describes how the community will benefit from the project/activity.	30%

The application is consistent with the Council Plan, Municipal Health & Wellbeing plan and other strategic documents	25%
The application demonstrates other contributions e.g. monetary, voluntary services or in-kind support as part of the proposal	15%

Community Sponsorship

The current Community Sponsorship Program is historic with funding only being provided to a select group.

Officers are proposing the below changes to the Community Sponsorship Program:

- Creation of three programs:
 - Community Sponsorship – Minor
 - Community Sponsorship – Major
 - Natural Disaster Relief

These programs have been created to increase community access to funding and to provide further funding opportunities for the wider community.

Community Sponsorship - Minor	
Description	Community Sponsorship provides assistance to community groups for a broad range of community programs, services, and activities.
Examples of Sponsorship	<ul style="list-style-type: none"> • Venue hire • Venue access vouchers & memberships - Latrobe Leisure • In-kind support – Performing Arts technician labour, lighting & sound hire.
Maximum grant amount	\$2,500
Application dates	Applications open all year or until funds are exhausted
Assessment date	Applications are assessed on the 15 th of each month. If your application is received after this date, it will be assessed on the Assessment Date of the following

	month.
--	--------

Community Sponsorship - Major	
Description	Community Sponsorship provides assistance to community groups for a broad range of community programs, services, and activities.
Examples of Sponsorship	<ul style="list-style-type: none"> • Venue hire • Uniforms • Major Community Events • In-kind support – Performing Arts technician labour, lighting and sound hire
Maximum grant amount	One off seed funding of \$20,000 (subject to annual application)
Triennial Funding	\$20,000 Funding available for a three year period: Year 1 \$20,000 Year 2 \$20,000 Year 3 \$20,000
Application dates	Applications open all year or until funds are exhausted
Assessment date	Round 1 – 22 July 2020 Round 2 – 1 March 2021

Natural Disaster Relief Fund	
Description	To support community fundraising events which are raising funds for communities affected by natural disasters.
Examples of sponsorship	<ul style="list-style-type: none"> • Venue hire • In-kind support for assistance with advertising, traffic management plans and permit administration.

	<ul style="list-style-type: none"> In-kind support for Performing Arts technician labour, lighting and sound hire
Maximum grant amount	\$2,000
Application dates	To be activated if a natural disaster occurs with Gippsland

Recurrent Event Grant

The recurrent event grant is a historic grant program which provides funding to the following 10 organisations:

- Apex and Lions Club of Moe
- Boolarra Folk Festival Committee
- Gippsland Ethnic Communities Council
- Latrobe Valley Eisteddfod Committee
- Latrobe Valley Yacht Club (no longer operational)
- Moe Dance Eisteddfod
- Morwell Festival of Dance Inc
- Traralgon Apex Club
- Traralgon Lions Club
- Yallourn Bowling Club

The current process for recurrent event grant does not include an application process. As a result of this, the program is not available to the wider community.

Officers are proposing to abolish this program. Abolishing the recurrent event grant will not disadvantage the current organisations receiving this funding. Organisations who previously received this funding will be eligible to apply for funding through Community Sponsorship or the Community Event grant.

Christmas Festivity Grant

The Christmas Festivity grant provides funding to Township Associations across the municipality. The funding enables Township Associations to purchase and install Christmas decorations and contribute financially towards their community's festivities.

Historically there has been no application process for the groups to receive this funding. The current process involves a notification email being sent to the Township Associations notifying them that funding is available. Once groups received their notification email, they are able to submit a funding agreement to receive their funding.

Officers are proposing to alter this process to involve Township Associations submitting an application form once notified of the available funding. In the application groups will be required to outline what the funding will be used for. The inclusion of this step will enable officers to ensure the funding is being used for eligible items only.

Participation Sponsorship

The Participation Sponsorship Program is a new program which has been created to support the inclusion of preschool and school aged Latrobe City Council residents in disadvantaged circumstance to participate in recreation activities where participation costs are leveraged on the participant.

The program provides support to individuals by paying funds directly to sporting clubs to cover participation fees.

Maximum funding amount	\$250
Who is eligible?	<ul style="list-style-type: none"> • Where there is no other support from local agencies and funding providers; • Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant applications; • Reside in Latrobe City; and • Hold a Health Care or Pension Concession card.
How will the program work?	Individuals apply for funding which is paid directly to the recreation club to cover participation fees.
What will not be funded?	<ul style="list-style-type: none"> • Uniforms • Equipment • Requests that are not directly associated with participation

Councillor Approvals and Reports

Councillor approval for grant and sponsorship funding will take place during the below months:

Round 1

Councillor Briefing/Meeting	Month	Programs
Councillor Briefing 1	September	Community Grants Programs
Ordinary Council Meeting	October	<ul style="list-style-type: none"> ○ Minor Capital Works ○ Minor Equipment ○ Community Wellbeing ○ Community Events – Minor ○ Community Events Significant Community Sponsorship <ul style="list-style-type: none"> ○ Community Sponsorship – Major Economic Development <ul style="list-style-type: none"> ○ Economic Development Sponsorship and Memberships

Round 2

Councillor Briefing/Meeting	Month	Programs
Councillor Briefing 1	May	Community Grants Programs
Ordinary Council Meeting	June	<ul style="list-style-type: none"> ○ Minor Capital Works ○ Minor Equipment ○ Community Wellbeing ○ Community Events – Minor ○ Community Events Significant Community Sponsorship

		<ul style="list-style-type: none"> ○ Community Sponsorship – Major <p>Economic Development</p> <ul style="list-style-type: none"> ○ Economic Development Sponsorship and Memberships
Councillor Briefing/Meeting	Month	Programs
Councillor Briefing 1 Ordinary Council Meeting	Report to be provided to Council when applications received	Economic Development Fund

Councillors will also be provided with two monthly reports:

Report 1 – Community Grant & Sponsorship requests	<p>A report outlining the applications received through:</p> <ul style="list-style-type: none"> ○ Community Grants ○ Community Sponsorship - Major ○ Economic Development Sponsorship and Memberships
Report 2 – Minor requests	<p>A report providing information on the grant and sponsorship requests that have been assessed and approved by officers in the following programs:</p> <ul style="list-style-type: none"> ○ Community Sponsorship - Minor ○ DREAM Individual Support Grant ○ Participation Sponsorship ○ Biodiversity on Rural Land Grant ○ Seven Small Towns Minor Capital Works Program <p>Also included in this report will be funding that has been paid to community groups through the below programs:</p> <ul style="list-style-type: none"> ○ Christmas Festivity Grant

	<ul style="list-style-type: none"> ○ Annual Operational Support Grant ○ Annual Maintenance Grant
--	--

Economic Development Sponsorship/Membership and Economic Development Fund

The Business Development team administrate a number of Latrobe City Council economic development support initiatives. Requests are received in writing and evaluated on a case by case basis. Previously they have been administrated through three streams;

- Economic Development Sponsorship program;
- Economic Development Membership; and
- Economic Development Fund.

The Economic Development Sponsorship program and Memberships supports organisations that deliver initiatives that support Latrobe City's business community, these include sponsorships such as the Gippsland Business Awards and the Latrobe City People's Choice Awards. Economic Development Membership encompasses Latrobe City Council's membership of organisations that aim to deliver economic development opportunities and include participation of advocacy organisations such as South East Australian Transport Strategy, Victorian Chamber of Commerce and Industry and the Rail Freight Alliance.

The Economic Development Fund was developed following the adoption of Council's Economic Development Strategy 2016-2020. Each year, Latrobe City Council will allocate \$20,000 to initiatives that support the objectives of the fund. This Fund is limited to Business Associations and Chambers of Commerce.

Council officers are now developing a detailed program criteria for all Economic Development support initiatives under the following criteria:

- Applications to be administered through the Smarty Grants system and managed/administered by the Business Development team
- Development of guidelines outlining what will be funded and what will not be funded through these programs
- Creation of a maximum funding amounts for the programs
- The programs outcomes to align with the Council Plan and the Economic Development Strategy 2016-2020.

Tourism and Major Events Advisory Committee

Sponsorship funding will be provided as per the attached Tourism and Major Events Advisory Committee Major Events Selection and Funding Framework. (see attachment 12)

Issues:

Strategy Implications

The report aligns with Objective 3 of the Council Plan – *Improve the liveability and connectedness of Latrobe City*

Communication

The Latrobe City Grants Officer will be working closely with the Communications Team to ensure strong advertising and communications are provided to the public for the 2020/21 Community Grants and Sponsorship Programs.

This will include:

- Advertising in the Latrobe Valley Express;
- Advertising on social media channels; and
- Community Information Sessions (online)

Financial Implications

There are no financial implications associated with the changes to the proposed programs. The programs are funded through the proposed budget for 2020/21. The program budgets will be fluid but will be in line with the budget bottom line. If request exceed the budget bottom line, officer will come back to Council for further endorsement.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Service Delivery Risk Failure to deliver the revised program to the wider community due to the current COVID-19 pandemic.	3	Officers will advise the community of the opening of the grant and sponsorship programs by advertising in the Latrobe Valley Express, on social media and deliver online information sessions.
Reputational Risk Failure to implement new	3	A project plan has been developed to ensure the review timelines are met

Grant and Sponsorship Program by the expected date		and work is structured to be achievable. Officers have collaborated with key stakeholders and staff within Council to ensure that reviews are completed by the expected date.
Reputational Risk Revised program does not meet community expectations	3	Officers have collaborated with key stakeholders and staff within Council to ensure wider collaboration is undertaken.

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

Legal and Compliance

No legal or compliance issues have been identified

Community Implications

The proposed programs will provide greater funding opportunities for the community.

Environmental Implications

There are no environmental implications associated with this report

Consultation

It is proposed that officers undertake community consultations for a period of four weeks commencing on 7 May to 7 June 2020. At the conclusion of the consultation period, a report will be provided to Councillors on 6 July 2020 advising them of the findings.

Consultation with key stakeholders and staff was held during the review process. This included benchmarking against 18 Councils with 56 Grant programs and 134 funding categories being explored.

All 2019/20 community grant applicants were sent a survey requesting feedback on the current community grant process and guidelines. 42 responses were received with the feedback being taken into account when completing this 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 1989*.

Supporting Documents:

Nil

Attachments

- 1 [↓](#). 2020 Calendar of key dates
- 2 [↓](#). Community Grant Guidelines
- 3 [↓](#). Community Sponsorship Guidelines
- 4 [↓](#). Christmas Festivity Grant Guidelines
- 5 [↓](#). DREAM Individual Support Grant Guidelines
- 6 [↓](#). Participation Sponsorship Guidelines
- 7 [↓](#). Annual Operational Grant Guidelines
- 8 [↓](#). Annual Maintenance Grant Guidelines
- 9 [↓](#). Biodiversity on Rural Land Grant Guidelines
- 10 [↓](#). Seven Small Towns Minor Capital Works Program Guidelines
- 11 [↓](#). Annual Economic Development Fund, Sponsorship and Membership Guidelines
- 12 [↓](#). Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework

16.1

2020/21 Grants and Sponsorship Programs

1	2020 Calendar of key dates.....	81
2	Community Grant Guidelines	89
3	Community Sponsorship Guidelines.....	101
4	Christmas Festivity Grant Guidelines.....	110
5	DREAM Individual Support Grant Guidelines	117
6	Participation Sponsorship Guidelines.....	125
7	Annual Operational Grant Guidelines.....	131
8	Annual Maintenance Grant Guidelines	137
9	Biodiversity on Rural Land Grant Guidelines	143
10	Seven Small Towns Minor Capital Works Program Guidelines	150
11	Annual Economic Development Fund, Sponsorship and Membership Guidelines	158
12	Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework.....	167

May 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Council Meeting	5	6	7 Community Consultation	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7 End of Community Consultation	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Councillor Briefing 1 – Provide outcome of community consultation	23	24	25	26	27
28	29	30				

July 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Council Meeting	7 Advertise Community Grants & Sponsorship Programs	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 ROUND 1 OPENS Community Grants & Sponsorship Programs	23	24 Provide application report to Councillors	25
26	27	28	29	30	31 Provide application report to Councillors	

August 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Provide reports to Councillors	4	5	6	7 Provide application report to Councillors	8
9	10	11	12	13	14 Provide application report to Councillors	15
16	17	18	19	20	21 Provide application report to Councillors	22
23	24 ROUND 1 CLOSSES Community Grants & Sponsorship Programs	25 ROUND 2 OPENS Finalise eligibility checks & prepare for panel assessments	26	27	28	29
30	31 Commence panel assessment meetings					

September 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Provide reports to Councillors	2	3	4	5
6	7	8	9	10 Commence Councillor ward workshops	11	12
13	14	15	16	17	18	19
20	21	22 Caretaker Period	23	24	25	26
27	28	29	30			

October 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Provide reports to Councillors	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 End of caretaker period
25	26 Notification emails to be sent to applicants	27	28	29	30	31

November 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Provide reports to Councillors	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Provide reports to Councillors	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Community Grants Program

Program Guidelines



Community Grants Program

Contents

Community Grants Program.....	1
Program Overview.....	3
Council Objectives.....	3
Important things to know before you start.....	4
Community Grant Programs.....	4
General Guidelines	7
Who is eligible to apply?	7
Further Eligibility Criteria – Triennial Funding Only.....	7
Who is not eligible to apply?	7
What will not be funded?.....	7
Grant Conditions.....	8
What is the process once your application is submitted?.....	9
Supporting Documents	10
Auspice	10
Acquittal.....	10
Contact details for further information and assistance.....	11
Glossary	11

Community Grants Program

Program Overview

Latrobe City Council has a proud history of working in partnership with the community to meet local needs. One of the ways Latrobe City Council supports community groups is through the Community Grants program, which delivers funding for projects that:

- Reflect our community's priorities and vision as set out in Council and Community Plans;
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community; and
- Contribute to the social, cultural, environmental and economic development of our community.

The Community Grants program represents a significant contribution by Latrobe City Council to local projects. Grant funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

Council Objectives

The objectives of the Latrobe City Council sponsorship program align with Latrobe City Council's Plan 2017 – 2021 and Municipal Health and Wellbeing Plan.

Latrobe City's seven key objectives are:

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

The grant programs provide an opportunity for applicants to develop projects that complement the key objectives.

The Latrobe City Council Plan is available online and applicants are encouraged to review the relevant document/s prior to developing or submitting an application.

[Council Plan 2017 – 2021](#)

[Living Well Latrobe - Municipal Public Health and Wellbeing Plan 2017-2021](#)

Community Grants Program

Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- Applicants are eligible to receive up to a maximum of two grants in any one Community Grant Program round (Minor Capital Works, Minor Equipment, Community Event and Community Wellbeing) over a 12 month period.
- A Certificate of Currency is required as proof of Public Liability Insurance (PLI).
- All previous grants from Latrobe City Council, where the acquittal is due prior to the closing of the current funding round, must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted grants will deem the current application ineligible.
- Council strongly encourages groups to undertake joint grant submissions. Latrobe City Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs.
- Funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a recurring project will be funded in the future.

Community Grant Programs

Minor Capital Works	
Description	Financial assistance provided to community groups who wish to develop community facilities for accessibility improvements, renovations, repairs and built in or fixed equipment purchases.
Examples of projects	Upgrades to lighting at sporting grounds, renovation of shelters, refurbishment of facilities, electrical upgrades, fixed equipment etc
Maximum grant amount	\$7,000
Application dates	Applications open all year or until funds are exhausted
Assessment date	Round 1 – 1 July 2020 Round 2 – 1 March 2021
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Community Grants Program

Minor Equipment	
Description	Financial assistance provided to community groups who wish to purchase non fixed equipment.
Examples of projects	Sporting equipment, furniture to fit out building, portable seating, defibrillator, Community Christmas decorations etc
Maximum grant amount	\$2,000
Application dates	Applications open all year or until funds are exhausted
Assessment date	Round 1 – 1 July 2020 Round 2 – 1 March 2021
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Community Wellbeing	
Description	Community Development grants are to provide assistance to community groups for a broad range of community development programs, services, and activities.
Examples of projects	Group outings, programs offered to the wider community, bulletin and newsletter production etc
Maximum grant amount	\$2,000
Application dates	Applications open all year or until funds are exhausted
Assessment date	Round 1 – 1 July 2020 Round 2 – 1 March 2021
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Community Events - Minor	
Description	Assistance deliver community events. Events must include local and regional participation.
Examples of projects	Smaller community events which encourage participation from the wider community and events that wish to develop an existing event.
Maximum grant amount	\$5,000

Community Grants Program

Application dates	Applications open all year or until funds are exhausted
Assessment date	Round 1 – 1 July 2020 Round 2 – 1 March 2021
Application process	Online application via SmartyGrants and event permit approval process.
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project. An economic impact statement if requested.

Community Events – Significant Events	
Description	Assistance to conduct conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation.
Examples of projects	Larger community based carnivals, festivals and cultural events. Events that provide an economic return to Council.
Maximum grant amount	One off seed funding of \$10,000 (subject to annual application)
Triennial Funding	\$10,000 Funding is available for a three-year period: <ul style="list-style-type: none"> Year 1 \$10,000 Year 2 \$10,000 Year 3 \$10,000
Application dates	Applications open all year or until funds are exhausted
Assessment date	Round 1 – 1 July 2020 Round 2 – 1 March 2021
Application process	Online application via SmartyGrants and event permit approval process
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices. An economic impact statement is to be completed on completion of the event.

NOTE: Triennial applications are subject to annual evaluation and review. Funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a recurring project will be funded in the future.

Community Grants Program

General Guidelines

Who is eligible to apply?

To be eligible to apply, applicants must:

- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council grant applications;
- Hold appropriate public liability insurance; and
- Be based within the municipality of Latrobe City or provide services or benefits primarily to the Latrobe City Community.

If you answered no to any of the above criteria, you are ineligible to receive funding.

Further Eligibility Criteria – Triennial Funding Only

To be eligible for Triennial Grants funding, applicants must demonstrate:

- The sustainability of the event by providing a three year budget. Successful grant recipients are expected to be financially self-sufficient by the end of year three.
- The Economic benefit the event will provide to Latrobe City.
- The Community Capacity – Applicants must indicate the number of attendees expected at the event. To be eligible for triennial funding, the number of attendees must be over 2,000.
- Applicants must demonstrate their capacity to deliver a long term event. (3+ years)

Who is not eligible to apply?

- Government agencies or departments of State and Federal Government;
- Groups who have not acquitted previous grants provided by Latrobe City Council;
- Groups who have received Community Sponsorship funding from Latrobe City Council in the same application round;
- For profit private businesses and commercial organisations; and
- Applications from schools or educational institutions, unless the proposed project can demonstrate significant involvement of and benefits for the wider community. Projects with participation limited to the school community will not be considered.

What will not be funded?

- General maintenance expenses;
- Sponsorship signage and sponsorship agreements;
- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;

Community Grants Program

- Projects or events at venues where there are gaming machine; unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs etc. that are ongoing organisational expenses;
- Projects that are only designed for group members to attend and are not designed for the broader community;
- The purchase of land;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance; and
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

Grant Conditions

Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement. Additional funding conditions may be applied to your project during assessment.
- Spend the grant money only as stated in the original application. Variations to projects and change of project dates must be sought in writing and permission received, prior to any changes commencing. This includes requests for extensions of time to acquit the project.
- Expend funds within 6 months of signing a Funding Agreement, unless written approval has been given for an extension.
- Acquit funds within 3 months of identified project completion, unless written approval has been given for an extension
- Return any underspent and excess funding to Latrobe City Council when submitting the Acquittal form.
- Liaise with Coordinator Recreation & Open Space and obtain all necessary approvals. Applications from Sport and Recreation Clubs for projects on Latrobe City Council Land must contact Latrobe City Council's Coordinator Recreation & Open Space to discuss their project. (Minor Capital Works applications only)
- Liaise with Latrobe City Council's Senior Events Officer to ensure that the relevant Event Permit Conditions have been met a minimum 30 days prior to your event. Approval of funding does not constitute permission to deliver your event. It remains your responsibility to seek the appropriate permissions and approvals to deliver the event. (Event applications only)
- Acknowledge Latrobe City Council's contribution to your project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.

Community Grants Program

What is the process once your application is submitted?

1. Applications are checked for eligibility against the grant program guidelines.
2. All applications are assessed by Latrobe City Council Subject Matter Experts and weighted out of 100. Applications are assessed against the following criteria:

Assessment Criteria	Weighting
The applicant's capacity of delivering the project - This includes any quotes, budget information and plans in support of the application.	30%
The application address a community need and describes how the community will benefit from the project/activity.	30%
The application demonstrates other contributions e.g. monetary, voluntary services or in-kind support as part of the proposal.	25%
The application is consistent with the Council Plan, Municipal Health & Wellbeing plan and other strategic documents	15%

3. Recommendations will be developed by an internal panel and provided to Council for approval at an Ordinary Council Meeting.
4. Applicants will receive an email notifying them of the outcome of their application.
5. Successful applicants are required to complete a funding agreement and provide any further information requested.
6. If your grant is for an event, you are required to liaise with Latrobe City Council's Senior Events Officer to ensure that the relevant Event Permit Conditions have been met a minimum 30 days prior to your event. Event funding is not provided until these conditions have been met.
7. For other grant funding, on receipt of your funding agreement and any further information requested, funding will be deposited into your nominated bank account within 6 weeks.

NOTE: The outcome notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated bank account. No grant funds should be spent until you have completed all relevant documentation and you have received your funding.

Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council.

Community Grants Program

Supporting Documents

You will be asked to upload the following attachments when completing your application:

Mandatory:

- Two written quotes from a registered tradesperson or registered business using a consistent (written preferred) specification – Minor Capital Works & Minor Equipment only;
- Current Certificate of Public Liability that will be used to cover the project;
- If your project has an auspice organisation you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project;
- Written approval from other user groups who may share the existing facilities associated with the project;
- Evidence of permission from the asset owner to complete the project. For applicants completing works on Latrobe City Council buildings, include evidence of approval or acceptance of the proposal from Latrobe City Council's Building Maintenance Team; and
- For Sport and Recreation Clubs, details of the approval from Latrobe City Council's Coordinator Recreation & Open Space.

Auspice

If your community group is not a legal entity, you can approach an organisation to auspice your project. We see auspicings as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will:

- Work with you on the funding application, although the application will still be in your name.
- Receive any funding that may be granted on your behalf.
- Partner with you to deliver your project.
- The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.
- The auspice organisation is not considered to be the applicant and may apply for their own funding.

Acquittal

The Acquittal form will be a reconciled statement of expenditure and income associated with the grant. It will ask the applicant to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Council's support for the project was recognised;
2. An actual income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council; and
3. Photo evidence that showcases the completed project and community participation.

Community Grants Program

Contact details for further information and assistance

Grant enquiries, including assistance and support available to help you submit your application, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au

Sport and Recreation Clubs, delivering a project on Latrobe City Council Land, please contact the Coordinator Recreation & Open Space

Phone: 1300 367 700

For applicants completing works on Latrobe City Council buildings please contact a member of the Building Maintenance Team

Phone: 1300 367 700

For all enquiries regarding delivering an event in Latrobe City and Event Permit Conditions, contact the Senior Events Officer:

Phone: 1300 367 700

Glossary

Acquittal	Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. Acquittals are provided on completion of the project.
Charity	An organisation set up to provide help and raise money for those in need.
For Profit company	An organization which aims to earn profit through its operations and is concerned with its own interests, unlike those of the public.
Grant	A payment provided to a recipient for a specific purpose or project, generally as part of an approved Council program, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of commercial return to Council.
Incorporated Body	A legal entity (Organisation) whose status is registered with Consumer Affairs Victoria under the Associations Incorporation Reform Act 2012 (the Act).

Community Grants Program

In-kind contribution	An applicant in-kind contribution is a product or service provided in lieu of cash, valued at actual cost or calculated at specified volunteer rate.
Not-for-profit	An organisation that does not operate for the profit, personal gain or other benefit of particular people.
Project	The word 'project' refers to the project, activity, proposal or event that will be delivered if your application is successful.

DRAFT



Community Sponsorship

Program Guidelines



Community Sponsorship

Contents

Program Overview	3
Sponsorship Objectives	3
Important things to know before you start	4
Sponsorship Programs	4
General Guidelines	6
Who is eligible to apply?	6
Further Eligibility Criteria – Triennial Funding Only	6
Who is not eligible to apply?	6
What will not be funded?	6
Sponsorship Conditions	7
What is the process once your application is submitted?	8
Supporting Documents	8
Auspice	9
Acquittal	9
Further information and assistance	9

Community Sponsorship

Program Overview

Latrobe City Council has a proud history of working in partnership with the community to meet local needs. One of the ways Latrobe City Council supports community groups is through the Community Sponsorship program, which delivers funding for projects that:

- Reflect our community's priorities and vision, as set out in Council and Community Plans;
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community; and
- Contribute to the social, cultural, environmental and economic development of our community.

The Community Sponsorship program represents a significant contribution by Latrobe City Council to local activities. Sponsorship funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

Sponsorship Objectives

The objectives of the Latrobe City Council sponsorship program align with Latrobe City Council's Plan 2017 – 2021 and Municipal Health and Wellbeing Plan

Latrobe City's seven key objectives are:

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

The grant programs provide an opportunity for applicants to develop projects that complement the key objectives.

The Latrobe City Council Plan is available online and applicants are encouraged to review the relevant document/s prior to developing or submitting an application.

[Council Plan 2017 – 2021](#)

[Living Well Latrobe - Municipal Public Health and Wellbeing Plan 2017-2021](#)

Community Sponsorship

Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- Applicants are eligible to receive sponsorship funding once per financial year.
- A Certificate of Currency is required as proof of Public Liability Insurance (PLI).
- All previous Sponsorships from Latrobe City Council, where the acquittal is due prior to the closing of the current funding round, must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted sponsorship funding will deem the current application ineligible.
- A project may be open to the whole community or target participation from different community demographics. Successful projects will either have broad community benefit, or achieve deep and meaningful outcomes with particular community members.
- Sponsorship must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a project will be funded in the future.
- Council strongly encourages groups to undertake joint grant submissions. Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs;

Sponsorship Programs

Community Sponsorship - Minor	
Description	Community Sponsorship provides assistance to community groups for a broad range of community programs, services, and activities.
Examples of Sponsorship	<ul style="list-style-type: none"> • Venue hire • Venue access vouchers & memberships - Latrobe Leisure • In-kind support – Performing Arts technician labour, lighting & sound hire.
Maximum grant amount	\$2,500
Application dates	Applications open all year or until funds are exhausted
Assessment date	Applications are assessed on the 15 th of each month. If your application is received after this date, it will be assessed on the Assessment Date of the following month.
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Community Sponsorship

Community Sponsorship - Major	
Description	Community Sponsorship provides assistance to community groups for a broad range of community programs, services, and activities.
Examples of Sponsorship	<ul style="list-style-type: none"> • Venue hire • Uniforms • Major Community Events • In-kind support – Performing Arts technician labour, lighting & sound hire
Maximum grant amount	One off funding of \$20,000 (subject to annual application)
Triennial Funding	\$20,000 Funding available for a three year period: Year 1 \$20,000 Year 2 \$20,000 Year 3 \$20,000
Application dates	Applications open all year or until funds are exhausted
Assessment date	Round 1 – 1 July 2020 Round 2 – 1 March 2021
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

NOTE: Triennial applications are subject to annual evaluation and review. Funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a recurring project will be funded in the future.

Natural Disaster Relief Fund	
Description	To support community fundraising events which are raising funds for communities affected by natural disasters.
Examples of sponsorship	<ul style="list-style-type: none"> • Venue hire • In-kind support for assistance with advertising, traffic management plans and permit administration. • In-kind support for Performing Arts technician labour, lighting & sound hire
Maximum grant amount	\$2,000
Application dates	To be activated if a natural disaster occurs with Gippsland
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Community Sponsorship

General Guidelines

Who is eligible to apply?

To be eligible to apply, applicants must:

- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council sponsorship applications;
- Hold appropriate Public Liability Insurance; and
- Be based within the municipality of Latrobe City or provide services or benefits primarily to the Latrobe City Community.

If you answered no to any of the above criteria, you are ineligible to receive funding.

Further Eligibility Criteria – Triennial Funding Only

To be eligible for Triennial sponsorship funding, applicants must demonstrate:

- The sustainability of the event/project by providing a three year budget. Successful sponsorship recipients are expected to be financially self-sufficient by the end of year three.
- The Economic benefit the event will provide to Latrobe City.
- The Community Capacity – Applicants must indicate the number of attendees expected at the event. To be eligible for triennial funding, the number of attendees must be over 2,000.
- Applicants must demonstrate their capacity to deliver a long term event. (3+ years)

Who is not eligible to apply?

- Government agencies or departments of State and Federal Government;
- Groups who have not acquitted previous grants provided by Latrobe City Council;
- Groups who have received Community Grant funding from Latrobe City Council in the same application round; and
- For profit private businesses and commercial organisations.

What will not be funded?

- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Projects or events at venues where there are gaming machine; unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;

Community Sponsorship

- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs etc. that are ongoing organisational expenses;
- The purchase of land;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance;
- A project that is not open to the whole community or fails to target participation from different community demographics; and
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

Sponsorship Conditions

Successful applicants will be required to:

- Enter into a Sponsorship Agreement and adhere to the conditions of the agreement. Additional funding conditions may be applied to your project during assessment;
- Expend the funds within 6 months of signing a Sponsorship Agreement, unless written approval has been given for an extension;
- Acquit the funds within 3 months of identified project completion, unless written approval has been given for an extension;
- Applicants who have an outstanding Acquittal form will not be able to apply for further funding;
- Return any underspent and excess funding to Latrobe City Council when submitting the Acquittal Form;
- Notify Latrobe City Council of any significant changes to the project, to what was originally submitted, by providing written request for a funding variation. This includes requests for extensions of time to acquit the project;
- Seek the appropriate permits and approvals to deliver the project. Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permits and approvals to deliver the project;
- Provide Latrobe City Council with any additional information requested to assist in assessing your application;
- Acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.

Community Sponsorship

What is the process once your application is submitted?

1. Applications are checked for eligibility against the grant program guidelines.
2. All applications are assessed by Latrobe City Council Subject Matter Experts and weighted out of 100. Applications are assessed against the following criteria:

Assessment Criteria	Weighting
The applicant's capacity of delivering the project - This includes any quotes, budget information and plans in support of the application.	30%
The application address a community need and describes how the community will benefit from the project/activity.	30%
The application demonstrates other contributions e.g. monetary, voluntary services or in-kind support as part of the proposal.	25%
The application is consistent with the Council Plan, Municipal Health & Wellbeing plan and other strategic documents	15%

3. Recommendations will be developed by an internal panel and provided to Council for approval at an Ordinary Council Meeting.
4. Applicants will receive an email notifying them of the outcome of their application.
5. Successful applicants are required to complete a funding agreement and provide any further information requested.
6. If your sponsorship is for an event, you are required to liaise with Latrobe City Council's Senior Events Officer to ensure that the relevant Event Permit Conditions have been met a minimum 30 days prior to your event. Event funding is not provided until these conditions have been met.
7. For other sponsorship funding, on receipt of your funding agreement and any further information requested, funding will be deposited into your nominated bank account within 6 weeks.

NOTE: The outcome notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated bank account. No grant funds should be spent until you have completed all relevant documentation and you have received your funding.

Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council.

Supporting Documents

You will be asked to upload the following attachments when completing your application:

Mandatory:

- Current Certificate of Public Liability that will be used to cover the project;
- If your project has an auspice organisation, you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project.

Community Sponsorship

Auspice

If your community group is not a legal entity, you can approach an organisation to auspice your project. We see auspicing as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will partner with you to deliver your project and receive the funding on your behalf. The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project. The auspice organisation is not considered to be an applicant and may apply for their own funding.

Acquittal

The Acquittal form will be a reconciled statement of income and expenditure associated with the sponsorship. It will ask the applicants to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Council's support for the project was recognised;
2. An actual income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council; and
3. Photo evidence that showcases the completed project and community participation.

Further information and assistance

For all sponsorship enquiries, including assistance and support available to help you submit your application, please contact:

Grants Officer

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au



Christmas Festivity Grant

Program Guidelines



Contents

Introduction	3
Latrobe City Christmas Festivity Grants Program	3
Important things to know before you start.....	3
Grant Funding	3
Funding Rounds.....	4
Eligibility Criteria.....	4
Who Cannot Apply.....	4
What will not be funded?	4
Guidelines for Grant Applications	5
Funding	5
Event Approval.....	6
Auspice	6
Supporting Documents	6
Acquittal.....	6
Guidelines for Christmas Decorations.....	7
Assessment Process	7
Submitting your Application & Funding Agreement form	7
Making the Payment	7
Further information and assistance.....	7

Introduction

Latrobe City Council has allocated funds in 2020/21 for the provision of managing Christmas festivities in the community.

The following guidelines are to assist recipients of the Christmas Festivity Grant in providing their town a visual statement of festivity, and how to make the most of their grant funds.

Latrobe City Christmas Festivity Grants Program

Suggestions for utilising grant funding:

- Purchase and installation of Christmas decorations;
- Father Christmas for the street - handing out treats etc.;
- Community get together / BBQ;
- Towards a Christmas dance; and
- Banners.

Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- All previous Christmas Festivity Grants from Latrobe City Council, where the acquittal is due prior to the closing of the current funding round, must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted grant funding will deem the current application ineligible.
- Council strongly encourages groups to undertake joint grant submissions. Latrobe City Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs.
- Successful projects will have broad community benefit.
- Grant funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a project will be funded in the future.

Grant Funding

The following funding amount is available to each applicant organisation:

Funding Available	Applicant Organisation
\$750	Boolarra Community Development Association, Traralgon South & District Association, Glengarry Community Association Inc, Toongabbie Township Planning & Development Group, Tyers & District Community Association, Yallourn North Action Group Inc and Yinnar & District Community Association
\$2,000	Churchill & District Community Association.
\$3,800	Advance Morwell, Moe Traders Association and Traralgon Chamber of Commerce and Industry.

Funding Rounds

The Latrobe City Christmas Festivity Grants Program accepts applications annually.

- **Opening Date:** July 2020
- **Closing Date:** December 2020

Eligibility Criteria

To be eligible to apply, the applicant organisation must:

- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the event: and
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council grant applications;

This Latrobe City Festivity Grants Program is only available to the applicant organisations listed in the table above.

Who Cannot Apply

The program has a set list of applicant organisations. The program is not open for application from other organisations.

What will not be funded?

- New Year's Eve celebrations;
- Carols by Candlelight events - If an association has submitted an application for funds under the Community Grants Program for a carols by candlelight event, then the Christmas Festivity Grant funds must be used in another manner i.e. decorations;
- Latrobe City Council has allocated funds for the provision of Christmas flags, which will be erected by Latrobe City Council staff throughout the municipality. Groups are welcome to purchase different banners/flags. However, Latrobe City Council will not contribute to the purchase and installation of banners where sponsorship information from a third party is to be included;
- Requests for the purpose of raising funds for other groups. Including fundraising events with the primary purpose of fund raising for other organisations or individuals;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Events that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Events located at venues where there are gaming machines, unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, event management costs etc. that are ongoing organisational expenses; and
- Applications for events that engage in activities which promote discrimination, violence or anti-social behaviour.

Guidelines for Grant Applications

Applicants must:

- Complete application in full and provide sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on the correct online application form;
- Agree to acknowledge Latrobe City Council's contribution on materials produced to support the project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification;
- Notify Latrobe City Council of any significant changes to the project, to what was originally submitted, by providing written request for a funding variation. This includes requests for extensions of time to acquit the project;
- Provide any additional information requested by Latrobe City Council to assist in assessing an application for funding;
- Be aware that additional funding conditions may be applied to your project during assessment;
- Expend funds within 6 months of signing a Funding Agreement and acquit funds within 3 months of identified project completion, unless written approval has been given for an extension;
- Return any underspent and excess funding to Latrobe City Council when submitting the Acquittal form;

Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permits and approvals to deliver the project.

Funding

- Applicants are eligible to receive one grant from the Latrobe City Christmas Festivities Grants Program over a 12 month period;
- Applicants are encouraged to provide financial or in-kind assistance to the project;
- The start date for projects must be after 1 December 2020. If you receive funding prior to this date you may commence your project.

NOTE: The outcome notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated bank account. No grant funds should be spent until you have completed all relevant documentation and you have received your funding.

Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council.

Event Approval

- Approval of funding does not constitute permission to deliver your event. It remains your responsibility to seek the appropriate permissions and approvals to deliver the event;
- All successful applicants are required to liaise with Latrobe City Council's Senior Events Officer to ensure that the relevant Event Permit conditions have been met a minimum of 30 days prior to your event; and
- Funding will not be released until the permit approval has been obtained.

Auspice

If your community group is not a legal entity, you will be required to approach an organisation to auspice your event. We see auspicings as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will:

- Work with you on the funding application, although the application will still be in your name.
- Receive any funding that may be granted on your behalf.
- Partner with you to deliver your project.
- The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.
- The auspice organisation is not considered to be the applicant and may apply for their own funding.

Supporting Documents

If your project has an auspice organisation you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project.

Acquittal

The Acquittal form will be a reconciled statement of income and expenditure associated with the grant. It will ask the applicants to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Latrobe City Council's support for the project was recognised;
2. An actual income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council; and
3. Photo evidence that showcases the completed project and community participation.

All applicants that include an event component are required to liaise with Latrobe City Council's Senior Events Officer. To ensure that the relevant Event Permit conditions have been met a minimum of 30 days prior to the event. Grant funding will not be paid until event permit conditions have been met; and

All costs for Latrobe City Council services and infrastructure must be accounted for from within the grant budget.

Guidelines for Christmas Decorations

Applicant Organisations are responsible for the installation, removal and maintenance of the decorations and any costs involved can be paid for by the Christmas Festivity Grant. Township associations must also suitably store the decorations through the year;

- Liability rests with the applicant and organisations, and their public indemnity insurance must cover any incidents relating to the Christmas decorations;
- Christmas decorations need to be removed no later than 1 February 2021; and
- Decorations installed by Latrobe City Council, are Latrobe City Council's responsibility.

Assessment Process

Once applications are received they will be checked for eligibility against the grant program guidelines. To be successful in receiving funding, your proposed project and grant funding expenditure must comply with the grant program guidelines. If your project requires review, we will contact you to revise and resubmit your Application and Funding Agreement form.

Submitting your Application & Funding Agreement form

To access the funding, you will be required to complete an online Application and Funding Agreement form. You will need to sign up for a Latrobe City Council Grants Account. This grant account will be used to send you reminders, and allow you to complete your applications, funding agreement and acquittal forms.

Making the Payment

To complete payment you will be required to complete the online Application & Funding Agreement form and include a Tax Invoice if your organisation is GST registered.

Once you have provided these documents and your Event Permit (if applicable) has been approved, funding will be deposited into your nominated bank account within 4 weeks.

Further information and assistance

For all grant enquiries, including assistance and support available to help you submit your application, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au

For all enquiries regarding delivering an event in Latrobe City and Event Permit Conditions, contact the Senior Events Officer:

Phone: 1300 367 700



DREAM Individual Support Grant

Program Guidelines



DREAM Individual Support Grant

Contents

DREAM Individual Support Grant	1
Introduction	3
Program Objectives.....	3
Important things to know before you start.....	3
Dedicate, Realise, Empower, Achieve & Motivate (DREAM) Individual Support Grant program	4
Grant Funding	5
Funding Schedules	5
General Guidelines	6
Grant Conditions.....	6
Eligibility Criteria	Error! Bookmark not defined.
Who Cannot Apply	6
What will not be supported?	6
Mandatory attachments	7
What is the process once your application is submitted?	7
Acquittal.....	8
Further information and assistance.....	8

DREAM Individual Support Grant

Introduction

Latrobe City Council has a proud history of working in partnership with the community to meet local needs. One of the ways Council supports community groups is through DREAM Individual Support Grant.

Council will offer a number of small grants to individuals who aspire to reach and sustain their goals by dedicating their time, realising their ambitions, empowering themselves through on going participation and learning; and are able to share the outcomes with other members of their communities. Applicants should demonstrate a commitment and history of participation to their field of choice.

Program Objectives

The Dedicate, Realise, Empower, Achieve & Motivate (DREAM) Individual Support Grant program is aimed at nurturing and developing the talents of individuals. Latrobe City celebrates and embraces diversity and recognises that, with support, individuals will be able to pursue events, activities and interests that enhance their quality of life, promote pride, showcases strengths and potential, and enhance the vibrancy of their chosen field.

This program builds capacity and strengthens the region's potential of its most valuable resource – its citizens. The Latrobe City Council's philosophy behind this program is about:

- Providing opportunities for enhanced participation in public life;
- Providing benefits to individuals and therefore the broader community;
- Contributing to the wellbeing of Latrobe City;
- Inspiring participation;
- Nurturing leadership and capacity; and Enabling creativity and innovation.

Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application. .
- Applications must be submitted by the Assessment Date prior to the activity.
- Applicants are eligible to receive one DREAM Individual Support Grant per financial year.
- If you have previously received a grant from Latrobe City Council, you will need to complete any outstanding acquittal requirements before being eligible to apply for another grant.
- Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring project will be funded in the future.
- The DREAM Individual Support Grant is limited to the amount of funds allocated in Council's annual budget. Once funds are expended, the program will close for that financial year.

DREAM Individual Support Grant

Dedicate, Realise, Empower, Achieve & Motivate (DREAM) Individual Support Grant program

The DREAM program provides support to young people who have qualified or been selected by a peak body to represent the Latrobe City, in Victoria or Australia, in one of the following areas of interest:

- Academic excellence
- Arts and culture
- Community leaders and ambassadors
- Environment
- Heritage and history
- Sport and recreation

For sporting events, written confirmation of the applicant's selection is required from the recognised state or national sporting organisation on their letterhead. The confirmation must include the applicant's name and level of representation at the event i.e. representing Victoria or Australia.

- A list of recognised State sporting and recreation organisations is available on the Department of National Parks, Recreation, Sport and Racing website.
- A list of recognised National Sporting Organisations is available on the Sport and Recreation Victoria website.
- For non-sporting events, written confirmation of the applicant's selection or an invitation to represent an area of interest from the event organiser or peak body is required. The confirmation must include the applicant's name and the level of representation (required to be equivalent to representing Victoria or Australia).

Participation costs may include, but are not limited to:

- Compulsory equipment and uniform purchases;
- Accommodation and travel costs; or
- Attendance, participation and coaching fees

Individuals are eligible to receive a maximum of two (2) DREAM Individual Support Grants per financial year.

DREAM Individual Support Grant

Grant Funding

The following funding levels are available, it is anticipated that most applications will fall within the first category:

Category	Level of Support	Funding Available
Category 1	Representing Latrobe City	Up to \$100
Category 2	Representing Victoria	Up to \$300
Category 3	Representing Australia	Up to \$500

Funding Schedules

Applications for funding are invited all year round. The assessment will commence on the 15th day of each month. If your application is received after this date, it will be assessed on the Assessment Date of the following month.

You will be notified of your grant outcome by the below Outcome Notification Date.

Applications must be submitted by the Assessment Date prior to your activity.

Assessment Date	Outcome Notification Date
15 July 2020	1 August 2020
15 August 2020	1 September 2020
15 September 2020	1 October 2020
15 October 2020	1 November 2020
15 November 2020	1 December 2020
15 December 202	1 January 2021
15 January 2021	1 February 2021
15 February 2021	1 March 2021
15 March 2021	1 April 2021
15 April 2021	1 May 2021
15 May 2021	1 June 2021
15 June 2021	1 July 2021

DREAM Individual Support Grant

General Guidelines

Grant Conditions

- Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on the correct application form.
- Applications must be submitted by the Assessment Date prior to the activity.
- Latrobe City Council may request additional information to assist in assessing an application for funding.
- Additional funding conditions may be applied during assessment.
- Latrobe City Council must be notified of any significant changes to the application by submitting a written request for a funding variation. This includes requests for extensions of time to acquit the activity.
- Latrobe City Council shall be given prior notice if invited to participate in any public relations activities associated with the activity.
- Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension. Applicants who have an outstanding acquittal will not be able to apply for further funding.
- Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Council.
- In the instance that the applicant does not attend the event, the applicant will be required to repay the full amount of the funding awarded.

Who is eligible to apply?

To be eligible individuals must:

- Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant applications; and
- Reside in Latrobe City.

Who Cannot Apply

- Groups, entities and organisation; and
- Individuals residing outside of Latrobe City.

What will not be supported?

- Requests for support that aren't directly associated with participation.
- Uniform or equipment that is not considered compulsory for participation.
- Participation at activities considered to be general volunteer opportunities.
- Requests which are considered the responsibility of the State or Commonwealth Government departments to support.
- Applications for support which are not compatible with adopted Council strategies and plans.
- Proposals associated with participation in activities that deliver a religious or partly political message, irrespective of what those beliefs or positions might be.

DREAM Individual Support Grant

- Applications to cover retrospective costs, debts or loans.
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums.
- Projects located at gaming machine venues.

Mandatory attachments

You will be asked to upload the following mandatory attachments when completing your application:

- Evidence of selection or eligibility to participate – This could include a letter, email or program evidencing your identity and offer of participation; and
- Evidence of project cost - This could include travel estimates, accommodation or letter from your peak body, coach, club or association indicating costs.

What is the process once your application is submitted?

1. Applications are checked for eligibility against the grant program guidelines.
2. Applications are assessed by a Subject Matter Expert panel comprised of three or more Latrobe City Council staff at a management level
3. All applications will be assessed in accordance with Council's Grant Governance Policy and program objectives and weighted out of 100. The weighting will then be used to form an assessment decision. Applications are assessed against the following criteria:

Assessment Criteria	Weighting
Commitment – The applicants level of commitment to their selected field, including evidence of participation history	30%
Funding Recognition - Level of Latrobe City Council recognition	20%
Need for Funding - Alignment between planned expenditure and essential participation costs	30%
Benefit to the Individual	20%

4. Applicants will receive an email notifying them of the result of their application.
5. Successful applicants are required to complete a funding agreement and Statement by Supplier form.
6. On receipt of your funding agreement and Statement by Supplier form, funding will be deposited into your nominated bank account within 6 weeks.

DREAM Individual Support Grant

Acquittal

You will be required to include the following in your acquittal;

- a) Evidence of how Councils support for the project was recognised (optional for Category 1 applications);
- b) An actual income and expenditure budget; and
- c) Photo evidence that showcases your participation at the activity.

Further information and assistance

For all grant enquiries, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au

DRAFT



Participation Sponsorship

Program Guidelines



Participation Sponsorship

Contents

Program Overview 3

Program Objectives 3

Important things to know before you start 3

Grant Funding 4

General Guidelines 4

 Grant Conditions 4

 Who is eligible to apply? 5

 What will not be supported? 5

 Submitting you application 5

 What is the process once your application is submitted? 5

Mandatory attachments 5

Acquittal 6

Further information and assistance 6

DRAFT

Participation Sponsorship

Program Overview

Latrobe City Council has a proud history of working in partnership with the community to meet local needs. The Participation Sponsorship Program aims to support the inclusion of preschool and school aged Latrobe City Council residents in disadvantaged circumstance to participate in recreation activities where participation costs are leveraged on the participant.

The program provides support to individuals by paying funds directly to sporting clubs to cover participation fees.

Program Objectives

This program builds capacity and strengthens the region's potential of its most valuable resource – its citizens. The Latrobe City Council's philosophy behind this program is about:

- Providing opportunities for enhanced participation in public life;
- Providing benefits to individuals and therefore the broader community;
- Contributing to the wellbeing of Latrobe City;
- Inspiring participation;
- Nurturing leadership and capacity; and
- Enabling creativity and innovation.

Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- Applicants must hold a Health Care or Pension Concession card.
- Fees are paid directly to the Latrobe municipality recreation club on receipt of invoice.
- Assistance can be provided for more than one family member per financial year.
- Applications must be submitted prior to your activity commencing.
- Applicants are eligible to receive one Participation Sponsorship per financial year.
- If you have previously received a grant from Latrobe City Council, you will need to complete any outstanding acquittal requirements before being eligible to apply for another grant.
- Funding must not be regarded as a recurrent commitment from Latrobe City Council.
- The Participation Sponsorship Program is limited to the amount of funds allocated in Council's annual budget. Once funds are expended, the program will close for that financial year.

Participation Sponsorship

Grant Funding

Participation Sponsorship Program	
Description	The Participation Sponsorship Program aims to support the inclusion of preschool and school aged Latrobe City Council residents in disadvantaged circumstance to participate in recreation activities.
Application dates	Open all year – See funding schedule for more detail
Maximum grant amount	\$250
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices.

General Guidelines

Grant Conditions

- Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on the correct application form.
- Be applying to a recreation club that is a not-for-profit, and based in Latrobe City.
- Applicants must agree that Council will pay fees directly to the recreation club.
- Applications must be submitted by the Assessment Date prior to the activity.
- Latrobe City Council may request additional information to assist in assessing an application for funding.
- Additional funding conditions may be applied during assessment.
- Latrobe City Council must be notified of any significant changes to the application by submitting a written request for a funding variation. This includes requests for extensions of time to acquit the activity.
- Latrobe City Council shall be given prior notice if invited to participate in any public relations activities associated with the activity.
- Funds must be expended within 3 months of receiving funding and acquitted within 2 months of beginning participation in the recreation activity, unless written approval has been given for an extension.
- Applicants who have an outstanding acquittal will not be able to apply for further funding.
- Funding must not be regarded as a recurrent commitment from Council.

Participation Sponsorship

Who is eligible to apply?

To be eligible individuals must:

- Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant applications;
- Reside in Latrobe City; and
- Hold a Health Care or Pension Concession card.

What will not be supported?

- Requests for support that aren't directly associated with participation.
- Uniform or equipment that is not considered compulsory for participation.
- Participation at activities considered to be general volunteer opportunities.
- Requests which are considered the responsibility of the State or Commonwealth Government departments to support.
- Applications for support which are not compatible with adopted Council strategies and plans.
- Proposals associated with participation in activities that deliver a religious or partly political message, irrespective of what those beliefs or positions might be.
- Applications to cover retrospective costs, debts or loans.
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums.
- Projects located at gaming machine venues.

Submitting your application

All grant applications must be completed online and submitted on a current and correct application form. When you complete an application form you will be asked to sign up for a Latrobe City Council grants account. This grant account will be used to send you reminders and allow you to complete your application, funding agreement and acquittal form.

What is the process once your application is submitted?

1. Applications are checked for eligibility against the grant program guidelines.
2. Applicants will receive an email notifying them of the result of their application.
3. Successful applicants are required to complete a funding agreement and provide any further information requested.
4. On receipt of your funding agreement and any further information requested, funding will be deposited into your sporting clubs nominated bank account within 6 weeks.

NOTE: The outcome notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated sporting clubs bank account.

Mandatory attachments

You will be asked to upload the following mandatory attachment when completing your application:

- Evidence of selection or eligibility to participate – This could include a letter, email or program evidencing your identity and offer of participation; and

Participation Sponsorship

Acquittal

You will be required to include the following in your acquittal;

- a) An actual income and expenditure budget; and
- b) Photo evidence that showcases your participation at the activity.

Further information and assistance

For all grant enquiries, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au

DRAFT



Annual Operational Support Grant Program Guidelines



Annual Operational Support Grant

Contents

Program Overview.....	3
Funding Round.....	3
Eligible Applicants.....	3
Who is eligible to apply?	4
Who is not eligible to apply?	4
What will be funded?	4
What will not be funded?	5
Grant Conditions	5
Auspice	6
Acquittal.....	6
Making the Payment	6
Further information and assistance.....	6

Annual Operational Support Grant

Program Overview

The Annual Operational Support Grant provides funding for community associations, cemeteries, historical societies and neighbourhood learning centres owned or managed by Latrobe City Council. The grants are supplied to Committees of Management and Committees of Latrobe City Council.

Funding Round

The Latrobe City Annual Operational Support Grants Program accepts applications annually.

- **Opening Date:** 20 July 2020
- **Closing Date:** 30 June 2021

Eligible Applicants

This Latrobe City Council Annual Maintenance Grants Program is only available to the applicant organisations listed below:

	Applicant Organisations
Community Associations	Boolarra Community Development Association, Churchill & District Community Association, Glengarry Community Association Inc., Hazelwood Jeeralang Community Association Inc., Toongabbie Township Group (Toongabbie Recreation Reserve), Traralgon South and District Association, Tyers & District Community Association Inc., Yallourn North Action Group, Yinnar & District Community Association, Yinnar South Citizens Association
Cemeteries	Boolarra Cemetery Trust, Hazelwood Cemetery Trust, Moe Memorial Park Cemetery, Toongabbie Public Cemetery Trust, Traralgon Public Cemetery, Yallourn Public Cemetery
Historical Societies	Boolarra & District Historical Society Inc., Moe & District Historical Society, Morwell Historical Society Inc., Traralgon & District Historical Society,

Annual Operational Support Grant

	Yallourn North & District Historical Society, Yinnar & District Historical Society
Neighbourhood Centres	Churchill Neighbourhood Centre Inc., Moe Neighbourhood House Inc., Morwell Neighbourhood House & Learning Centre, Traralgon Neighbourhood Learning House

Who is eligible to apply?

To be eligible to apply, applicants must:

- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council grant applications; and
- Hold appropriate public liability insurance.

Who is not eligible to apply?

The program has a set list of applicant organisations. The program is not open for applications from other organisations.

What will be funded?

Funds can be used to cover administration costs such as:

- Subscription to grant newsletters: Philanthropy Australia or Funding Scoop etc.
- Production and printing of newsletters
- Production and printing of township welcome pack information
- Annual subscription to mobile broadband USB (to enable internet access at meetings)
- Printers
- Paper
- Ink cartridges
- Filing cabinets
- Office supplies / Stationery
- Insurance
- Meeting room / Hall hire
- Computer software
- Phone
- Postage
- Reimbursement of office bearer expenses etc.

Annual Operational Support Grant

What will not be funded?

- General maintenance costs;
- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as wages and salaries;
- The purchase of land;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance; and
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

Grant Conditions

Applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement;
- Acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your Outcome Notification;
- Expend and acquit funds within 12 months of signing a Funding Agreement, unless written approval has been given for an extension; and
- Return any underspent and excess funding to Latrobe City Council when submitting the Acquittal form.

Applicants who fail to comply with the terms and conditions in the funding agreement and guidelines will be required to return the funding to Latrobe City Council.

Annual Operational Support Grant

Auspice

If your community group is not a legal entity, you can approach an organisation to auspice your project. We see auspicing as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will:

- Work with you on the funding application, although the application will still be in your name.
- Receive any funding that may be granted on your behalf.
- Partner with you to deliver your project.
- The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.

Acquittal

The Acquittal form will be a reconciled statement of income and expenditure associated with the grant. It will ask the applicants to provide details on the outcomes of the projects that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Latrobe City Council's support for the project was recognised; and
2. An actual income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council.

Making the Payment

To complete payment you will be required to attach the following documents to the Annual Operational Support Grant Funding Agreement:

- Signed Tax invoice, if you are GST registered; or
- A completed Statement by Supplier form.

Once you have provided these documents, funding will be deposited into your nominated bank account within 6 weeks.

NOTE: The notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated bank account. No grant funds should be spent until you have completed all relevant documentation and you have received your funding.

Further information and assistance

For all grant enquiries, including assistance and support to help you submit your application, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au



Annual Maintenance Grant

Program Guidelines



Annual Maintenance Grant

Contents

Annual Maintenance Grant 1

Introduction 3

Grant Funding 3

 Applicant Organisations 3

Funding Rounds 4

Eligibility Criteria 4

Who Cannot Apply 4

What will not be funded? 4

Guidelines for Grant Applications 5

Maintenance 5

Auspice 5

Funding 6

Acquittal 6

Making the Payment 6

Further information and assistance 6

DRAFT

Annual Maintenance Grant

Introduction

The Annual Maintenance Grant provides funding for the maintenance and refurbishment of Crown land, conservation reserves, and recreation reserves, rail trails and sporting clubs owned or managed by Latrobe City Council. The grants are supplied to Crown Land Committees of Management and Special Committees of Latrobe City Council.

Funds can be used to cover maintenance, refurbishment and administration costs, for example:

- maintenance on facilities - flooring, painting, minor plumbing, wiring, curtains / blinds
- maintenance of outdoor infrastructure - drains, tracks, boardwalks, bridges, steps, picnic settings, fences etc.
- repairs to mowers, equipment, irrigation systems, heating / cooling systems, security lighting
- upgrade canteen facilities, toilet blocks
- grounds maintenance - weed / pest control, grass seed and fertilisers, playing field and track repairs, erosion control, fencing
- historic station, directional and safety signage repairs / installation
- fire break maintenance, re-vegetation plants, turf, mulch
- utility and water bills
- pest control

Grant Funding

This Annual Maintenance Grants Program is only available to the applicant organisations listed below:

Applicant Organisations	
Latrobe City Council owned or managed Recreation Reserves	Callignee & Traralgon South Sporting Facilities Special Committee, George Bates Reserve, Tyers Recreation Reserve, Yinnar Recreation Reserve
Latrobe City Council owned or managed Conservation Reserves and Open Space Reserves	Crinigan Bushland Reserve, Edward Hunter Heritage Bush Reserve, Jean Galbraith Flora Reserve, Mathison Park, Morwell Centenary Rose Garden, Ollerton Avenue Bushland Reserve, Traralgon Railway Reservoir Conservation Reserve
Crown Land Recreation and Open Space Reserves	Boolarra Memorial Park, Friends of Toongabbie Wetlands, Glengarry Recreation Reserve, Toongabbie Recreation Reserve, Yallourn North Hall and Recreation Reserve
Sporting Clubs	Flynn Tennis Club, Morwell Croquet Club, Traralgon Croquet Club Inc.
Rail Trails and Tracks	Gippsland Plains Rail Trail, Grand Ridge Rail Trail, Grand Strzelecki Track Inc., Moe Yallourn Rail Trail

Annual Maintenance Grant

Funding Rounds

The Annual Maintenance Grants Program accepts applications annually.

- **Opening Date:** July 2020 (Subject to change)
- **Closing Date:** 30 June 2021 (Subject to change)

Eligibility Criteria

To be eligible to apply, applicants must:

- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council grant applications; and
- Hold appropriate public liability insurance.

Who Cannot Apply

- The program has a set list of applicant organisations. The program is not open for applications from other organisations.

What will not be funded?

- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place. Except in circumstances where ongoing projects such as Burgan removal, or other ongoing maintenance activities, are planned and delivered across multiple years;
- Payment of debts or loans;
- Funding will not cover ongoing organisational expenses such as lease or rent payments, wages, salaries, project management costs etc.
- The purchase of land;
- Any project that is not in accordance with Latrobe City Council Occupational Health and Safety guidelines, for example: roof repairs, gutter cleaning without regard for scaffolding or EWP;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance; and
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour;
- Projects located in dedicated social club rooms / venues where there are gaming machines and service of alcohol, *unless* there exist Occupational Health and Safety issues *and* the applicant has considered the potential risks to the community users.

Annual Maintenance Grant

Please note: the word 'project' refers to the project, maintenance, activity, proposal or event that will be delivered if your application is successful.

Guidelines for Grant Applications

- Latrobe City Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs;
- Applications must be completed in full on the correct online application form;
- When an applicant receives a grant, they agree to acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your Outcome Notification;
- Applicants who fail to comply with the terms and conditions in the funding agreement and guidelines will be required to return the funding to Latrobe City Council. Any underspent and excess funding must be returned to Latrobe City Council when submitting the Acquittal form.

Maintenance

- Projects to maintain, enhance or contribute to the longevity and functionality of built infrastructure;
- Capital purchases (under guidance from Latrobe City officers), and capital contributions on Latrobe City Council owned assets and property remain the property of Latrobe City Council;
- Applications from Sport and Recreation Clubs for projects on Latrobe City Council Land must contact Latrobe City Council's Coordinator Recreation & Open Space to discuss their project;
- Applications from Conservation Reserves for projects on Latrobe City Council Land must contact Latrobe City Council's Environmental Sustainability Officer to discuss their project;
- Applications for works on Latrobe City Council property, for example: building extensions and solar panels require the approval of the Building Maintenance Team;
- Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permits and approvals to deliver the project.

Auspice

If your community group is not a legal entity, you can approach an organisation to auspice your project. We see auspicing as a great way to partner with likeminded organisations to deliver community projects. The auspice organisation will:

- Work with you on the funding application, although the application will still be in your name.
- Receive any funding that may be granted on your behalf.
- Partner with you to deliver your project.
- The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.
- The auspice organisation is not considered to be the applicant and may apply for their own funding.

Annual Maintenance Grant

Funding

Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension. Applicants who have an outstanding acquittal form will not be able to apply for further funding.

Acquittal

The Acquittal form will be a reconciled statement of income and expenditure associated with the grant. It will ask the applicants to provide details on the outcomes of the project/s that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Latrobe City Council's support for the project was recognised;
2. An actual income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council.
3. Photo evidence that showcases the completed project and community participation.

Making the Payment

To complete payment you will be required to attach the following documents to the Annual Maintenance Grant Funding Agreement:

- Signed Tax invoice, if you are GST registered; or
- A completed Statement by Supplier form.

Once you have provided these documents, funding will be deposited into your nominated bank account within 6 weeks.

Further information and assistance

Grant enquiries, including assistance and support to help you submit your application, please contact the Grants Officer

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au

Sport and Recreation Clubs, delivering a project on Latrobe City Council Land, please contact the Coordinator Recreation & Open Space:

Phone: 1300 367 700

Applicants completing works on Latrobe City Council buildings please contact a member of the Building Maintenance Team:

Phone: 1300 367 700



Biodiversity on Rural Land Grant

Program Guidelines



Biodiversity on Rural Land Grant

Contents

Introduction.....	3
Program Objectives.....	3
Grant Funding	3
Funding Rounds.....	3
Eligibility Criteria.....	4
Who Cannot Apply	4
What will not be funded?.....	4
Guidelines for Grant Applications	4
Projects	5
Funding.....	5
Acquittal.....	5
Assessment Process	6
Submitting your Application	6
Supporting Documents	6
Making the Payment	6
Further information and assistance.....	7

Biodiversity on Rural Land Grant

Introduction

Latrobe City Council supports practical community efforts to undertake conservation projects on private land. This program will support a wide range of initiatives that help to protect, improve and expand habitats for our native plants and animals.

Program Objectives

Funds will be directed towards practical initiatives that:

- Improve biodiversity through increase in the extent of native vegetation;
- Create or extend wildlife corridors;
- Contribute to improved understanding of the need for biodiversity on non-government land.
- Biodiversity on Rural Land Grants
- Examples of Biodiversity on Rural Land projects include:
 - Exclusion of stock by fencing native vegetation;
 - Extension or enlargement of native vegetation;
 - Creating or extending wildlife corridors;
 - Provision of nesting boxes or artificial hollows;
 - Weed or pest control within native vegetation;
 - Survey or planning for conservation;
 - Capacity building (training and identification aids); and
 - Wetland creation or maintenance.

The grant is designed for projects on private rural land. It cannot be used for projects on public land, Crown land or Latrobe City Council owned land. It cannot be used for projects in urban areas (townships).

Please note: the word 'project' refers to the project, activity, proposal or initiative that will be delivered if your application is successful.

Grant Funding

Funding Available: up to \$1,500 per property

Funding Rounds

The Biodiversity on Rural Land Grant program accepts applications annually.

- **Opening Date:** 9:00am
- **Closing Date:** 4:00 pm

Successful projects are to commence after **1 November 2020.**

Biodiversity on Rural Land Grant

Eligibility Criteria

To be eligible to apply applicants must:

- Be individuals delivering a project on private rural land;
- Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant applications; and
- Reside in Latrobe City.

Who Cannot Apply

- Groups, entities and organisation; and
- Individuals residing outside of Latrobe City.

What will not be funded?

- Funding cannot be used for projects on public land, Crown land, Latrobe City Council owned land or in urban areas (townships);
- Projects which are the responsibility of the State or Commonwealth Government departments;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or begun prior to the application being approved by Latrobe City Council;
- Payment of debts or loans;
- Funding will not cover expenses such as insurance, electricity, lease or rent payments, telephone, wages, salaries and project management costs.
- The purchase of land;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance;
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour;
- Activities that are not focused on delivering biodiversity or threatened species conservation outcomes;
- Any activity involving the use of fire-arms, tranquilisers, traps or explosives;
- Any illegal activity;
- Development of recreational facilities or beautification projects;
- Development of infrastructure or engineering works;
- Barbed wire fencing; and
- Any other action or activity determined to be an inappropriate or unsuitable use of the funds.

Guidelines for Grant Applications

- Applications must be completed in full. They need to contain sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on the correct online application form;

Biodiversity on Rural Land Grant

- When an applicant is successful in receiving a grant, they agree to acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.
- Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council. Any underspent and excess funding must be returned to Latrobe City Council when submitting the Acquittal form;
- Funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a recurring project will be funded in the future. Funding is limited.

Projects

- A project may be open to the whole community or target participation from different community demographics. Successful projects will either have broad community benefit, or achieve deep and meaningful outcomes with particular community members.
- Latrobe City Council may request additional information to assist in assessing an application for funding;
- Additional funding conditions may be applied to your project during assessment;
- Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permits and approvals to deliver the project;
- Latrobe City Council must be notified of any significant changes to the project, to what was originally submitted, by providing written request for a funding variation. This includes requests for extensions of time to acquit the project.

Funding

- Applicants are eligible to receive one grant from the Biodiversity on Rural Land grants program, per property, per funding round.
- Applicants are encouraged to provide financial or in-kind assistance to the project;
- The start date for projects must be after 1 November 2019. If you receive funding prior to this date you may commence your project.
- Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension. Applicants who have an outstanding Acquittal form will not be able to apply for further funding.

Acquittal

The Acquittal form will be a reconciled statement of income and expenditure associated with the grant. It will ask the applicants to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Latrobe City Council's support for the project was recognised;

Biodiversity on Rural Land Grant

2. An actual income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council; and
3. Photo evidence that showcases the completed project and community participation.

Assessment Process

Once applications are received they will be checked for eligibility against the grant program guidelines.

All applications will be assessed in accordance with Latrobe City Council's Grant Governance Policy and program objectives, and weighted out of 100. Latrobe City Council Community Grants program involves a competitive process with applications for this program assessed against the following criteria:

- The applicant's capacity of delivering the project (50) – This includes any quotes, budget information and plans in support of the application.
- The benefits the project/s will have for the community (50)

Recommendations will be developed by an internal panel and approved by staff at a management level. Applicants will receive an email notifying them of the result of their application following the decision.

Latrobe City Council's grant program is competitive and we receive more applications than we can support.

Submitting your Application

All applications must be submitted online. When you complete an application form you will be asked to sign up for a Latrobe City Council grants account. This grant account will be used to send you reminders and allow you to complete your application, funding agreement and acquittal form.

Supporting Documents

You will be asked to upload the following attachments when completing your application:

Mandatory:

- If you are delivering a project on land that is not owned by you, you will need to provide written permission from the landowner;
- Quotes or Evidence of Item costs that Latrobe City Council funding will be used for; and
- A map showing the location of the project within the property boundaries. Hand drawn maps are acceptable.

Making the Payment

If your application is successful you will be provided with a Funding Agreement form and an Acquittal form.

To receive payment, you will be required to submit the completed online Funding Agreement form and attach:

- Signed Tax invoice, if you are GST registered; or
- A completed Supplier Application form.

Biodiversity on Rural Land Grant

Once you have provided these documents, funding will be deposited into your nominated bank account within 6 weeks.

Further information and assistance

For all grant enquiries, including assistance and support available to help you submit your application, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au

DRAFT



Seven Small Towns Minor Capital Works Program

Program Guidelines



Seven Small Towns Minor Capital Works

Contents

Seven Small Towns Minor Capital Works Program 1

Introduction 3

Program Objectives..... 3

Seven Small Towns Minor Capital Works Grants Funding Program 3

Grant Project Funding 4

Funding Rounds..... 4

Eligibility Criteria 4

Auspice 4

What will not be funded? 4

Guidelines 5

Projects 6

Funding 6

Acquittal..... 7

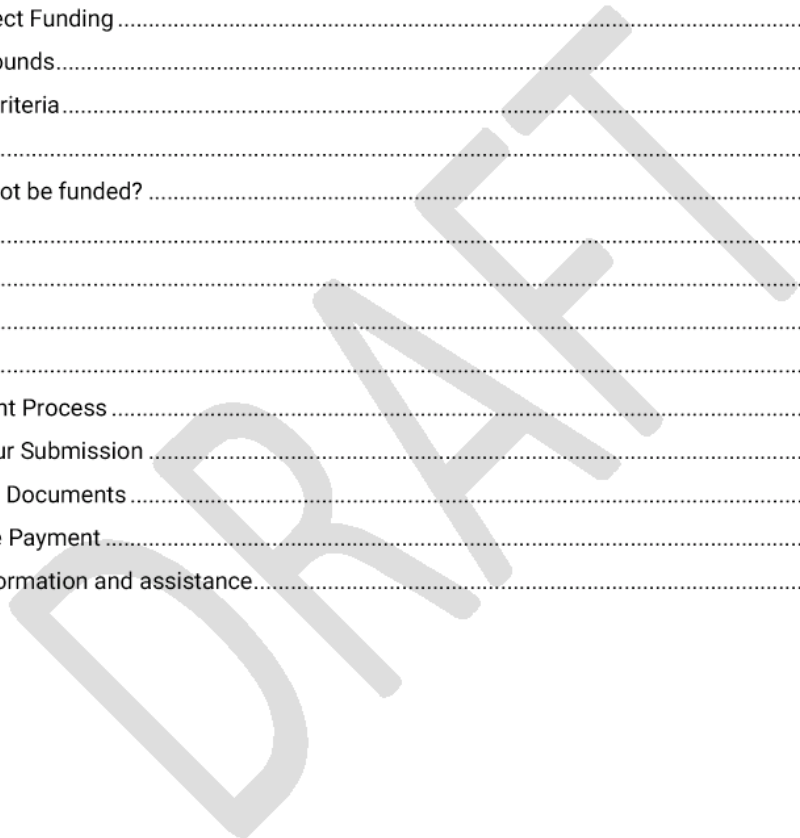
Assessment Process 7

Making your Submission 7

Supporting Documents 7

Making the Payment 8

Further information and assistance..... 8



Seven Small Towns Minor Capital Works

Introduction

The Seven Small Towns Minor Capital Works Funding Program represents an important contribution by Latrobe City Council to infrastructure improvements within the seven small towns. The program encourages the Township Association within the seven small towns to work with Latrobe City Council to achieve positive outcomes for the betterment of their communities and the citizens that live there.

The Program applies to Latrobe City's seven small towns of

- Boolarra;
- Glengarry;
- Toongabbie;
- Traralgon South;
- Tyers;
- Yallourn North; and
- Yinnar.

The Township Associations within the seven small towns are identified as the only organisations that are eligible to submit a project for consideration through this Program.

Program Objectives

The objectives of the Program are to:

- Increase the range of, and access to, quality community recreational, social and cultural infrastructure.
- Encourage and support equity of access to community facilities, programs and activities for all citizens within the seven small towns, particularly those people who are economically or socially disadvantaged or have disabilities.
- Encourage cooperation between local community groups to maximise the access to and use of public infrastructure, and ensure that all community members can benefit from the public infrastructure.

Seven Small Towns Minor Capital Works Grants Funding Program

The Program assists the ongoing development of public infrastructure such as improvements to buildings, access for people with disability, renovations, pathways, repairs and major items of equipment, contributing to the overall development of the municipality.

Examples of projects that may be considered for funding:

- Renovations or repairs to public buildings and club rooms. This includes painting, plumbing, kitchen replacement and floor covering. For projects not covered under Latrobe City Council's scheduled maintenance program.
- Works to grounds: including landscaping, sprinkler systems and fencing.
- Major items of equipment, including air conditioners and ride on mowers.
- Development of plans.
- Construction of pathways
- Purchase and installation of park bench seating or picnic tables for a public park.

Seven Small Towns Minor Capital Works

- Fencing or bollards around a skate park, playground or hall.
- Purchase and construction of a shed.
- Beautification of township entrances.

Please note: the word 'project' refers to the project, activity or proposal that will be delivered if your submission is successful.

Grant Project Funding

Annual Funding of \$10,000 to each of the seven small towns is subject to Council allocation within the Annual Budget. Projects will take up to six weeks to assess.

Funding Rounds

The Seven Small Towns Minor Capital Works program accepts project submissions at any time throughout the year.

Eligibility Criteria

To be eligible for funding, submitters must:

- Be the Township Association or peak organisation from one of the seven small towns (Boolarra, Glengarry, Toongabbie, Traralgon South, Tyers, Yallourn North and Yinnar);
- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant applications; and
- Hold appropriate public liability insurance.

Auspice

If you are not a legal entity, you can approach another community organisation to auspice your project. The Latrobe City Council view auspicings as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will partner with you to deliver your project and receive the funding on your behalf. The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.

What will not be funded?

- General maintenance expenses;
- Projects which are the responsibility of the State or Commonwealth Government departments or duplicate existing services or programs;

Seven Small Towns Minor Capital Works

- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Purchase of sporting equipment or uniforms;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Projects where there are gaming machine venues;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs etc. that are ongoing organisational expenses;
- A project that is not open to the whole community or targets participation from restricted or limited community demographics;
- Projects that are designed for group members to attend and are not designed for the broader community;
- The purchase of land;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance; and
- Applications for projects that engage in activities which promote discrimination, violence, anti-social behaviour, excessive consumption of alcohol or gambling.

Guidelines

- It is expected that Township Associations will develop a priority planning and engagement process to identify and demonstrate wide community support for the priority projects. The planning and engagement process must be documented for each application.
- Township Associations are required to discuss projects with the respective Latrobe City Township Liaison Officer before submitting the proposal for consideration.
- All projects must comply with Federal and State Government legislation in relation to discrimination in the provision of goods, services or facilities.
- Co-contributions from community, government and other funding sources, for example: Trusts, State or Federal funding programs are encouraged.
- Township Associations are advised to allow a six week assessment period for submissions. If you receive funding prior to this date you may commence your project.
- Latrobe City Council must be notified of any significant changes to the project, to what was originally submitted, by providing a written request for a funding variation. This includes requests for extensions of time to acquit the project.

Seven Small Towns Minor Capital Works

Projects

- Projects must address issues of safety and risk management;
- Projects should support Latrobe City Council strategies and plans;
- Submissions must clearly outline the aims and objectives and provide a full description of the project. Latrobe City Council may request additional information to assist in assessing a project for funding;
- Submissions must be completed in full and have sufficient evidence to make a reasonable assessment of the project. Submissions must be on the correct online form;
- When a Township Association is successful in receiving program funding, they agree to acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification;
- Costs for Latrobe City Council services and infrastructure must be accounted for within the project budget;
- Projects must be in facilities where public access is available and encouraged;
- Capital contributions on Latrobe City Council owned assets and property remain the property of Latrobe City Council;
- Submissions for projects on sporting reserves and open spaces that are on Latrobe City Council Land, must contact Latrobe City Council's Coordinator Recreation & Open Space to discuss their project;
- Projects on Latrobe City Council buildings require the approval of the Building Maintenance Team so you must contact them to discuss your proposal.

Funding

- Township Associations are encouraged to provide financial or in-kind assistance to the project;
- Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension. Township Associations who have an outstanding acquittal form will not be able to apply for further funding.
- Additional funding conditions may be applied to your project during assessment;
- Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permissions and approvals to deliver the project;
- Township Associations who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council. Any underspent and excess funding must be returned to Latrobe City Council when submitting the acquittal form;

Seven Small Towns Minor Capital Works

Acquittal

The Acquittal form will be a reconciled statement of income and expenditure associated with the program funding. It will ask the Township Associations to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Latrobe City Council's support for the project was recognised;
2. An actual income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council; and
3. Photo evidence that showcases the completed project and community participation.

Assessment Process

Once submissions are received they will be checked for eligibility against the Seven Small Towns Minor Capital Works grant program guidelines.

All applications will be assessed in accordance with Latrobe City Council's Grant Governance Policy.

Recommendations will be approved by staff at a management level. The Township Association will receive an email notifying them of the result of their submission following the final decision. Please allow six weeks to receive an assessment outcome.

Making your Submission

When you begin your submission, you will be asked to sign up for a Latrobe City Council Grants Account. This grant account will be used to send you reminders, and allow you to complete your submissions, funding agreements and acquittal forms.

Supporting Documents

You will be asked to upload the following attachments when completing your application:

Mandatory:

- If the total project cost is up to \$5,000 you will need to provide one written quote. If the total project cost is over \$5,000 you will need to provide two written quotes. Quotes must be provided by a registered tradesperson or registered business;
- Current Certificate of Public Liability that will be used to cover the project;
- If your project has an auspice organisation you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project;
- Written approval from other user groups who may share the existing facilities associated with the project;
- Evidence of permission from the asset owner to complete the project.
- Submissions for projects:
 - on sporting reserves and open spaces that are on Latrobe City Council land, or

Seven Small Towns Minor Capital Works

- on buildings that belong to Latrobe City Council
provide evidence of approval or acceptance of the proposal from Latrobe City Council;
- A copy of the minutes and evidence of support from the community, of the Township Association's submitted priority project.

Making the Payment

If your application is successful you will be provided with a Funding Agreement form and a copy of the Acquittal form.

To complete payment you will be required to:

- Complete the online Funding Agreement form,
- Return a completed Supplier Application form, if applicable; and
- Sign and return an invoice (or Tax invoice if you are GST registered);

Once you have provided these documents, funding will be deposited into your nominated bank account within six weeks.

Further information and assistance

For all project submission enquiries, including assistance and support available to help you submit your application, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au

Submissions for projects on sporting reserves and open spaces, on Latrobe City Council Land, please contact Latrobe City Council's Coordinator Recreation & Open Space to discuss the project:

Phone: 1300 367 700

For Township Associations completing works on Latrobe City Council buildings please contact a member of the Building Maintenance Team:

Phone: 1300 367 700



Economic Development Sponsorship & Membership

Program Guidelines



Economic Development Sponsorship & Membership

Contents

Economic Development Sponsorship & Membership	1
Program Overview	3
Sponsorship Objectives	3
Important things to know before you start.....	3
Sponsorship Programs	4
General Guidelines	6
Who is eligible to apply?.....	6
Who is not eligible to apply?	6
What will not be funded?.....	7
Sponsorship Conditions	7
What is the process once your application is submitted?.....	8
Supporting Documents	9
Auspice	9
Acquittal.....	9
Further information and assistance.....	9

Economic Development Sponsorship & Membership

Program Overview

Latrobe City Council is committed to the economic wellbeing of the businesses and communities within the municipality. A key objective of Council's Business Development Unit is to promote the area as one of tremendous opportunity, to support existing industries and businesses to prosper, cultivate alternative industries and nurture new enterprises. The objective is to increase local profitability and ultimately, create new jobs.

Latrobe City Council's Business Development Unit is committed to:

- Encouraging job creation, business growth and investment;
- Attracting new business and capital to the region;
- Supporting local organisations that enhance local economic development;
- Advocating on behalf of industry and businesses to governments and key industry organisations;
- Providing detailed information and feasibility studies on major regional business opportunities; and
- Facilitating investment in business infrastructure to support industry development

Sponsorship Objectives

The objectives of the Latrobe City Council Economic Development Sponsorship & Membership are to:

- Recognise, protect and promote the region's competitive advantages;
- Support existing industries;
- Demonstrate innovative approaches to diversification of the economy and the creation of new jobs; and
- Identify and Encourage new economic opportunities.

The grant programs provide an opportunity for applicants to develop projects that complement the key objectives.

The Latrobe City Council Plan is available online and applicants are encouraged to review the relevant document/s prior to developing or submitting an application.

[Council Plan 2017 – 2021](#)

[Latrobe City Economic Development Fund](#)

Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- Applicants are eligible to receive sponsorship funding once per financial year.
- A Certificate of Currency is required as proof of Public Liability Insurance (PLI).

Economic Development Sponsorship & Membership

- All previous Sponsorships from Latrobe City Council, where the acquittal is due prior to the closing of the current funding round, must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted sponsorship funding will deem the current application ineligible.
- A project may be open to the whole community or target participation from different community demographics. Successful projects will either have broad community benefit, or achieve deep and meaningful outcomes with particular community members.
- Sponsorship must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a project will be funded in the future.
- Council strongly encourages groups to undertake joint grant submissions. Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs;

Sponsorship Programs

Economic Development Sponsorship - Minor	
Description	Economic Development Sponsorship provides assistance to economic development initiatives for a broad range of programs, services, and activities.
Examples of Sponsorship	<ul style="list-style-type: none"> • Venue hire • In-kind support – Performing Arts technician labour, lighting & sound hire. • Award Sponsorships
Maximum grant amount	\$2,500
Application dates	Applications open all year or until funds are exhausted
Assessment date	Round 1 – 22 July 2020 Round 2 – 1 March 2021
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Economic Development Sponsorship & Membership

Economic Development Sponsorship - Major	
Description	Economic Development Sponsorship provides assistance to economic development initiatives for a broad range of programs, services, and activities.
Examples of Sponsorship	<ul style="list-style-type: none"> • Venue hire • In-kind support – Performing Arts technician labour, lighting & sound hire • Award Sponsorships • Event Naming Rights
Maximum grant amount	One off funding of \$8,000 (subject to annual application)
Application dates	Applications open all year or until funds are exhausted
Assessment date	Round 1 – 22 July 2020 Round 2 – 1 March 2021
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Economic Development Fund	
Description	Each year, Latrobe City Council will allocate \$20,000 to initiatives that support the objectives of the fund. Applications are open to business groups and Chambers of Commerce.
Eligibility	The Economic Development Fund is only open to Business Groups or Chambers of Commerce.
Examples of Sponsorship	<ul style="list-style-type: none"> • Collaborative marketing and branding activities • Local infrastructure priorities • Events • Signage • Training and development activities aimed at business
Maximum grant amount	\$5,000
Application dates	Applications open all year or until funds are exhausted
Assessment date	Applications are assessed on the 15 th of each month. If your application is received after this date, it will be assessed on the Assessment Date of the following month.
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Economic Development Sponsorship & Membership

Economic Development Membership	
Description	Latrobe City Council actively participates in a number of organisations that align with Council's Economic Development objectives.
Examples of Memberships	<ul style="list-style-type: none"> • Advocacy organisations • Industry groups • International Trading organisations
Maximum membership amount	\$10,000
Application dates	Applications open all year or until funds are exhausted
Assessment date	Applications are assessed on the 15 th of each month. If your application is received after this date, it will be assessed on the Assessment Date of the following month.
Application process	Directly to CEO
Reporting requirements	Annual report

General Guidelines

Who is eligible to apply?

To be eligible to apply, applicants must:

- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be an education institution, industry association or training organisation;
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council sponsorship applications;
- Hold appropriate Public Liability Insurance; and
- Be based within the municipality of Latrobe City or provide services or benefits primarily to the Latrobe City Community.

If you answered no to any of the above criteria, you are ineligible to receive funding.

Who is not eligible to apply?

- Government agencies or departments of State and Federal Government;
- Groups who have not acquitted previous grants provided by Latrobe City Council;
- Groups who have received Community Grant funding from Latrobe City Council in the same application round; and
- For profit private businesses and commercial organisations.

Economic Development Sponsorship & Membership

What will not be funded?

- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Projects or events at venues where there are gaming machine; unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs etc. that are ongoing organisational expenses;
- The purchase of land;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance;
- A project that is not open to the whole community or fails to target participation from different community demographics; and
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

Sponsorship Conditions

Successful applicants will be required to:

- Enter into a Sponsorship Agreement and adhere to the conditions of the agreement. Additional funding conditions may be applied to your project during assessment;
- Expend the funds within 6 months of signing a Sponsorship Agreement, unless written approval has been given for an extension;
- Acquit the funds within 3 months of identified project completion, unless written approval has been given for an extension;
- Applicants who have an outstanding Acquittal form will not be able to apply for further funding;
- Return any underspent and excess funding to Latrobe City Council when submitting the Acquittal Form;
- Notify Latrobe City Council of any significant changes to the project, to what was originally submitted, by providing written request for a funding variation. This includes requests for extensions of time to acquit the project;
- Seek the appropriate permits and approvals to deliver the project. Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permits and approvals to deliver the project;
- Provide Latrobe City Council with any additional information requested to assist in assessing your application;

Economic Development Sponsorship & Membership

- Acknowledge Latrobe City Council's contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.

What is the process once your application is submitted?

1. Applications are checked for eligibility against the grant program guidelines.
2. All applications are assessed by Latrobe City Council Subject Matter Experts and weighted out of 100. Applications are assessed against the following criteria:

Assessment Criteria	Weighting
The applicant's capacity of delivering the project - This includes any quotes, budget information and plans in support of the application.	30%
The application address a community need and describes how the community will benefit from the project/activity.	30%
The application demonstrates other contributions e.g. monetary, voluntary services or in-kind support as part of the proposal.	25%
The application is consistent with the Council Plan, Economic Development Strategy and other strategic documents	15%

3. Recommendations will be developed by an internal panel and provided to Council for approval at an Ordinary Council Meeting.
4. Applicants will receive an email notifying them of the outcome of their application.
5. Successful applicants are required to complete a funding agreement and provide any further information requested.
6. If your sponsorship is for an event, you are required to liaise with Latrobe City Council's Senior Events Officer to ensure that the relevant Event Permit Conditions have been met a minimum 30 days prior to your event. Event funding is not provided until these conditions have been met.
7. For other sponsorship funding, on receipt of your funding agreement and any further information requested, funding will be deposited into your nominated bank account within 6 weeks.

NOTE: The outcome notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated bank account. No grant funds should be spent until you have completed all relevant documentation and you have received your funding.

Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council.

Economic Development Sponsorship & Membership

Supporting Documents

You will be asked to upload the following attachments when completing your application:

Mandatory:

- Current Certificate of Public Liability that will be used to cover the project;
- If your project has an auspice organisation, you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project.

Auspice

If your organisation is not a legal entity, you can approach an organisation that is a legal entity to auspice your project. We see auspicings as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will partner with you to deliver your project and receive the funding on your behalf. The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project. The auspice organisation is not considered to be an applicant and may apply for their own funding.

Acquittal

The Acquittal form will be a reconciled statement of income and expenditure associated with the sponsorship. It will ask the applicants to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Council's support for the project was recognised;
2. An actual income and expenditure budget for the project, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council; and
3. Photo evidence that showcases the completed project and community participation.

Further information and assistance

For all sponsorship enquiries, including assistance and support available to help you submit your application, please contact:

Business Development Team

Phone: 1300 367 700

Email: busdev@latrobe.vic.gov.au



Adopted 6 December 2018
Updated 16 April 2020

Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework

Purpose

In line with recommendations from an internal Audit and also the adopted Events and Tourism Strategy 2018-2022, the existing Tourism Advisory Committee has been reconstituted as the **Tourism and Major Events Advisory Committee (TAMEAC)**.

TAMEAC is intended to have oversight of major event selection and funding from both internal sources and external parties.

General Principles

- Focus the selection of major events on those with the strongest potential returns, be those financial, artistic or in terms of societal wellbeing;
- Grow the number of major events in the region;
- Maximise the economic and tourism impact of events;
- Identify potentially significant community events and encourage their transition to major events;
- Encourage an attitude of enterprise, creativity and sustainability in major event conceptual development, selection and delivery;
- Reduce reliance on funding over time as event sustainability improves;
- Provide a coherent framework for the attraction and funding support of major events to the municipality; and
- Assist with the promotion of events through existing networks.

Key Responsibilities

TAMEAC is responsible for:

1. Consideration of proposals for major events and funding applications received by Council and making recommendations in relation to the selection and funding of these events;
2. Provision of advice in relation to the development and submission of event funding applications; and
3. Provision of advice to Council and, where applicable, to community organisations and groups, in relation to the planning, development and delivery of major events in Latrobe City.



Adopted 6 December 2018
Updated 16 April 2020

Definition of a Major Event

For the purpose of this framework, a major event is defined as:

1. An internally or externally sourced performance/exhibition/sporting/cultural event.
2. A council owned event with a budget of over \$25,000 annually not previously endorsed as part of a budget process or;
3. An external event seeking funding assistance of over \$5,000 annually or;
4. Any event regardless of value that could be controversial and/or has a high reputational risk to Council and/or the community.

Process

1. Council Event officers will consult with relevant officers within Council to assess risk and assess the proposal against Councils Major Events Assessment Tool.
2. A briefing based on the Major Events Assessment Tool and recommendation will be prepared and presented to TAMEAC for consideration at the next scheduled TAMEAC meeting. Should an event opportunity present which is on a shorter timeline not fitting within the TAMEAC meeting schedule, the briefing will be provided via other communication methods in order to receive advice from TAMEAC.
3. TAMEAC will provide advice and recommendation only, and can request further information during the process.
4. Once collective advice has been collated from TAMEAC, these recommendations will be incorporated into a Council report for consideration either through adoption of the budget process each year or at a separate Council meeting if required. Should an event opportunity present which is on a shorter timeline not fitting within the Council meeting schedule, a special Council meeting may be called.
5. Following the event, the post event report will be provided to TAMEAC and Council.

All other events falling under the limits set will be managed by Councils Events team through the internal events process.

Proposals for \$5,000 and under from organisations within Latrobe City will be referred to Councils community grants program.

The following criteria will be considered during assessment:

- The alignment of the event in meeting the strategic goals of the Events and Tourism Strategy 2018-2022;
- Potential for strong returns, be those deemed at any given time to be financial, artistic, or community wellbeing;
- Time of year of the event, with strong consideration given to proposals scheduled during gaps in Councils events calendar;
- Rationale or need for the event;
- Context of the event in the current events/presentation program;
- Likelihood of high numbers of participants and observers/attendees, preferably with a significant number of participants and visitors coming from outside the region;
- Potential for positive media coverage and exposure within and outside the region;



Adopted 6 December 2018
Updated 16 April 2020

- Likelihood of the event delivering high levels of accommodation visitor nights; and
- Event proposals with good prospects for gaining sponsorship thereby being sustainable over the long term;
- Where possible, funding that is directed towards seed funding to support new major events; and/or to established events which demonstrate an increasing path towards eventual sustainability.

The following proposals will not be funded:

- Capital or infrastructure works;
- Events of a charitable nature which do not use the funds directly for operational components or marketing of the event;
- Religiously motivated, politically motivated or events which have a theme of any form of discrimination;
- Organisations that do not have an ABN;
- Events that are not open to the general public where access is restricted to members or delegates unless there are overall benefits to the community at large or the membership base represents a portion of the general community with clear community objectives.

Acquittal, Acknowledgement and Recognition of Funding

1. Successful applicants shall be required to acquit their event within 4 weeks of the event taking place, so as to confirm that the funds were used for the purpose sought and were expended in accordance with the agreement. (An acquittal form is available for this purpose.)
2. Successful funding applicants shall be required to appropriately acknowledge or recognise Council's support. Specific requirements will be advised following approval of Council funding and included in agreements. Organisations or applicants that fail to comply with any condition of the agreement may not receive funding for future events.

Agenda Item: 16.2

Agenda Item: Reconciliation Action Plan Conditional Endorsement

Sponsor: General Manager, Community Health and Wellbeing

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

Status: For Decision

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Middlemiss

That Council:

- 1. Endorse the submission of the draft Reconciliation Action Plan to Reconciliation Australia for their conditional endorsement;**
- 2. Develop a detailed Implementation Plan for the Reconciliation Action Plan, in consultation with key stakeholders; and**
- 3. Following approval from Reconciliation Australia, send the Reconciliation Action Plan and Implementation Plan to Council for final endorsement at a future Council Meeting.**

CARRIED UNANIMOUSLY

Executive Summary:

- The draft Reconciliation Action Plan (RAP) is being provided to Councillors prior to submission to Reconciliation Australia for conditional endorsement. Once conditional endorsement has been received final design work can be completed.
- The RAP has been produced in consultation with Reconciliation Australia and Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC). GLaWAC have indicated their endorsement of the draft. The Braiakaulung Advisory Committee has provided feedback to aid the development of the RAP.
- The RAP outlines actions Latrobe City Council will undertake between its endorsement and May 2022. The four key focus areas of the RAP are: Relationships, Respect for Culture, Opportunities and Governance.

- Changes to the current draft require re-endorsement from GLaWAC and would delay the submission of the draft to Reconciliation Australia.
- Officers are asking Council to endorse the Draft RAP to follow the next steps for its final and formal endorsement of Council.
- The next steps for endorsement of the RAP are:
 - Submit the draft RAP to Reconciliation Australia for conditional endorsement.
 - Form a RAP Working Group of staff members that will oversee the implementation of the plan.
 - Finalise artwork and design of the RAP.
 - Present RAP to Council for final endorsement.

Submit the RAP to Reconciliation Australia for final endorsement.

Background:

The Latrobe City Council RAP has been in development for several years. The plan aligns with and strengthens Council's Statement of Commitment to Reconciliation.

The draft RAP has four key focus areas: Relationships, Respect for Culture, Opportunities and Governance. It incorporates 19 actions, each with a number of deliverable items.

The Relationships focus area concentrates on establishing and maintaining relationships with the local Aboriginal and Torres Strait Islander community. This will be achieved through working with the community and GLaWAC; the celebration of Reconciliation Week; promoting reconciliation in the community; promote positive race relations and continuing to employ an Aboriginal Liaison Officer.

The Respect for Culture focus area concentrates on building understanding and recognition of Aboriginal and Torres Strait Islander culture. This will be achieved by undertaking cultural learning; celebrating and promoting Aboriginal and Torres Strait Islander visual and performing arts; developing and implementing public cultural education initiatives; observing cultural protocols and celebrating NAIDOC week.

The Opportunities focus area concentrates on building opportunities for Aboriginal and Torres Strait Islander people to improve social and economic outcomes. This will be achieved by improving employment outcomes for Aboriginal and Torres Strait Islander people; supporting initiatives that improve the health, wellbeing, economic and educative position of Aboriginal and Torres Strait Islander people; providing culturally relevant services and programs and increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic outcomes.

The Governance focus area concentrates on the governance of the RAP. This will be achieved through the establishment of a RAP Working Group; providing support

for the implementation of RAP commitments; maintain the Braiakaulung Advisory Committee; reporting on RAP achievements, challenges and learnings and developing our next RAP.

Development and consultation of the draft RAP

Key stakeholders, Braiakaulung Advisory Committee members and community members invited to participate in development of the RAP	<p>Consultation promoted:</p> <ul style="list-style-type: none"> • At community events, including Reconciliation Week and NAIDOC Week events • On Council website, in the LV Express and on Gippsland FM • To local networks. <p>90 people registered for email updates on the development of the plan.</p>
Ten planning meetings held	Meetings attended by key stakeholders, Braiakaulung Advisory Committee members, community members and Latrobe City Council officers.
Initial draft RAP developed	
Consultation session with the Elders Planned Activity Group	
Presentation to Councillors	Officers presented the draft RAP to Councillors and provided an update on the development process.
Initial draft provided to GLaWAC for informal feedback	
Updated draft RAP provided to Reconciliation Australia for initial feedback	Feedback received from Reconciliation Australia and incorporated into draft RAP.
Consultation with Latrobe City Council staff to finalise actions in the draft RAP	
Updated draft provided to Reconciliation Australia for feedback	Feedback received from Reconciliation Australia and incorporated into draft RAP.
Draft provided to GLaWAC for formal feedback	GLaWAC provided formal feedback on the draft RAP. Officers met with

	GLaWAC to discuss feedback.
Draft RAP provided to Braiakaulung Advisory Committee members	Updates on the development of the RAP were a standing agenda item of the Braiakaulung Advisory Committee throughout the whole development. Feedback was provided throughout the development process.
Updated draft provided to Reconciliation Australia for feedback	Reconciliation Australia provided feedback on the draft and notification that the RAP template had changed and additional actions were required to align with current practice.
Draft RAP updated to new template and consultation undertaken with LCC staff regarding the required additional actions	
Updated draft provided to Reconciliation Australia for feedback	Reconciliation Australia provided feedback and indicated that once incorporated the draft RAP was ready for conditional endorsement.
Updated draft, incorporating Reconciliation Australia feedback, provided to GLaWAC	Officers met with GLaWAC CEO to confirm approval for submitting to Reconciliation Australia for conditional endorsement.

Issues:

Strategy Implications

The development of the RAP aligns with Latrobe City Council's Statement of Commitment to Reconciliation, endorsed in 2012.

It also aligns with the Council Plan Strategy 7 to *Enhance Council's engagement with the community to better understand the community's priorities.*

Communication

Communication on the draft RAP has been with GLaWAC, the Braiakaulung Advisory Committee and Reconciliation Australia.

Financial Implications

A number of actions in the RAP are not funded under BAU. Budget allocations would need to be sought through either the annual budget process or a surplus budget bid.

- Cultural Awareness Training for Councillors approximately \$1,500.
- Purchase of Street Banners for display during Reconciliation Week approximately \$2,000.
- Acknowledgement of Country plaques approximately \$800.
- Welcome to Country at significant events \$550 per event.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Reputational Risk Reputational damage from not having a RAP	3	Council endorse the RAP
Reputational Risk Reputational damage if the actions are not completed	2	Ensure all actions are completed on time. RAP Working Group will monitor and ensure this.
Service Delivery Risk N/A		
Occupational Health and Safety Risk Nil		
Financial Risk Nil		
N/A		
Strategic Risk Failure to implement plan	3	Ensure all actions are completed on time. RAP Working Group will monitor and ensure this.

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

Legal and Compliance

No legal or compliance issues have been identified.

Community Implications

There is an expectation from the Aboriginal and Torres Strait Islander community that we should have a RAP.

Environmental Implications

No environmental implications have been identified.

Consultation

Details of the consultation undertaken in the development of the draft RAP are provided in the Background Information of this report.

Other

Nil

Declaration of Interests:

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

Supporting Documents:

Latrobe City Council Statement of Commitment to Reconciliation

Attachments

1 [↓](#). Reconciliation Action Plan - Draft

16.2

Reconciliation Action Plan Conditional Endorsement

1	Reconciliation Action Plan - Draft	177
----------	---	------------

INNOVATE RECONCILIATION ACTION PLAN

LATROBE CITY COUNCIL

May 2020- May 2022



CONTENTS

Acknowledgement of Country	3
Mayor's Message	3
Our Vision for Reconciliation	3
Traditional Owners of Latrobe City	4
Gunaikurnai Creation Story	4
Latrobe City's Aboriginal and Torres Strait Islander Community	5
Braiakaulung Advisory Committee	5
A Snapshot of our Region	6
A Brief History	6
Our Business	7
Developing Our RAP	7
Acknowledgements	7
Major Initiatives Towards Reconciliation	8
Relationships	9
Respect	11
Opportunities	15
Governance	18

ACKNOWLEDGMENT OF COUNTRY

Latrobe City Council acknowledges that our business operates on the traditional lands of the Braiakaulung Clan of the Gunaikurnai Nation and pays respect to their Elders past and present.

MAYOR'S MESSAGE

Latrobe City Council is very proud of our achievements towards reconciliation. I feel honoured to represent a Council with such a strong commitment to achieving the goals outlined in this document. The relationships we have built with the Aboriginal and Torres Strait Islander community over many years are very important to us and we will continue to build on these over the life of the Reconciliation Action Plan.

OUR VISION FOR RECONCILIATION

Latrobe City Council's vision for reconciliation is to deepen our collaboration with the Aboriginal and Torres Strait Islander community.

We will broaden our relationship with the Aboriginal and Torres Strait Islander community, a relationship underpinned by respect for the rich and complex nature of Aboriginal and Torres Strait Islander culture.

We are committed to ensuring equal access to a fair system which protects the rights of individuals and is responsive to community needs.

We will consult with the Aboriginal and Torres Strait Islander community, and include them in our decision making processes.

We will work in partnership with the Aboriginal and Torres Strait Islander community to ensure that their culture is respectfully maintained and promoted.

Traditional Owners of Latrobe City

The Gunaikurnai nation are the Traditional Owners of Latrobe City. Today there are approximately 3000 Gunaikurnai people across the region, and their traditional lands cover the coastal and inland areas of Gippsland to the southern slopes of the Victorian Alps.

The Gunaikurnai nation is made up of five major clans. These are the Brabralung Clan in Central Gippsland, Brataulung Clan in South Gippsland, Krauatungalung Clan near the Snowy River, Tatungalung Clan near Lakes Entrance and the Brayakaulung (Braiakaulung) Clan whose traditional territory covers the Latrobe City municipality.

Latrobe City Council acknowledges and respects the special contributions made to our community by our Traditional Owners.

Latrobe City Council appreciates Traditional Owner representation on Council's committees and groups.

Latrobe City Council respects the role of the Traditional Owners and it's corporation in matters related to country, culture and Native Title.

Latrobe City Council understands the history of dispossession and movement of Aboriginal and Torres Strait Islanders across Gippsland and the impact this has had to the cultural lores of the Traditional Owners.

Gunaikurnai Creation Story

The first Gunaikurnai came down from the mountains in Victoria's north-west carrying his canoe on his head. He was Borun, the pelican. He crossed over a deep river at what is now known as Sale, and walked on alone to Tarra Warackel (Port Albert) in the west. As he walked, he heard a constant tapping sound, but could not identify it. When he reached the deep water of the inlets, Borun put down his canoe and much to his surprise, there was a woman in it. She was Tuk, the musk duck. He was happy to see her and she became his wife and the mother of the Gunaikurnai people. They are the parents of the five Gunaikurnai clans

Latrobe City's Aboriginal and Torres Strait Islander Community

As well as traditional Owners from the Gunaikurnai Nation, Latrobe City is home to Aboriginal and/or Torres Strait Islander people from many different areas of Australia.

Latrobe City's Elders and Community Members are very highly regarded and respected among the wider community. Their leadership within their community as well as the wider contribution to the community is significant and valued, as is their representation on the Braiakaulung Advisory Committee and other special and advisory committees.

Latrobe City has a vibrant, proactive and well-connected Aboriginal and/or Torres Strait Islander community who work together to deliver regular sporting, cultural and community strengthening events and projects.

Picture related to our Aboriginal and Torres Strait Islander Community

Braiakaulung Advisory Committee

Latrobe City's Braiakaulung Advisory Committee is a Council Committee established in 1998 to acknowledge the Traditional Owners of the land, and to advise on issues associated with reconciliation. It meets six times per year to discuss issues relating to the Aboriginal and/or Torres Strait Islander community.

The aims of the Committee are to:

- Advise Council on policies and how they relate to the Aboriginal and/or Torres Strait Islander community
- Advise Council on reconciliation
- Facilitate major events including Aboriginal and/or Torres Strait Islander input and participation
- Promote recognition and awareness of Aboriginal and/or Torres Strait Islander cultures in Council and the wider community
- Ensure information sharing about Council strategies, policies and programs
- Maximise the promotion of opportunities for people through Council and other programs including training and employment for young people
- Encourage the promotion of positive messages about Aboriginal and/or Torres Strait Islander initiatives and achievements
- Assist in the development of strategies for tackling identified problems
- Advise Council on Cultural heritage issues.

Latrobe City Council adopted the "Statement of Commitment to Indigenous People and Statement of Reconciliation" in March 2000. This statement was reviewed and the "Statement of Commitment to Reconciliation" adopted in 2012.

Latrobe City

A Snapshot of the municipality

Latrobe City is located 140kms east of Melbourne with a population of approximately 74,000 residents, with 1,188 identifying as Aboriginal and/or Torres Strait Islander.

Situated in the centre of Gippsland, Latrobe City is recognised as one of Victoria's four regional centres, along with Ballarat, Bendigo and Geelong, and is the only city located in the eastern part of Victoria.

Latrobe City encompasses the four major towns of Traralgon, Morwell, Moe/Newborough and Churchill as well as the outer lying townships of Boolarra, Glengarry, Traralgon South, Toongabbie, Tyers, Yallourn North and Yinnar.

The area draws its name from the Latrobe River. The Latrobe River was named by William Adams Brodribb in honour of Charles LaTrobe, Lieutenant Governor of the Port Phillip District.

The original inhabitants of Latrobe City are the people of the Braiakaulung Clan of the Gunaikurnai Nation. It is thought that the Gunaikurnai people have lived in the Gippsland area for some 40,000 years. Evidence of human occupation at Cloggs Cave near Buchan, has been dated at up to 17,000 years, while occupation at New Guinea Cave in the same area has been dated to over 20,000 years.

European settlement in Latrobe City dates from the late 1830's when pastoralists arrived. Land was used mainly for farming, cattle grazing and timber-harvesting. Growth was minimal until the 1850's when it was bolstered by gold discoveries. Expansion took place in the 1880's, stimulated by coal mining and the construction of railway lines.

Historically, brown coal electricity generation has been the backbone of the local economy but in more recent times the economy has diversified to

include a range of industries including forestry and paper, manufacturing, agribusiness, retail, hospitality, aviation, health and education.

Latrobe City is now home to Australia's largest yoghurt manufacturing facility, Federation University, Latrobe Regional Hospital, Australia's largest pulp and paper manufacturer, and the only commercial aircraft manufacturing facility in Australia based at Latrobe Regional Airport.

Latrobe City hosts many national and international events such as the Victorian Junior Tennis Championships and International Championships, the Latrobe City Pro Am and the Waterski Championships. Other highlights of the event calendar include the Latrobe Spring Racing Carnival, Sister Cities Festival and Boolarra Folk Festival. Week to week there is always something happening, whether it is a local market with fresh produce, a community event, an exhibition at Latrobe Regional Art Gallery or a live show at the Latrobe Performing Arts Centre.

Our Business

Latrobe City Council is the local government body serving the Latrobe City municipality. It offers a range of services to the public as well as administering rates and local laws.

Latrobe City Council's headquarters are located at 141 Commercial Road in Morwell. There are also public service centres in Moe, Traralgon and Churchill.

Latrobe City Council currently employs 982 people with a full time equivalent of 548.82.

Of these 982 staff, nine identify as Aboriginal and/or Torres Strait Islander. This equates to 0.9 percent. These people were employed through Latrobe City Council's 'Indigenous Employment Program - Traineeship Program'. This includes four full time permanent, one full time temporary, one casual and three part time permanent staff.



Developing Our RAP

The key focus of the RAP is to fulfil the intent of the adopted Statement of Commitment to Reconciliation. It is a clear acknowledgement and demonstration of the work that is required to improve the economic, social, environmental, cultural, health and educational outcomes for Aboriginal and/or Torres Strait Islander people.

The RAP is championed by Latrobe City Councillors, the executive team, management and staff.

Acknowledgements

Latrobe City Council would like to thank the Gunaikurnai Land and Water Aboriginal Corporation, Reconciliation Australia, the Latrobe City RAP Working Group, the Braiakaulung Advisory Committee and local community members for collaborating with us on this project

Latrobe City Council's Major Milestones Towards Reconciliation

- 1998 Employed an 'Aboriginal Liaison Officer'
Formed the Braiakaulung Advisory Committee
- 2000 Commenced to acknowledge Traditional Owners at all Council meetings
Began to work in partnership with other government and community organisations to organise events for NAIDOC Week and National Reconciliation Week
- 2001 Employed an 'Indigenous Employment Officer'
Began to hold an annual event for National Reconciliation Week
Began to fly the Aboriginal flag in our four major towns
Adopted a 'Statement of Commitment to Indigenous People' and a 'Statement of Reconciliation'
- 2002 Launched the 'Indigenous Employment Program'
- 2006 Established an 'Aboriginal Elders Planned Activity Group (PAG)'
- 2009 Commenced to work closely with the Aboriginal Best Start and Early Start programs
- 2010 Worked with the Churchill community to create an 'Indigenous Garden'
- 2012 The 'Statement of Commitment to Indigenous People' and a 'Statement of Reconciliation' were reviewed and revised into a more succinct document, 'The Statement of Commitment to Reconciliation'. The new document was adopted by Latrobe City Council in May 2012
- 2013 Introduced the 'Aboriginal Resource Kit' into Latrobe City Libraries for the community to access
- 2014 Staged a 'Reconciliation Celebration' at the Latrobe Performing Arts Centre, Traralgon
- 2015 Were key stakeholders in the 'Indigenous Heritage Walk' and 'Waterhole Creek Walk' projects in Morwell
- 2016 Employed an Aboriginal person in the role of 'Early Years Participation Officer' whose role is to improve participation in maternal and children's services
- 2016 At the request of Latrobe City Councillors, artworks by local Aboriginal artist, Ronald Edwards-Pepper were displayed in our Council Chamber
- 2017 Employed an 'Aboriginal Library Trainee' whose role is to encourage more Aboriginal people to access our library services
- 2018 Council together with community partners implemented a Street Art Project to deter graffiti at select local sites. Funded by a Department of Justice Graffiti Prevention Grant the project highlights the threatened species of Gippsland
- 2019 Latrobe City Council and Gunaikurnai Land and Waters Aboriginal Corporation implemented more formal representation of Traditional Owners on a range of Council advisory and special committees.

Relationships			
Latrobe City recognises the importance of working in partnership with Traditional Owners and other Aboriginal and/or Torres Strait Islander peoples. Latrobe City Council seeks to consult with Aboriginal and/or Torres Strait Islander peoples wherever possible to ensure Aboriginal and Torres Strait Islander cultures are promoted and maintained.			
Action	Deliverable	Timeline	Responsibility
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement. 	October 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations. 	October 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Attend relevant community meetings and events and assist the community where possible and practicable. 	May 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Invite the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) to participate in the Braiakaulung Advisory Committee and all other special and advisory Committees established by Council as a member of the Committee representing Traditional Owners 	Review December annually	Manager Governance
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. 	27 May- 3 June annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	27 May- 3 June annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	27 May- 3 June annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Organise at least one NRW event each year. 	27 May- 3 June annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Register all our NRW events on Reconciliation Australia's NRW website. 	27 May- 3 June annually	Manager Active Communities & Partnerships
3. Promote reconciliation through	<ul style="list-style-type: none"> Implement strategies to engage our staff in reconciliation. 	27 May- 3	Manager Active

our sphere of influence.		June annually	Communities & Partnerships
	<ul style="list-style-type: none"> Communicate our commitment to reconciliation publically. 	27 May- 3 June annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Develop a communication plan to promote and increase awareness of the RAP to all internal and external stakeholders. 	May 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes. 	November 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Collaborate with other local governments in Gippsland to share information on reconciliation and the role of Traditional Owner corporations. 	November 2021	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Seek to establish consistent policies and procedures across the LGAs where appropriate and practicable 	November 2021	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Collaborate with RAP and other like-minded organisations to develop ways to advance reconciliation. 	November 2020	Manager Active Communities & Partnerships
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. 	November 2020	Manager People & Culture
	<ul style="list-style-type: none"> Develop, implement and communicate an anti-discrimination policy for our organisation. 	February 2021	Manager People & Culture
	<ul style="list-style-type: none"> Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy. 	February 2021	Manager People & Culture
	<ul style="list-style-type: none"> Educate senior leaders on the effects of racism. 	February 2021	Manager People & Culture
5. Continue to employ an Aboriginal Liaison Officer (ALO)	<ul style="list-style-type: none"> Review position description annually and ensure position is filled. 	October 2020	Manager Active Communities & Partnerships

Respect			
Latrobe City Council's commitment to Reconciliation is underpinned by respect for the rich and complex nature of Aboriginal and Torres Strait Islander cultures. The richness of traditional and contemporary cultural practices and the diversity and strength of Aboriginal and Torres Strait Islander peoples is valued.			
Action	Deliverable	Timeline	Responsibility
6. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organisation. 	August 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Consult GLaWAC and other approved Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy. 	August 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Develop, implement and communicate a cultural learning strategy for our staff. 	August 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning. 	August 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Work with GLaWAC to develop an online Cultural Awareness Training module for all LCC staff. 	November 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Roll out mandatory online Cultural Awareness Training module to all staff. 	December 2020 Ongoing	Manager People and Culture
	<ul style="list-style-type: none"> Work with GLAWAC to develop a Cultural Awareness Training package for Councillors as part of their Councillor Induction Process. 	September 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Provide Councillors with face to face Cultural Awareness Training as part of their Councillor Induction Process. 	October 2020	Manager Governance
7. Celebrate and promote Aboriginal and Torres Strait Islander visual and performing arts and Authors and Illustrators	<ul style="list-style-type: none"> Latrobe Regional Gallery to hold at least one exhibition per year featuring a local Aboriginal and/or Torres Strait Islander Artist (or group). 	Review September annually	Manager Creative Venues, Events and Tourism
	<ul style="list-style-type: none"> Latrobe Regional Gallery to pursue opportunities to exhibit at least one exhibition per year featuring a national Aboriginal and/or Torres Strait 	Review September	Manager Creative

	Islander Artist (or group).	annually	Venues, Events and Tourism
	<ul style="list-style-type: none"> Latrobe Regional Gallery to run at least one Aboriginal and/or Torres Strait Islander artist talk or cultural workshop per year. 	Review September annually	Manager Creative Venues, Events and Tourism
	<ul style="list-style-type: none"> Latrobe Regional Gallery and Latrobe Creative Precinct to work with GLaWAC towards establishing an ongoing Aboriginal and Torres Strait Islander program in partnership with the local Aboriginal and/or Torres Strait Islander community that presents contemporary perspectives on local history and culture. 	Review September annually	Manager Creative Venues, Events and Tourism
	<ul style="list-style-type: none"> Latrobe Performing Arts Centre to present a minimum of one Aboriginal and/or Torres Strait Islander work/performance/show, engagement or opportunity per year. 	Review September annually	Manager Creative Venues, Events and Tourism
	<ul style="list-style-type: none"> Explore opportunities to program an Aboriginal and/or Torres Strait Islander performance or community engagement during National Reconciliation Week each year. 	Review September annually	Manager Creative Venues, Events and Tourism
	<ul style="list-style-type: none"> Work with the local Aboriginal and/or Torres Strait community to increase engagement with local Aboriginal performers and artists. 	Review September annually	Manager Creative Venues, Events and Tourism
	<ul style="list-style-type: none"> Each Latrobe City Library to showcase Aboriginal and/or Torres Strait Islander Authors and Illustrators during National Reconciliation Week each year. 	Review September annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Latrobe City Libraries to purchase at least one book by an Aboriginal and/or Torres Strait Islander Author per year. 	Review September annually	Manager Active Communities & Partnerships
8. Develop and implement public cultural education initiatives	<ul style="list-style-type: none"> Latrobe City Libraries, Service Centres and the Visitor Information Centre to display at least one set of Aboriginal and/or Torres Strait Islander mini desk-flags at their reception desks 	May 2020	Manager Active Communities & Partnerships

	<ul style="list-style-type: none"> • Make the Gunaikurnai Whole of Country Plan available throughout Latrobe City Libraries 	May 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Conduct weekly Aboriginal and/or Torres Strait Islander themed Storytimes at Latrobe City Libraries 	May 2020 Ongoing	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Consult with GLaWAC to install 'Welcome to Country' or 'Acknowledgement of Country' plaques in the four major towns at the Churchill Hub, Moe Service Centre and Library, Latrobe City headquarters and the Traralgon Service Centre and Library. 	April 2022	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Utilise the Latrobe Valley Express, Latrobe City Council noticeboard and the Latrobe City website, Intranet and Facebook page to update the community about events, meeting dates and dates of significance. 	May 2020 Ongoing	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Latrobe City Libraries, Service Centres and the Visitor Information Centre to display at least one local Aboriginal and/or Torres Strait Islander artwork 	May 2021	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Design and purchase street banners to be displayed in Commercial Road, Morwell during National Reconciliation Week, featuring artworks by local Aboriginal and/or Torres Strait Islander artists 	May 2021	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Develop a dedicated web page on the LCC website with information pertaining to the Aboriginal and/or Torres Strait Islander community, including a link to GLaWAC's webpage, the public Aboriginal and/or Torres Strait Islander Cultural Protocol Document and the Reconciliation Action Plan. 	May 2021	Manager Active Communities & Partnerships
9. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> • Work with GLaWAC to develop, implement and communicate an internal Aboriginal and/or Torres Strait Islander Cultural Protocol Document which will complement Cultural Awareness Training for staff and Councillors. 	October 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	May 2020 Ongoing	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Work with GLaWAC to develop, implement and communicate an external Aboriginal and/or Torres Strait Islander Cultural Protocol document. 	October 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year. 	May 2020 Ongoing	Manager Active Communities & Partnerships

	<ul style="list-style-type: none"> • Include an Acknowledgement of Country or other appropriate protocols at the commencement of all Council meetings and other important meetings. 	May 2020 Ongoing Review annually	Manager Governance
	<ul style="list-style-type: none"> • Permanently fly the Aboriginal and Torres Strait Islander flags in the four major towns at the Churchill Hub, Moe Service Centre, Latrobe City Headquarters, Morwell and the Traralgon Service Centre and Library. 	May 2020 Ongoing	Manager Engagement and Customer Focus
	<ul style="list-style-type: none"> • Comply with Aboriginal Heritage Act 2006 	May 2020 Ongoing	Manager Regional City Planning
	<ul style="list-style-type: none"> • Consult with GLaWAC when conducting Cultural Heritage Site Inspections 	May 2020 Ongoing	Manager City Assets
	<ul style="list-style-type: none"> • Comply with 'Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities 2016 (7.3 Developing an Aboriginal naming proposal)' to consult with GLaWAC before using Aboriginal names, words and symbols in the naming of Council owned and/or managed assets such as streets, parks and buildings. 	May 2020 Ongoing Review annually	Manager Governance
	<ul style="list-style-type: none"> • Update the Latrobe City Event Planner to include information outlining the protocols around Welcome to Country/Acknowledgement of Country. Encourage event organisers include a Welcome to Country or Acknowledgement of Country at the beginning of their event. 	October 2020	
	<ul style="list-style-type: none"> • Latrobe Regional Gallery to work with GLaWAC to develop a written acknowledgement at/within the Latrobe Regional Gallery that acknowledges the Gunaikurnai as Traditional Owners of the land on which the Gallery stands. 	May 2021	Manager Creative Venues, Events and Tourism
10. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> • RAP Working Group to participate in an external NAIDOC Week event. 	Second week in July annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week events. 	April 2020	Manager People and Culture
	<ul style="list-style-type: none"> • Promote and encourage participation in external NAIDOC events to all staff. 	First week in July annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> • Hold an external event with staff to promote awareness of the meaning of NAIDOC Week. 	Second week in July annually	Manager Active Communities &

		Partnerships
<ul style="list-style-type: none"> • Provide financial support to the NAIDOC Week School Initiative Competitions. 	First week in July annually	Manager Active Communities & Partnerships
<ul style="list-style-type: none"> • Provide financial or in-kind support to an external NAIDOC Week community event 	First week in July annually	Manager Active Communities & Partnerships
<ul style="list-style-type: none"> • Work with the local NAIDOC Week Committee to organise events in the Latrobe City community 	Lead up to NAIDOC Week annually	Manager Active Communities & Partnerships

DRAFT

Opportunities			
Latrobe City is committed to ensuring equal access to a fair system which protects the rights of individuals and is responsive to community needs.			
Action	Deliverable	Timeline	Responsibility
11. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	<ul style="list-style-type: none"> Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. 	May 2020	Manager People & Culture
	<ul style="list-style-type: none"> Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy. 	November 2020	Manager People & Culture
	<ul style="list-style-type: none"> Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy. 	February 2021	Manager People & Culture
	<ul style="list-style-type: none"> Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders. 	May 2020 Ongoing	Manager People & Culture
	<ul style="list-style-type: none"> Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace. 	February 2021	Manager People & Culture
	<ul style="list-style-type: none"> Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce. 	February 2022	Manager People & Culture
	<ul style="list-style-type: none"> Include on all Latrobe City Council job advertisements that all Aboriginal and/or Torres Strait Islander people are encouraged to apply. 	May 2020 Ongoing	Manager People & Culture
	<ul style="list-style-type: none"> Continue to collect data on the numbers of current staff who identify as Aboriginal and/or Torres Strait Islander 	May 2020 Ongoing	Manager People & Culture
	<ul style="list-style-type: none"> Continue to collect data on whether new staff identify as Aboriginal and/or Torres Strait Islander 	May 2020 Ongoing	Manager People & Culture
	<ul style="list-style-type: none"> Provide the option to have a mentor/support person present at job interviews to provide support to Aboriginal and/or Torres Strait Islander applicants. 	May 2020 Ongoing	Manager People & Culture
<ul style="list-style-type: none"> Latrobe City Council's Indigenous Employment Program to work in partnership with GLaWAC to explore employment and training 	February 2021	Manager People &	

	opportunities within LCC		Culture
12. Collaborate with key organisations to advocate for and support initiatives that advance the health, wellbeing, economic and educative position of Aboriginal and/or Torres Strait Islander people	<ul style="list-style-type: none"> Support GLaWAC in establishing a work centre and Aboriginal business hub in the Latrobe Valley 	May 2020 Ongoing	Manager Active Communities & Partnerships
13. Continue to provide services, programs and information that is culturally relevant to Aboriginal and/or Torres Strait Islander people	<ul style="list-style-type: none"> Seek ongoing funding to enable the continuation of the Aboriginal Elders' Planned Activity Group (PAG) 	May 2020 Ongoing	Manager Aged Care Services
	<ul style="list-style-type: none"> Work with GLaWAC and other Aboriginal organisations to grow the number of Elders engaging with the LCC Aboriginal Elders' PAG 	May 2020 Ongoing	Manager Aged Care Services
	<ul style="list-style-type: none"> Advise and support all current and new Aboriginal and/or Torres Strait Islander clients to ascertain if they are eligible for the National Disability Insurance Scheme. Promote and facilitate information on the National Disability Insurance Scheme to the Aboriginal and Torres Strait Islander community. 	May 2020 Ongoing	Manager Family Services
	<ul style="list-style-type: none"> Employ an Early Year's Participation Officer to improve access and support to Early Years services within Latrobe City for Aboriginal and/or Torres Strait Islander children and their families 	May 2020 Ongoing	Manager Family Services
	<ul style="list-style-type: none"> Implement programs that aim to connect Aboriginal and Torres Strait Islander children and their families to their culture, such as the First 1000 Days Program. 	May 2020 Ongoing	Manager Family Services
14. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> Develop and implement an Aboriginal and Torres Strait Islander procurement strategy. 	September 2020	Manager Financial Performance
	<ul style="list-style-type: none"> Investigate Supply Nation membership. 	September 2020	Manager Business Development
	<ul style="list-style-type: none"> Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. 	September 2021	Manager Business Development

	<ul style="list-style-type: none"> Review and update procurement policies and procedures to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses. 	September 2021	Manager Financial Performance
	<ul style="list-style-type: none"> Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses. 	September 2021	Manager Business Development
	<ul style="list-style-type: none"> Include two new questions on the New Supplier Form that ask new suppliers to state whether they are an Aboriginal and/or Torres Strait Islander owned business or whether they currently employ Aboriginal and/or Torres Strait Islander people 	May 2020	Manager Financial Performance
	<ul style="list-style-type: none"> Keep a database of Aboriginal and/or Torres Strait Islander owned businesses that supply to LCC. 	May 2020	Manager Financial Performance
	<ul style="list-style-type: none"> Provide support, guidance and advice to established and emerging Aboriginal and/or Torres Strait Islander owned businesses through linking them in with our current business support services. 	May 2020 Ongoing	Manager Business Development
	<ul style="list-style-type: none"> Partner with GLaWAC and other Aboriginal and/or Torres Strait Islander organisations to explore economic opportunities for Aboriginal and/or Torres Strait Islander people within the local economy. Support GLaWAC's representation on our economic development advisory committee. 	May 2020	Manager Business Development
	<ul style="list-style-type: none"> Investigate opportunities to work with local Aboriginal and/or Torres Strait Islander artists to develop a range of local Aboriginal and/or Torres Strait Islander made and designed corporate gifts 	May 2021	Manager Business Development

Governance			
Action	Deliverable	Timeline	Responsibility
15. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> Maintain Aboriginal and Torres Strait Islander representation on the RWG. 	May 2020 Ongoing	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Establish and apply a Terms of Reference for the RWG. 	May 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Meet at least four times per year to drive and monitor RAP implementation. 	May 2020 Ongoing	Manager Active Communities & Partnerships
16. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. 	May 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Engage our senior leaders and other staff in the delivery of RAP commitments. 	May 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Define and maintain appropriate systems to track, measure and report on RAP commitments. 	May 2020	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Appoint and maintain an internal RAP Champion from senior management. 	May 2020	Manager Active Communities & Partnerships
17. Manage the ongoing operation of the Braiakaulung Advisory Committee (BAC) as an Advisory Committee of Latrobe City Council (LCC)	<ul style="list-style-type: none"> Hold bi-monthly meetings with agendas and minutes 	May 2020 Review annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Hold a Reconciliation Week Luncheon each year with members of the Braiakaulung Advisory Committee and Elders Planned Activities Group. 	27 May- 3 June	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Hold an End of Year Luncheon each year with members of the Braiakaulung Advisory Committee. 	First week in December	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Develop and distribute and expression of interest process to join the Braiakaulung Advisory Committee to key Aboriginal and or Torres Strait Islander people within the Latrobe City Council sphere of influence. 	September 2020	Manager Active Communities &

			Partnerships
	<ul style="list-style-type: none"> Regularly distribute news of relevant activities and events among the BAC members 	February 2020 Ongoing	Manager Active Communities & Partnerships
18. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. 	30 September, 2020, 2021, 2022	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Report RAP progress to all staff and senior leaders quarterly. 	Quarterly 2020, 2021	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Provide an annual report to Council on the progress and implementation of the RAP. 	September annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Publically report our RAP achievements, challenges and learnings, annually. 	September annually	Manager Active Communities & Partnerships
	<ul style="list-style-type: none"> Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer. 	May 2020	Manager Active Communities & Partnerships
19. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> Register via Reconciliation Australia's website to begin developing our next RAP. 	September 2021	Manager Active Communities & Partnerships
Contact details <i>Name: Chelsea Stewart</i> <i>Position: Aboriginal Liaison Officer</i> <i>Phone 1300 367 700</i> <i>Email: Chelsea.Stewart@latrobe.vic.gov.au</i>			

ORGANISATIONAL PERFORMANCE

17. ORGANISATIONAL PERFORMANCE

Agenda Item: 17.1

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

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr Howe

Seconded: Cr Harriman

That Council:

- 1. Authorises the Chief Executive Officer to commence the community consultation process required under the Naming rules for places in Victoria. Statutory requirements for naming, roads, features and localities 2016 and publish notices inviting written submissions concerning its intention to consider renaming the southern section of Bradys Road, Tyers, to Faulkner Rise, Tyers.**
- 2. If submissions objecting to the proposal are received, delegates to the Chief Executive Officer the authority:
 - a) to fix the date of the Ordinary Council Meeting to consider submissions, and**
 - b) notify those who made a submission of the time and place of the Ordinary Council Meeting that Council will consider the submission, and**
 - c) arrange for those wishing to be heard in support of their submission to attend the Ordinary Council Meeting to consider submissions, or****
- 3. If no submissions objecting to the proposal are received, authorises the Chief Executive Officer to commence the administrative process to officially rename the southern section of Bradys Road, Tyers, to Faulkner Rise, Tyers; and**
- 4. Notifies Mr Mick Brady, relative of the person responsible for initial construction of the road, of Council's decision.**

CARRIED UNANIMOUSLY

Executive Summary:

- Bradys Road, Tyers, is a Government Road Reserve that, on paper, connects Mays Road (southern end) to Fitzgibbons Road (northern end), refer Attachment 1. On the ground, Bradys Road is partially constructed at each end and there is a segment in the middle that remains unconstructed.
- In August 2017 Council resolved to re-name the southern end of Bradys Road, Tyers, to Russell Rise. This name was not approved by *Geographic Names Victoria* (GNV) due to its proximity to Russell Street, Morwell.
- Councils *Road and Place Name Advisory Committee* (R&PN Committee) met on the 26 February 2020 and recommended to Council that the southern section of Brady's Road, Tyers, is renamed to Faulkner Rise, in honour of Frederick Roland Faulkner, an ANZAC veteran born in Tyers.
- The proposed name was referred to GNV for review and they have advised that the Registrar of Geographic Names supports the proposed name 'in principle', subject to a compliant naming proposal being submitted.
- To progress the naming proposal Officers recommend Council give public notice and invite community comment concerning the proposal in accordance with *Office of Geographic Names Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016* (OGN Naming Rules). Any written submissions received must be considered in accordance with Section 223 of the *Local Government Act 1989* at a future Council Meeting.

Background:

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

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

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

	<i>Hierarchy</i>	<i>Road Register Description</i>
Southern end	Minor Access	260 metres North from Mays Road

Northern end	Sealed Access > 60 km/hr & Unsealed Access	First 810 metres South off Fitzgibbons Road
--------------	--	---

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

There has been a 3 lot subdivision of a large parcel of land that abuts Boulton Crescent and both the northern and southern sections of Bradys Road, Tyers, ([Attachment 2](#)), the access to Lot 2 will be from the southern section of Bradys Road only. Accordingly it is proposed that the southern section of Bradys Road be renamed to give the newly created Lot 2 a unique property address identifier for reasons of public safety.

Officers have investigated possible names and suggested to the R&PN committee that the southern section of Bradys Road be renamed Faulkner Rise. This name satisfies the Victorian government commemorative naming project of acknowledging Boer War/World War 1 wartime military service. Mr Frederick Roland Faulkner is recorded on the National Archives of Australia, “*Discovering Anzacs*” website with his place of birth being Tyers and serving in the First World War. Mr Frederick Roland Faulkner, enlisted in Melbourne on the 19 August 1914, aged 21 years and served in the Fourth Light Horse Regiment.

The proposed name satisfies both the Victorian government commemorative naming project to acknowledge Boer War/World War 1 wartime military service, and also the OGN Naming Rules, in particular Principle A, Ensuring Public Safety, and Principle H, Using Commemorative Names.

The suggested road type “Rise” reflects that the southern road section does increase in elevation in a northerly direction from Mays Road.

It is recommended that Council commence the statutory process by inviting written submissions. Any written submissions received must be considered in accordance with Section 223 of the *Local Government Act 1989* at a future Council Meeting.

In the event the southern section of Bradys Road, Tyers, is renamed to Faulkner Rise, Tyers, officers will advise the statutory authorities and service providers of the change.

Issues:

Strategy Implications

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

Communication

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

Council has referred and obtained approval 'in principle' support from the GNV prior to undertaking broader public consultation.

Financial Implications

All expenditure associated with this renaming proposal is within current budget allocation

Risk Analysis

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

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

Legal and Compliance

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

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

Community Implications

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

The change of name will have an impact on two residential properties that have access off the southern section of Bradys Road with regard to updating property addresses. Council will assist by notifying various statutory authorities.

Environmental Implications

There are no known environmental implications associated with the proposal.

Consultation

If Council resolves to commence the renaming process, the community will be given public notice inviting written submissions and affected residents and the Tyers & District Association will be notified of the proposal by direct mail and also invited to submit written submissions. Local Tyers resident, Mr Mick Brady, whose past relative constructed part of Bradys Road will also be advised and invited to submit a written submission.

Other

Nil

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

- 1 [↓](#). Bradys Road Tyers
- 2 [↓](#). Bradys Road Subdivision

17.1

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

1	Bradys Road Tyers	204
2	Bradys Road Subdivision	205

Agenda Item: 17.2

Agenda Item: Potential Exchange of Land - Marshalls Road / Park Lane, Franklin Place Estate Traralgon

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr Harriman

Seconded: Cr Howe

That Council:

1. Gives public notice of its intention to consider the proposed exchange of 467 square metres of Council land, being part of Lot 1 on LP74280 and land set aside as road reserve R1 shown on draft Plan of Subdivision PS826054V, and invites written submissions on the proposal pursuant to Section 223 of the *Local Government Act 1989*;
2. Considers at a future Council meeting any written submissions received regarding the proposed exchange of land, being part of Lot 1 on LP74280 for 467 square metres of land set aside as road reserve R1 shown on draft Plan of Subdivision PS826054V; and
3. Resolves, if no written submissions are received regarding the proposed exchange of land, being part of Lot 1 on LP74280 for 467 square metres of land set aside as road reserve R1 shown on draft Plan of Subdivision PS826054V, the Chief Executive Officer is authorised to sign and seal any documents necessary to facilitate the exchange of land.

CARRIED UNANIMOUSLY

Executive Summary:

- In accordance with the Council endorsed Franklin Place Estate Development Plan (the Endorsed Plan), it is necessary for Council to commencement the statutory process to undertake a potential exchange of land.
- The Endorsed Plan requires the exchange of 467 square metres (m²) of

Council land at the south western corner of Park Lane and Marshalls Road for an equivalent area of land on Marshalls Road owned by the developer.

- The parcels of land proposed to be exchange will be created by a Not In Common Ownership Plan of Subdivision PS826054V (Attachment 1).
- Council acquires Road R1 (467m²) and in exchanged the Developer acquires an equivalent 467m² of Council land at the corner of Marshall Road and Park Lane, hatched Red on the Draft Plan of Subdivision.
- Council is empowered by Section 189 of the *Local Government Act 1989* to sell or exchange land.
- When exercising this power, Council is required to comply with section 223 of the *Local Government Act 1989* by giving public notice, inviting and considering any written submissions received, prior to determining whether to proceed with an exchange of land.

Background:

- Council first endorsed the Franklin Place Estate Development Plan on the 1 July 2013. This plan was for a 24 hectares residential development bound by Park Lane, Traralgon. The land being to the west of Park Lane and south of Marshalls Road. The endorsed Development Plan proposed 334 new housing lots and included a lifestyle village containing 166 units at the northern portion of the site.
- In May 2018 the developer made an application to Council seeking an amendment to the endorsed Plan. The amendment proposes to remove the lifestyle village and replace it with 70 standard residential house lots (reducing the overall density from 14.9 to 11 dwellings per hectare).
- Council considered the above request at the 18 March 2019 Council Meeting and endorsed the conceptual layout Proposed Plan of Subdivision, (Attachment 2) and Planning Permit 2018/101 was issued on the 26 March 2019.
- The Council owned land being exchanged is situated at the south western corner of Park Lane and Marshalls Road, being Lot 1 on Plan of Subdivision LP74280 dated the 6 October 1966 (Attachment 3). Officers are not aware of the reason the land was acquired by Council.
- This area of land proposed to be acquired by the developer will be incorporated into Lots 204 & 205 located at the corner of Park Lane and Marshalls Road. Both parcels of land being exchanged are highlighted Blue on the attached Proposed Subdivision Plan (Attachment 2).
- This exchange of land will reduce the large south west corner splay at the intersection of Marshalls Road and Park Lane, and creates an opportunity for improved configuration of the corner residential lots. The existing large corner splay is not required for road network purposes and as a result of the exchange

the reduced Marshalls Road and Park Lane intersection corner splay will be similar in design to the corner splay on the opposite side of the road in front of the Bupa Aged Care.

- The land being acquired by Council will create an extension of road reserve width to that adjacent to the property at 1 Greenfield Drive on the corner of Marshall Road, west of the Franklin Place Estate.

Issues:

Strategy Implications

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

Communication

Discussions have been held between Councils Statutory Planners and the developer.

There is no public relation implications expected.

Financial Implications

The administrative costs associated with the statutory process are minimal, being the cost of notices in the Latrobe Valley Express inviting public comment on the proposed sale of land.

Should Council, after considering any submissions received, resolve to exchange the land, all legal and survey costs associated with the transfer and consolidation of the land would be the responsibility of the developer.

Both parcels of land will be valued and, subject to the results of the independent valuation as required by Section 193 of the *Local Government Act 1989*.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Legal/Regulatory Risk Exchange of land is not registered by Land Use Victoria (Titles Office).	1 - Rare	Strict compliance with legislation

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

Legal and Compliance

Section 189 of the *Local Government Act 1989* gives Council the power to sell and exchange land however, prior to doing so, it must:

- ensure that public notice of the intention to do so is given at least 4 weeks prior to selling or exchanging the land; and

- (b) obtain from a person who holds qualifications or experience specified under section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.

This power is subject to Section 223 of the *Local Government Act 1989* which requires Council 'publish a public notice stating that submissions in respect of the matter specified in the public notice will be considered in accordance with this section'.

Council must then consider any written submissions that have been received and any person who has made a submission and requested they may be heard are entitled to appear before a meeting of Council.

Policy – Sale of Council Owned Property Policy 11 POL-4

The principal aim of this policy is to define circumstances and factors that will be assessed by Council in respect to the sale of Council owned property. The purpose of this policy is to serve as an accountability mechanism to the community.

As this process will be occurring parallel to the staged implementation of the *Local Government Act 2020*, both legislative requirements will be reviewed and met as required in consultation with the transitional provisions. It is understood the process although referenced differently, is not changing significantly.

Community Implications

As the parcel of Council land has not previously been used for municipal purposes there is unlikely to be impact on the community.

Environmental Implications

No environmental impacts have been identified.

Consultation

Subject to Council adopting the proposed recommendation to commence the statutory exchange of land process, written submissions will be invited by:

1. A Public Notice published in the Latrobe Valley Express;
2. Notice displayed at Council's Corporate Headquarters and Traralgon Library/Service Centre; and
3. Details placed on the Latrobe City Council website.

Council is required to consider any submissions received in accordance with section 223 of the *Local Government Act 1989* at a future meeting of Council.

Other

Nil.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

- 1 [↓](#). Draft Plan of Subdivision PS826054V.
- 2 [↓](#). Plan of Subdivision LP74280 dated 6 October 1966
- 3 [↓](#). Franklin Place Estate Proposed Subdivision Plan

17.2

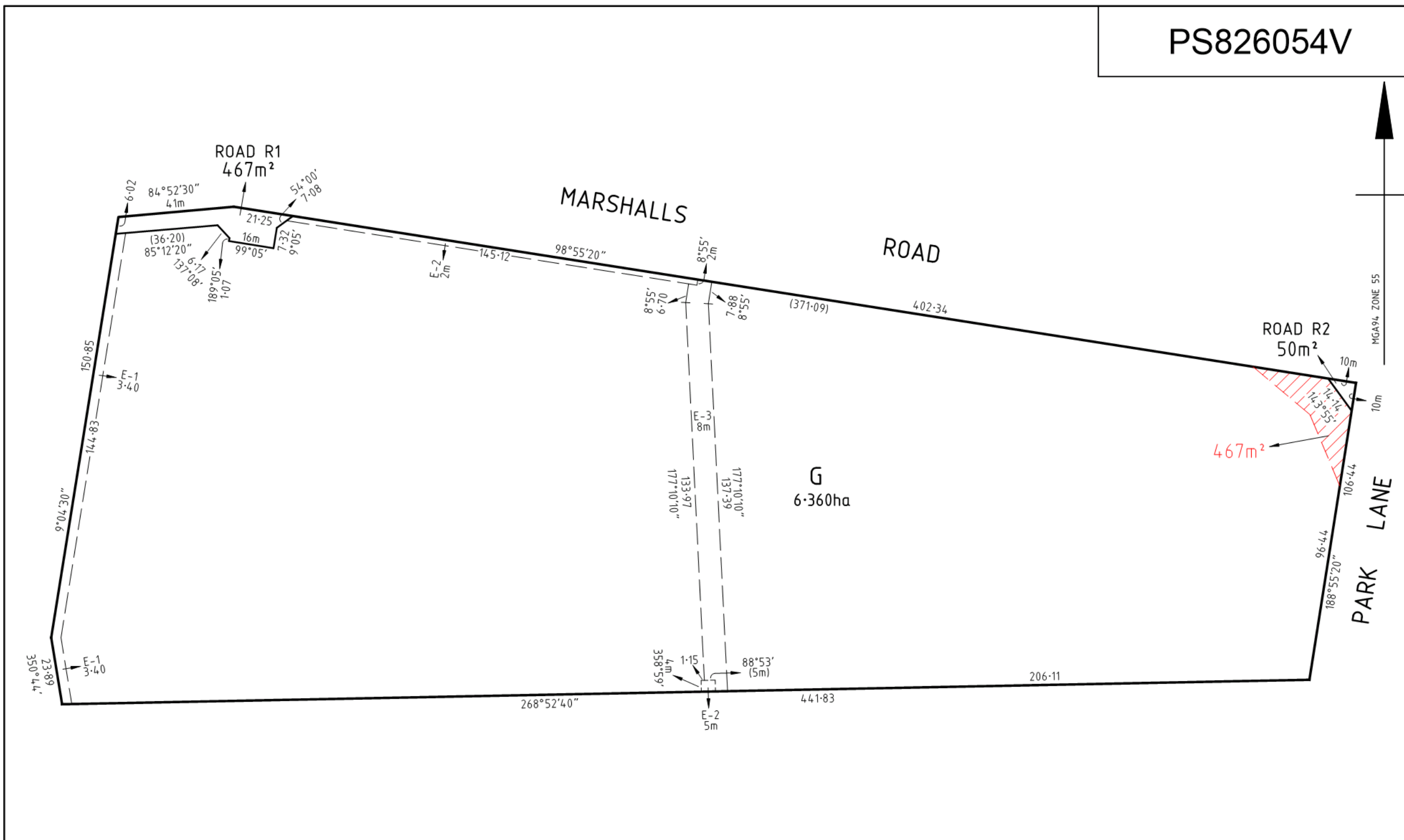
Potential Exchange of Land - Marshalls Road / Park Lane, Franklin Place Estate Traralgon

1	Draft Plan of Subdivision PS826054V.....	212
2	Plan of Subdivision LP74280 dated 6 October 1966.....	213
3	Franklin Place Estate Proposed Subdivision Plan	214

PS826054V



MGA94 ZONE 55



<p>Millar Merrigan Land Development Consultants M(03) 8720 9500 R (03) 5134 8611 www.millarmerrigan.com.au survey@millarmerrigan.com.au SAI GLOBAL Quality ISO 9001</p>	<p>Millar & Merrigan Pty Ltd ACN 005 541 668 Metro 2/126 Merrindale Drive, Croydon 3136 Regional 156 Commercial Road, Morwell 3840 Mail PO Box 247 Croydon, Victoria 3136</p>	<p>SURVEYOR'S REF: 22560SA 13/05/2019</p>	<p>SCALE 1:1250</p> <p>LENGTHS ARE IN METRES</p>
		<p>LICENSED SURVEYOR G. J. LADNER This is not a digitally signed plan.</p>	<p>ORIGINAL SHEET SIZE: A3</p> <p>SHEET 2</p>


Delivered by LANDATA®. Land Use Victoria timestamp 27/03/2020 14:14 Page 1 of 1

© State of Victoria. This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the Copyright Act and for the purposes of Section 32 of the Sale of Land Act 1962 or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LANDATA® System. The State of Victoria accepts no responsibility for any subsequent release, publication or reproduction of the information.

LP74280

EDITION 1

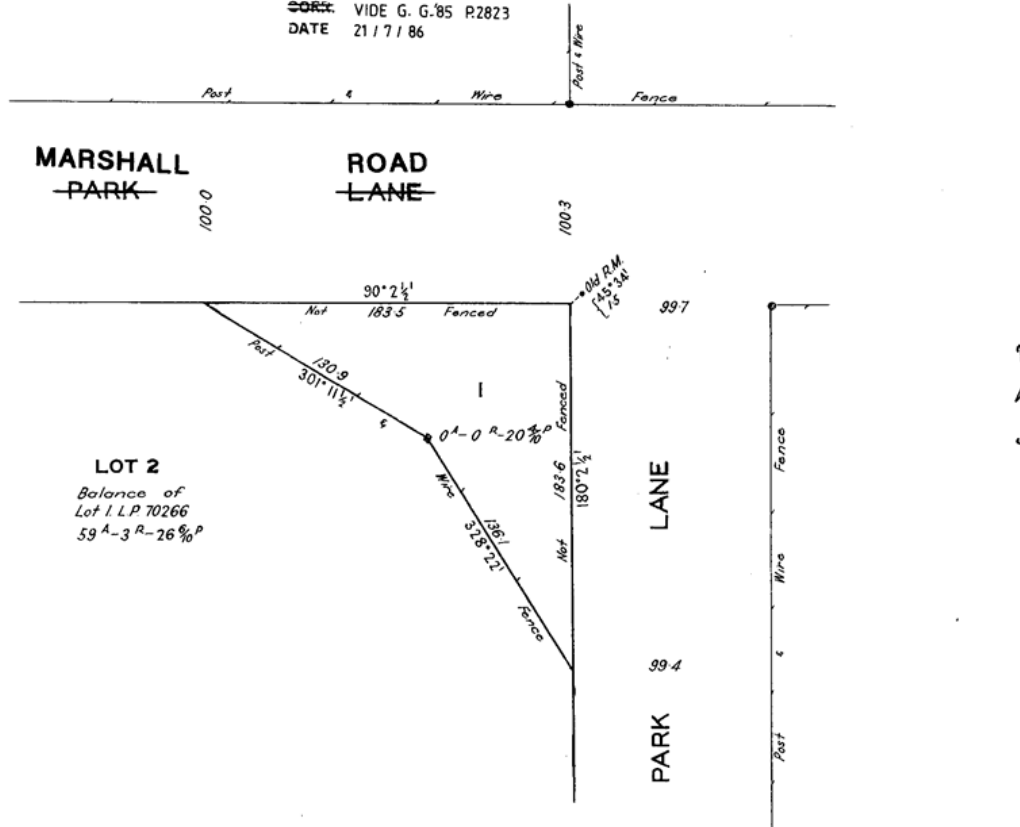
APPROVED 6/10/66

PLAN OF SUBDIVISION OF PART OF TRARALGON EAST PRE-EMPTIVE RIGHT SECTION A PARISH OF TRARALGON COUNTY OF BULN BULN SCALE  LINKS	APPROPRIATIONS	ENCUMBRANCES & OTHER NOTATIONS
		LOT 2 IS ENCUMBERED AS TO PART

PARISH SH1

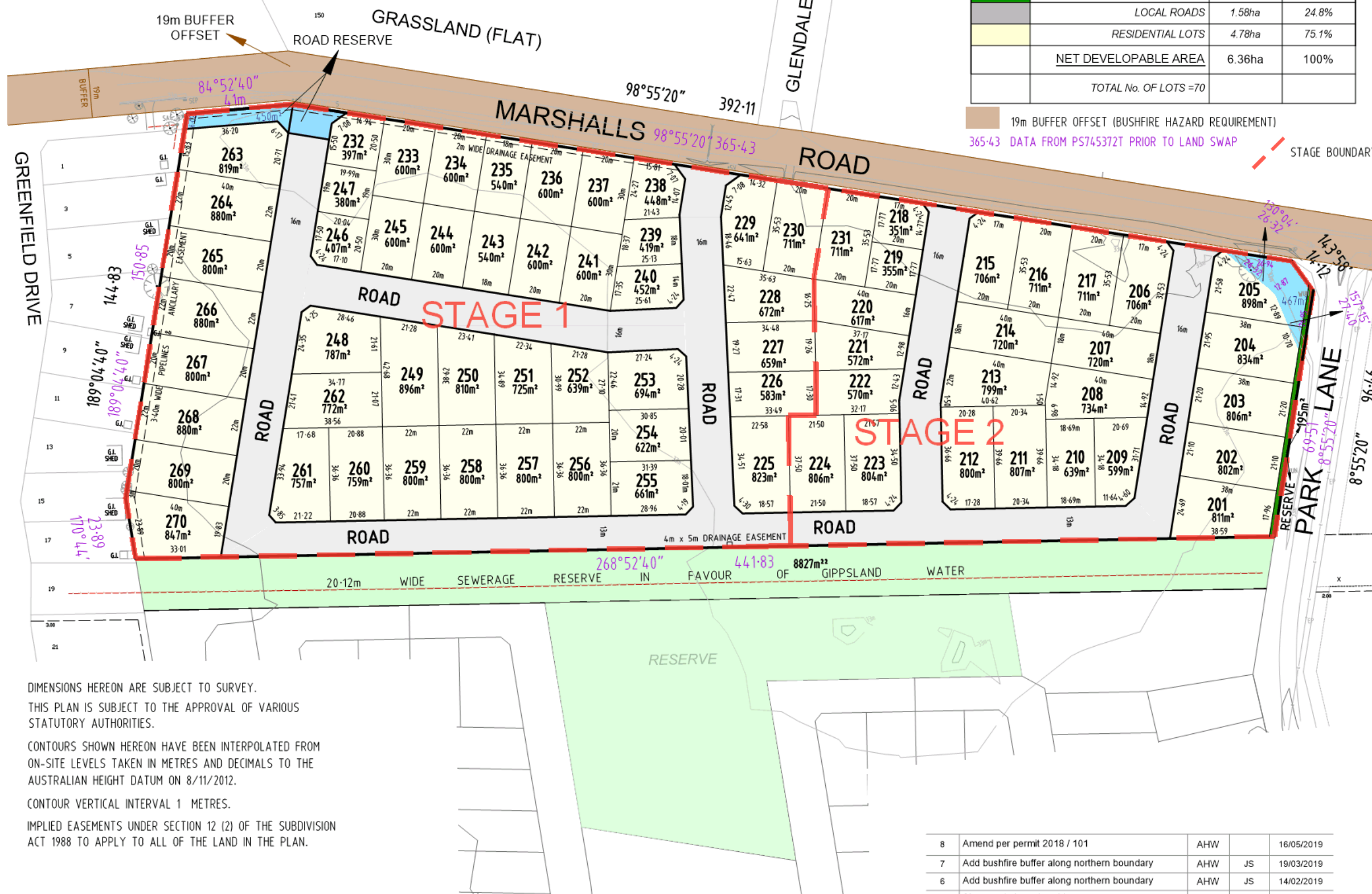
V.8623 F.771

STREET NAME AMENDED
 FROM PARK LANE
 TO MARSHALL ROAD
~~SOBY~~ VIDE G. G. 85 P.2823
 DATE 21/7/86



OVERALL AREA 6.36ha
70 Lots @ 687m² average

LAND BUDGET		
	SITE AREA	6.36ha
	LAND USES	AREA % SITE
	RESERVE	0.02ha
	LOCAL ROADS	1.58ha 24.8%
	RESIDENTIAL LOTS	4.78ha 75.1%
	NET DEVELOPABLE AREA	6.36ha 100%
	TOTAL No. OF LOTS = 70	



19m BUFFER OFFSET (BUSHFIRE HAZARD REQUIREMENT)
 365-43 DATA FROM PS745372T PRIOR TO LAND SWAP

DIMENSIONS HEREON ARE SUBJECT TO SURVEY.
 THIS PLAN IS SUBJECT TO THE APPROVAL OF VARIOUS STATUTORY AUTHORITIES.
 CONTOURS SHOWN HEREON HAVE BEEN INTERPOLATED FROM ON-SITE LEVELS TAKEN IN METRES AND DECIMALS TO THE AUSTRALIAN HEIGHT DATUM ON 8/11/2012.
 CONTOUR VERTICAL INTERVAL 1 METRES.
 IMPLIED EASEMENTS UNDER SECTION 12 (2) OF THE SUBDIVISION ACT 1988 TO APPLY TO ALL OF THE LAND IN THE PLAN.

FOR APPROVAL Millar & Merrigan authorise the use of this drawing only for the purpose described by the status stamp shown hereon. This drawing should be read in conjunction with all relevant contracts, specifications, reports and drawings. © Millar & Merrigan Pty. Ltd.

No.	Revision Description	Drawn	App'd	Date
8	Amend per permit 2018 / 101	AHW		16/05/2019
7	Add bushfire buffer along northern boundary	AHW	JS	19/03/2019
6	Add bushfire buffer along northern boundary	AHW	JS	14/02/2019
5	Changes to layout - add reserve	AHW	JS	20/11/2018
4	Changes to layout	AHW		17/08/2018
3	Changes to layout per client instruction	AHW		12.07.2018
2	Changes to layout	AHW		29.06.2018
1	Prepared for discussion purposes	AHW		29.03.2018

PROPOSED SUBDIVISION PLAN

LOT F ON PS745372F
 PARK LANE, TRARALGON, 3844
 Latrobe City Council
 22560P2 Version 8



Millar & Merrigan Pty Ltd ACN 005 541 668
 Metro 2/126 Merrindale Drive, Croydon 3136
 Regional 156 Commercial Rd, Morwell 3840
 Mail PO Box 247 Croydon, Victoria 3136

T (03) 8720 9500 F (03) 8720 9501
 Ausdoc DX 13608 Croydon
 admin@millarandmerrigan.com.au
 millarandmerrigan.com.au



Date : May 2019

Agenda Item: 17.3

Agenda Item: Finance Report - March 2020

Sponsor: General Manager, Organisational Performance

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

Status: For Information

MOTION

Moved: Cr McFarlane

Seconded: Cr White

That Council receives and notes the Finance Report for the nine months ended 31 March 2020, prepared in accordance with the requirements of the Local Government Act 1989.

CARRIED UNANIMOUSLY

Executive Summary:

- The March 2020 Finance Report is presented for Council's consideration.
- This report meets the requirements of the Local Government Act 1989 (Act) to report to Council at least every three months comparing budget and actual revenue and expenditure for the financial year to date.
- The report shows that Council overall is operating within the parameters of its adopted budget with most variances relating to carry forward funds from the previous year and the timing of revenue and expenditure within the current financial year.
- The report forecasts a surplus result for the full financial year of \$48.1M which is a favourable variance of \$6.0M to the original budget. It is important to note that surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand existing assets. They also enable Council to repay its borrowings. The forecasted surplus result in 2019/20 is largely generated by Government grants for capital works \$52.4M for which the associated expenditure is not included in the "Comprehensive Income Statement" but is reported directly to the balance sheet and is also reflected in the Statements of Cash Flow and Capital Works.

- The report is provided for Council's information.

Background:

Under Section 138 (1) of the Act, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public. This report ensures compliance with this legislative requirement.

The attached report as at 31 March 2020 is provided for the information of Council and the community. The financial report compares budgeted income and expenditure with actual results for the first quarter of the financial year. The key issues of note are:

- The "Comprehensive Income Statement" report forecasts a surplus result for the full financial year of \$48.1M which is a favourable variance of \$6.0M to the original budget. It is important to note that surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand existing assets. They also enable Council to repay its borrowings. The forecasted surplus result is largely generated by Government grants for capital works \$52.4M. In accordance with the requirements of the Australian Accounting Standards the expenditure associated with these grants (i.e. Capital expenditure) is not included in the "Comprehensive Income Statement" but is reported directly to the balance sheet under the "Property, Infrastructure, Plant and Equipment" assets classification and is also reflected in the Statements of Cash Flow and Capital Works.
- The "Balance Sheet" shows that Council maintains a strong liquidity position with \$131.2M in current assets compared to \$23.2M current liabilities (a liquidity ratio of 5.7:1).
- The "Statement of Cash Flows" shows that Council has \$109.5M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The "Capital Works Statement" shows a forecast expenditure of \$103.6M compared to the budget of \$108.6M. The variance is mainly a result of expenditure expected to be carried over for some projects to be completed in the 2020/21 financial year.
- The "Financial Performance Ratios" indicate that Council remains within the industry expected ranges.

Further details on these and other items are provided in the attached report including year to date and full year forecast income and expenditure variances and explanations, balance sheet and cash flow movements to date, capital works

expenditure to date and full year forecasts, together with the financial performance ratios as per the Local Government Performance Reporting Framework (LGPRF).

Issues:

Strategy Implications

This report provides information to the Council and community on how Council is performing against its adopted budget and supports the Council Plan objective of ensuring openness, transparency and responsibility.

Communication

No consultation required.

Financial Implications

The attached report provides details of budget variances for the year to date and the forecasted full financial year. The result indicates that Council remains in a strong financial position and has sufficient funds to meet current and forecast financial commitments.

Risk Analysis

This report ensures legislative requirements are met and informs Council as to whether it is acting within the parameters of its Adopted Budget.

Legal and Compliance

This report meets the requirements of the Section 138 (1) to report to Council at least every three months comparing budget and actual revenue and expenditure for the financial year to date.

Community Implications

Not applicable.

Environmental Implications

Not applicable.

Consultation

No engagement.

Other

Not applicable.

Declaration of Interests:

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

Supporting Documents:

2019/20 Annual Budget

Attachments

1 [↓](#). Finance Report - March 2020

17.3

Finance Report - March 2020

1	Finance Report - March 2020	220
----------	--	------------



Quarterly Finance Report

March 2020



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

Quarterly Finance Report

March 2020



Contents

	Page
- Summary	1
- Income Statement	4
- Balance Sheet	9
- Statement of Cash Flows	10
- Statement of Capital Works	11
- Financial Performance Ratios	14

March 2020 Quarterly Report Summary

KEY ISSUES

The attached report provides the overall outcomes to the end of the third quarter of the 2019/2020 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The "Income Statement" report forecasts a surplus result for the full financial year of \$48.1M which is a favourable variance of \$6.0M to the original budget.
- The "Balance Sheet" shows that Council maintains a strong liquidity position with \$131.2M in current assets compared to \$23.2M current liabilities (a liquidity ratio of 5.7:1).
- The "Statement of Cash Flows" shows that Council has \$109.5M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The "Capital Works Statement" shows a forecast expenditure of \$103.6M compared to the budget of \$108.6M. The variance is mainly a result of expenditure expected to be carried over for some projects to be completed in the 2020/21 financial year.
- The "Financial Performance Ratios" indicate that Council remains within the industry expected ranges.

BACKGROUND

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public

INCOME STATEMENT ANALYSIS

Overview

The surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand existing assets. They also enable Council to repay its borrowings. On a cash basis Council budgets for a break even result, with any cash remaining at year end required to meet current and future liabilities together with current commitments. Therefore any variances to budget in the operating result are generally caused by changes in non-cash items (e.g. depreciation), variances in grants and monetary contributions for capital works and expenditure that is funded from revenue that has been received in a previous financial year. At the end of the 2018/19 financial year Council held \$122.8M in cash and other financial assets (i.e. cash based investments with a maturity term greater than 90 days) which was \$11.6M favourable to budget largely due to funds generated that had not yet been spent for ongoing projects and commitments.

The "Income Statement" report forecasts a surplus result for the full financial year of \$48.1M which is a favourable variance of \$6.0M to the original budget. This result is due to a number of variances with a forecast increase in income of \$9.7M and additional expenditure of \$3.7M. The increased income is mainly a result of capital grants largely due to timing variances related to funds that were expected to be received in the 2018/19 financial year e.g. Gippsland Regional Aquatic Centre \$14.0M. The forecasted additional expenditure in materials and services (\$6.1M) is primarily a result of funding carried forward relating to works funded but not completed in 2018/19 together with unbudgeted government grants to be received in 2019/20.

Year to date

The year to date result shows an operating position of \$55.7M surplus which is \$25.2M favourable to budget. The key items that make up this variance are as follows;

- Grants - Capital - (\$19.1M favourable) mainly due to timing variances related to funding that was expected to be received in the previous financial year e.g. for Gippsland Regional Aquatic facility \$15.236M, Future Morwell project \$1.082M, Federal Blackspot program \$0.288M and Morwell to Traralgon Shared Pathway \$0.800M, together with other additional allocations and timing variances within the year for the Roads to Recovery Program \$2.330M. In addition unbudgeted funding has been received for such projects as Fixing Country Roads \$0.230M, Yinnar Hall Redevelopment \$0.223M, Traralgon Railway Conservation Reserve public toilet \$0.200M and Kath Teychenne building redevelopment \$0.160M. These variances are partially offset by grant instalments budgeted but not yet received for Traralgon Sports Stadium \$0.545M and Morwell Recreation Reserve redevelopment \$0.780M.

March 2020 Quarterly Report Summary

- Grants – Operating (\$2.4M favourable) mainly due to unbudgeted grants received for Family Services programs \$0.574M (including Pre Schools & Parental programs), Flynn Hall construction \$0.500M, Business Development programs \$0.379M, City Planning projects \$0.132M and Yinnar South Bushfire Recovery \$0.125M.
- Other Income - (\$1.2M favourable) primarily due to higher than expected interest on investments \$0.277M due to greater cash and investments holdings as a result of grants received in advance and other funds carried forward from the 2018/19 financial year. The remainder of the variance is made up of interest on overdue rates and charges \$0.208M together with earlier than expected receipt of Arts & Events Sponsorships \$0.198M and other unbudgeted insurance claims, contributions & reimbursements.
- Employee Costs (\$1.9M favourable) mainly due to a classification issue in the adopted budget for employee costs associated with the Major Recreation Project Directors Office \$1.9M, these costs should have been budgeted in capital expenditure.
- Materials and Services (\$0.7M unfavourable) mainly due to unexpended funds carried over from the 2018/19 financial year to complete projects in 2019/20, combined with the allocation of surplus funds to undertake new projects and expenditure associated with unbudgeted government grant funding.

Full year forecast

The full year forecasted result shows an operating surplus of \$48.1M which is an \$6.0M favourable variance to the adopted budget. The key items that make up this variance are as follows;

- Grants – Capital (\$10.5M favourable) mainly due to timing variances related to funding that was expected to be received in the previous financial year.e.g. for Major Recreation Projects \$13.835M, Morwell to Traralgon Shared Pathway \$1.105M, and the Future Morwell project \$0.890M, together with additional unbudgeted funding for Fixing Country Roads & Roads to Recovery \$0.345M, Yinnar Hall Redevelopment \$0.318M, Traralgon Railway Conservation Reserve public toilet \$0.274M and Kath Teychenne building redevelopment \$0.206M. These variances are partially offset by grants budgeted in 2019/20 but now expected to be received in future years e.g. Latrobe Creative Precinct \$6.000M and Gippsland Logistics Precinct \$2.566M.
- Grants – Operating (\$3.8M unfavourable) mainly due to the State Government advancing \$6.0M of the 2019/20 Grants Commission funding to Council in the 2018/19 financial year. Overall including the funding received in 2018/19 Council's Victorian Grants Commission funding is \$0.26M in excess of the budgeted amount. Partially offsetting this unfavourable variance is additional unbudgeted grant income expected for Family Services Programs \$1.067M, Business Development programs \$0.370M, Major Events \$0.275M, Urban Growth projects \$0.080M and School Crossing Supervision \$0.071M.
- Other Income(\$1.9M favourable) reflects additional income forecast for Yinnar South and East Gippsland Bushfire responses \$0.754M, interest on investments \$0.419M, property rentals \$0.222M, interest on rates & charges \$0.121M and other unbudgeted insurance claims, contributions & reimbursements.
- Employee Costs (\$2.7M favourable) mainly due to a classification issue in the adopted budget for employee costs associated with the Major Recreation Project Directors Office, these costs should have been budgeted in capital expenditure rather than operating expenditure.
- Materials and Services (\$6.1M unfavourable) mainly due to unexpended funds carried over from the 2018/19 financial year to complete projects in 2019/20, combined with the allocation of surplus funds to undertake new projects and expenditure associated with unbudgeted government grant funding.

March 2020 Quarterly Report Summary

BALANCE SHEET

The significant movements in the balance sheet over the first three quarters were as follows;

- Cash and Cash Equivalents together with Other Financial Assets (i.e. investments). The overall reduction of \$13.5M is mainly due to expenditure of funds carried over from prior financial years, including the maturity repayment of interest only loan of \$8.2M.
- Trade and Other receivables (\$13.0M increase) this is primarily due to the annual rates notices being raised in the first quarter and is part of the normal pattern. This amount will continue to reduce as rate payments are received over the remainder of the year in line with the final quarterly instalment due in May.
- Other Assets (\$2.6M decrease) is primarily due to prepayments and accrued revenue as at 30 June 2019 having now been reversed/received in the current financial year.
- Property, Infrastructure, Plant and Equipment (\$40.8M increase) total capital expenditure has exceeded depreciation to date as expected due to the large capital works program in 2019/20.
- Payables (\$6.9M decrease) is primarily due to amounts that were outstanding to suppliers at 30 June 2019. These amounts have now been paid in the current financial year.
- Interest-bearing Liabilities (Current) (\$9.0M decrease) mainly relates to the principal repayment at the maturity of an interest only loan \$8.2M together with other regular loan principal repayment.
- Provisions - Landfill (Current) (\$3.0M decrease) relates to rehabilitation works undertaken over the period mainly at the Morwell and Moe legacy landfill sites.

STATEMENT OF CASH FLOWS

The budgeted cash & cash equivalent investments at the beginning of the year was \$111.2 million, the actual opening balance was \$122.8 million. The additional \$11.6 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs. Total Cash and financial assets (investments) as at the end of the quarter stand at \$109.5M which represents a net outflow cash movement of \$13.3M from the start of the financial year.

STATEMENT OF CAPITAL WORKS

The statement of capital works includes all expenditure that is expected to be capitalised during the financial year, it excludes some amounts which for "Accounting" purposes are not capitalised e.g. Landfill Rehabilitation which is a reduction in a provision liability and other items which are included in operating expenditure e.g. Community Minor Capital Grants Program.

As at the 31 March 2020 Council had spent \$62.2M on capital works mostly on Property (land & buildings) \$40.3M and Infrastructure projects \$19.4M (including Roads projects \$9.1M). Full year forecasted capital expenditure is \$103.6M compared to the budget of \$108.6M. The variance is mainly a result of expenditure expected to be carried over for some projects to be completed in the 2020/21 financial year e.g. Latrobe Creative Precinct and the Gippsland Logistics Precinct.

FINANCIAL PERFORMANCE RATIOS

The final part of the report is the Financial Performance Ratios as per the *Local Government Performance Reporting Framework (LGPRF)*. The results of the financial year to date show that Council is expected to remain within the expected ranges by the end of the financial year. Some of the ratios when measured part way through the year will fall outside the ranges in the year to date figures purely because they are designed to look at an annual result.

COMPREHENSIVE INCOME STATEMENT

For The Quarter Ended 31 March 2020

		YTD Actual	YTD Budget	Variance YTD Act/Bud	Variance Type (P)ermanent/ (T)iming	Full Year Forecast	Annual Budget	Variance Annual Budget /Forecast
	NOTE	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000
INCOME								
Rates and charges	1	80,535	80,250	285	P	80,508	80,250	258
Statutory fees and fines	2	1,737	1,560	177	p	2,445	2,266	180
User fees	3	9,538	8,934	604	T	12,875	12,657	218
Grants - operating	4	17,155	14,806	2,350	T	22,030	25,858	(3,828)
Grants - capital	5	33,620	14,518	19,102	P	52,387	41,925	10,463
Contributions - monetary	6	105	60	45	P	529	90	438
Contributions - non monetary	7	0	0	0	P	3,000	3,000	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	8	229	0	229	T	0	0	0
Other income	9	3,816	2,664	1,152	P	5,513	3,587	1,925
TOTAL INCOME		146,735	122,792	23,943		179,287	169,633	9,654
EXPENSES								
Employee costs	10	41,845	43,757	1,912	P	57,528	60,267	2,738
Materials and services	11	25,350	24,672	(678)	P	41,574	35,429	(6,145)
Bad and doubtful debts	12	(0)	3	3	T	7	9	1
Depreciation and amortisation	13	21,295	21,314	19	T	28,406	28,367	(39)
Borrowing costs	14	329	502	173	P	389	615	226
Other expenses	15	2,211	2,008	(203)	P	3,318	2,885	(433)
TOTAL EXPENSES		91,029	92,256	1,227		131,224	127,571	(3,653)
SURPLUS (DEFICIT) FOR THE YEAR		55,706	30,536	25,170		48,063	42,061	6,002

NOTES TO THE COMPREHENSIVE INCOME STATEMENT - Year to Date and Full Year Variances**1. Rates and charges****Year to Date - \$0.285M Favourable**

Higher than expected supplementary general rates growth, together with increased garbage charge income due to increased kerbside collection assessments.

Full Year - \$0.258M Favourable

Higher than expected supplementary general rates growth, together with increased garbage charge income due to increased kerbside collection assessments.

2. Statutory fees and fines**Year to Date - \$0.177M Favourable**

Higher than expected Planning Permits, Building fees and Animal and Health Premises registrations.

Full Year - \$0.180M Favourable

Higher than expected Planning Permits, Building fees and Animal and Health Premises registrations.

3. User fees**Year to Date - \$0.604M Favourable**

Higher than expected child care income \$0.329M, aged care fees \$0.307M and landfill fees \$0.294M. Partially offset by lower than expected fees in leisure facilities \$0.328M.

Full Year - \$0.218M Favourable

Higher than expected landfill fees \$0.327M and aged care fees \$0.264M. Partially offset by lower than expected fees in leisure facilities \$0.466M.

4. Grants - operating**Year to Date - \$2.350M Favourable**

Unbudgeted grants received for Family Services programs \$0.574M (including Pre Schools & Parental programs), Flynn Hall construction \$0.500M, Business Development programs \$0.379M, City Planning projects \$0.132M and Yinnar South Bushfire Recovery \$0.125M.

Full Year - (\$3.828M) Unfavourable

The unfavourable variance is mainly due to the State Government advancing \$6.0M of the 2019/20 Grants Commission funding to Council in the 2018/19 financial year. Overall including the funding received in 2018/19 Council's Victorian Grants Commission funding is \$0.26M in excess of the budgeted amount. Partially offsetting this unfavourable variance is additional unbudgeted grant income expected for Family Services Programs \$1.067M, Business Development programs \$0.370M, Major Events \$0.275M, Urban Growth projects \$0.080M and School Crossing Supervision \$0.071M.

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**5. Grants - capital****Year to Date -****\$19.102M Favourable**

The favourable variance is mainly due to timing variances related to funding that was expected to be received in the previous financial year.e.g. for Gippsland Regional Aquatic facility \$15.236M, Future Morwell project \$1.082M, Federal Blackspot program \$0.288M and Morwell to Traralgon Shared Pathway \$0.800M, together with other additional allocations and timing variances within the year for the Roads to Recovery Program \$2.330M. In addition unbudgeted funding has been received for such projects as Fixing Country Roads \$0.230M, Yinnar Hall Redevelopment \$0.223M, Traralgon Railway Conservation Reserve public toilet \$0.200M and Kath Teychenne building redevelopment \$0.160M. These variances are partially offset by grant instalments budgeted but not yet received for Traralgon Sports Stadium \$0.545M and Morwell Recreation Reserve redevelopment \$0.780M.

Full Year -**\$10.463M Favourable**

The favourable variance is mainly due to timing variances related to funding that was expected to be received in the previous financial year.e.g. for Major Recreation Projects \$13.835M, Morwell to Traralgon Shared Pathway \$1.105M, and the Future Morwell project \$0.890M, together with additional unbudgeted funding for Fixing Country Roads & Roads to Recovery \$0.345M, Yinnar Hall Redevelopment \$0.318M, Traralgon Railway Conservation Reserve public toilet \$0.274M and Kath Teychenne building redevelopment \$0.206M. These variances are partially offset by grants budgeted in 2019/20 but now expected to be received in future years e.g. Latrobe Creative Precinct \$6.000M and Gippsland Logistics Precinct \$2.566M.

6. Contributions - monetary**Year to Date -****\$0.045M Favourable**

The favourable variance mainly a result of the higher than expected receipt of public open space contributions.

Full Year -**\$0.438M Favourable**

The favourable variance is mainly due to unbudgeted capital contributions for the Latrobe Regional Hospital Footpath project \$0.366M and Traralgon Railway Conservation Reserve public toilet \$0.020M together with higher than expected Public Open Space contributions from developers \$0.036M.

7. Contributions - non monetary**Year to Date -****\$0.000M Nil Variance**

No variance.

Full Year -**\$0.000M Nil Variance**

No variance identified to date.

8. Net gain (loss) on disposal of property, infrastructure, plant and equipment**Year to Date -****\$0.229M Favourable**

Favourable variance is mainly due to surplus on disposal of fleet and plant to date.

Full Year -**\$0.000M Nil Variance**

At this stage no variance is forecasted for the full year

9. Other income**Year to Date -****\$1.152M Favourable**

The favourable variance is primarily due to higher than expected interest on investments \$0.277M due to greater cash and investments holdings as a result of grants received in advance and other funds carried forward from the 2018/19 financial year. The remainder of the variance is made up of interest on overdue rates and charges \$0.208M together with earlier than expected receipt of Arts & Events Sponsorships \$0.198M and other unbudgeted insurance claims, contributions & reimbursements.

Full Year -**\$1.925M Favourable**

The favourable variance reflects additional income forecast for Yinnar South and East Gippsland Bushfire responses \$0.754M, interest on investments \$0.419M, property rentals \$0.222M, interest on rates & charges \$0.121M and other unbudgeted insurance claims, contributions & reimbursements.

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**10. Employee costs****Year to Date - \$1.912M Favourable**

The favourable variance is mainly due to a classification issue in the adopted budget for employee costs associated with the Major Recreation Projects Project Directors Office \$1.865M, these costs should have been budgeted in capital expenditure.

Full Year - \$2.738M Favourable

The reduced expenditure forecasted in mainly due to a classification issue in the adopted budget for employee costs associated with the Major Recreation Projects Project Directors Office \$2.837M, these costs should have been included in capital expenditure. This has been partially offset by additional Employee costs incurred that are funded from monies carried forward from the 2018/19 financial year, additional external funding and other savings offsets.

11. Materials and services**Year to Date - (\$0.678M) Unfavourable**

The unfavourable variance is mainly due to unexpended funds carried over from the 2018/19 financial year to complete projects in 2019/20, combined with the allocation of surplus funds to undertake new projects and expenditure associated with unbudgeted government grant funding.

Full Year - (\$6.145M) Unfavourable

The unfavourable variance is mainly due to unexpended funds carried over from the 2018/19 financial year to complete projects in 2019/20, combined with the allocation of surplus funds to undertake new projects and expenditure associated with unbudgeted government grant funding.

12. Bad and doubtful debts**Year to Date - \$0.003M Favourable**

Minor variance.

Full Year - \$0.001M Favourable

Minor variance.

13. Depreciation and amortisation**Year to Date - \$0.019M Favourable**

Minor variance.

Full Year - (\$0.039M) Unfavourable

Minor variance.

14. Borrowing costs**Year to Date - \$0.173M Favourable**

Reduced loan repayments due to a decision to fund internally Council's 2018/19 contribution to the Latrobe Creative Precinct rather than borrow \$5.0M as budgeted.

Full Year - \$0.226M Favourable

Reduced loan repayment expenditure due to a decision to fund internally Council's 2018/19 contribution to the Latrobe Creative Precinct rather than borrow \$5.0M as budgeted.

15. Other expenses**Year to Date - (\$0.203M) Unfavourable**

The unfavourable variance is mainly due to unexpended community grants funds carried over from the 2018/19 financial year to be paid out in 2019/20 \$0.126M, together with higher than expected landfill EPA levies.

Full Year - (\$0.433M) Unfavourable

The unfavourable variance is mainly due to unexpended community grants (\$0.323M) and internal audit funds carried over from the 2018/19 financial year to be spent in 2019/20 together with higher than expected landfill EPA levies.

COMPARISON TO PREVIOUS FINANCIAL YEAR
For the corresponding March quarter

	2019/20			2018/19		
	YTD Actuals	YTD Budgets	Variance YTD Act/Bud	YTD Actuals	YTD Budgets	Variance YTD Act/Bud
INCOME						
Rates and charges	80,535	80,250	285	77,989	78,038	(50)
Statutory fees and fines	1,737	1,560	177	1,593	1,594	(1)
User fees	9,538	8,934	604	9,498	9,501	(3)
Grants - operating	17,155	14,806	2,350	16,824	17,953	(1,129)
Grants - capital	33,620	14,518	19,102	36,317	8,947	27,370
Contributions - monetary	105	60	45	311	68	243
Contributions - non monetary	0	0	0	0	0	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	229	0	229	48	37	12
Other income	3,816	2,664	1,152	4,040	2,754	1,286
TOTAL INCOME	146,735	122,792	23,943	146,619	118,892	27,727
EXPENSES						
Employee costs	41,845	43,757	1,912	39,231	39,998	766
Materials and services	25,350	24,672	(678)	23,636	24,848	1,212
Bad and doubtful debts	(0)	3	3	(1)	2	3
Depreciation and amortisation	21,295	21,314	19	20,395	19,648	(747)
Borrowing costs	329	502	173	539	559	20
Other expenses	2,211	2,008	(203)	2,120	1,910	(211)
TOTAL EXPENSES	91,029	92,256	1,227	85,921	86,965	1,044
SURPLUS (DEFICIT) FOR THE YEAR	55,706	30,536	25,170	60,698	31,927	28,771

BALANCE SHEET

As at 31 March 2020

	Current Balance \$'000s	Opening Balance 01/07/19 \$'000s	Movement for Year to Date \$'000s	Balance as at 31/03/19 \$'000s
CURRENT ASSETS				
Cash and Cash Equivalents	26,175	26,117	58	10,763
Other Financial Assets	83,169	96,712	(13,543)	115,712
Other Assets	780	3,336	(2,556)	950
Trade and Other Receivables	21,068	8,080	12,987	18,827
Non-Current Assets Held for Sale	0	0	0	0
Total Current Assets	131,192	134,245	(3,053)	146,251
NON CURRENT ASSETS				
Property, Infrastructure, Plant and Equipment	1,208,709	1,167,919	40,789	1,155,899
Intangible Assets	1,039	1,374	(336)	77
Trade and Other Receivables	15	15	0	20
Financial Assets	2	2	0	2
Total Non-Current Assets	1,209,764	1,169,311	40,453	1,155,999
TOTAL ASSETS	1,340,956	1,303,556	37,400	1,302,250
CURRENT LIABILITIES				
Payables	2,590	9,473	(6,884)	3,489
Interest-bearing Liabilities	222	9,239	(9,016)	366
Provisions - Employee Benefits	11,679	12,691	(1,011)	11,923
Provisions - Landfill	4,327	7,302	(2,975)	4,478
Trust Funds and Deposits	4,366	2,640	1,727	2,494
Total Current Liabilities	23,184	41,344	(18,160)	22,749
NON CURRENT LIABILITIES				
Interest-bearing Liabilities	5,826	5,826	0	15,061
Provisions - Employee Benefits	1,763	1,763	0	1,903
Provisions - Landfill	19,249	19,249	0	20,530
Total Non-Current Liabilities	26,839	26,839	0	37,494
TOTAL LIABILITIES	50,023	68,183	(18,160)	60,243
NET ASSETS	1,290,933	1,235,374	55,560	1,242,007
EQUITY				
Current Year Surplus/(Deficit)	55,706	46,868	8,838	60,698
Accumulated Surplus	743,373	697,391	45,983	697,429
Reserves	491,854	491,115	739	483,880
TOTAL EQUITY	1,290,933	1,235,374	55,560	1,242,007

STATEMENT OF CASH FLOWS

For the Quarter ended 31 March 2020

NOTE	YTD Cash Flow	Adopted Budget Annual Cashflow	Cash Flow 2018/19
	\$'000s	\$'000s	\$'000s
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES			
Rates and charges	66,369	80,081	77,990
Statutory Fees & Fines	1,723	2,267	2,315
User fees	9,482	13,256	14,441
Grants - operating	17,176	25,924	29,103
Grants - capital	34,501	41,925	50,021
Contributions - monetary	105	90	1,295
Interest received	2,455	1,500	2,921
Trust funds and deposits taken/(repaid)	1,727	42	526
Other receipts	3,793	2,244	1,994
Net GST refund/(payment)	(108)	3,069	2,541
Employee costs	(43,899)	(60,243)	(56,850)
Materials & services	(31,553)	(43,893)	(46,177)
Other Payments	(2,211)	(2,906)	(3,214)
Net cash from operating activities	59,559	63,356	76,906
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from Property, Plant & Equipment	691	714	658
Proceeds from Investments	109,512	191,000	143,518
Payments for Property, Plant & Equipment	(64,232)	(108,605)	(40,441)
Payments for Investments	(95,969)	(150,000)	(175,712)
Net Cash Flows used in investing activities	(49,998)	(66,891)	(71,977)
CASH FLOWS FROM FINANCING ACTIVITIES			
Finance costs	(341)	(615)	(702)
Proceeds from borrowings	0	12,650	0
Repayment of borrowings	(9,016)	(9,639)	(1,569)
Net Cash Flows from Financing Activities	(9,357)	2,396	(2,271)
Net Increase/(Decrease) in cash held	204	(1,139)	2,658
Cash & cash equivalents at beginning of year	26,117	21,173	23,459
Cash & cash equivalents at end of period	26,322	20,034	26,117
Summary of Cash & Investments			
	Current Balance	Current year Movement	Opening Balance
Cash & Cash Equivalents	26,322	204	26,117
Other Financial Assets (Investments)	83,169	(13,543)	96,712
Total Cash & Investments	109,491	(13,338)	122,829
	1		
Budgeted Opening Balance of Cash & Investments			111,173
Variance in Opening Balance			11,656

NOTES

1. The budgeted cash & investments at the beginning of the year was \$111.2 million, the actual opening balance was \$122.8 million. The additional \$11.7 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs.

STATEMENT OF CAPITAL WORKS

For The Quarter Ended 31 March 2020

	NOTE	YTD Actuals \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
Property					
Land	1	22	300	0	(300)
Buildings	2	40,302	70,668	79,306	8,638
Heritage buildings	3	1	0	0	(0)
Total Property		40,325	70,969	79,306	8,337
Plant and Equipment					
Plant, machinery & equipment	4	2,289	2,536	2,652	116
Fixtures, fittings & furniture	5	1	10	10	0
Computers & telecommunications	6	171	503	600	97
Artwork collection	7	8	15	15	0
Total Plant and Equipment		2,469	3,064	3,277	213
Infrastructure					
Roads	8	9,059	13,518	10,450	(3,068)
Bridges & culverts	9	244	581	600	19
Footpaths & cycleways	10	1,782	2,747	1,031	(1,716)
Drainage	11	341	431	154	(277)
Waste management	12	45	67	100	33
Parks, open space and streetscapes	13	1,998	4,620	3,569	(1,051)
Recreational, leisure & community facilities	14	5,680	7,145	6,116	(1,029)
Aerodromes	15	0	0	0	0
Offstreet car parks	16	50	50	50	(0)
Other infrastructure	17	219	377	3,952	3,575
Total Infrastructure		19,417	29,535	26,022	(3,513)
Total Capital Works expenditure		62,211	103,569	108,605	5,036
REPRESENTED BY;					
New asset expenditure	18	30,962	61,691	74,254	12,563
Asset renewal expenditure	19	13,055	20,551	17,532	(3,019)
Asset expansion expenditure	20	208	217	0	(217)
Asset upgrade expenditure	21	17,987	21,108	16,819	(4,289)
Total Capital Works expenditure		62,211	103,569	108,605	5,036

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances

1. Land (\$0.300M) Unfavourable

The unfavourable variance reflects the funds carried forward from 2018/19 associated with a land exchange in relation to the Churchill Central Activity Plan.

2. Buildings \$8.638M Favourable

The forecast reduced expenditure is due to the timing of costs of projects spanning over multiple financial years now expected to be spent in the 2020/21 financial year e.g. Latrobe Creative Precinct \$13.4M and Gippsland Regional Aquatic Facility \$0.9M. These variances are partially offset by additional expenditure as a result of financial year timing for the Traralgon Sports Stadium \$1.3M, Apex Park pavilion \$0.6M, Ronald Reserve changeroom facilities \$0.8M and an Traralgon South pavilion (\$0.6M).

3. Heritage buildings (\$0.000M) Unfavourable

No variance

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances

- 4. Plant, machinery & equipment** **\$0.116M Favourable**
The forecast reduced expenditure mainly relates to deferment of replacement of Landfill plant to the 2020/21 financial year \$0.3M partially offset by additional expenditure related to unexpended funds carried over from the 2018/19 financial year for the fleet replacement program.
- 5. Fixtures, fittings & furniture** **\$0.000M Nil Variance**
No variance
- 6. Computers & telecommunications** **\$0.097M Favourable**
The forecast favourable variance relates mainly to IT expenditure on items, that have been expressed in the Comprehensive Income Statement due to them not meeting Council's capitalisation criteria.
- 7. Artwork Collection** **\$0.000M Nil Variance**
No variance
- 8. Roads** **(\$3.068M) Unfavourable**
The forecast additional expenditure mainly relates to funds carried forward from 2018/19 and unbudgeted government funding e.g. Roads to Recovery Program (\$1.2M), Fixing Country Roads Program (\$1.2M) and National Blackspot program (\$0.4M) projects.
- 9. Bridges & culverts** **\$0.019M Favourable**
Minor favourable variance mainly due to funding forecasted to be carried over to the 2020/21 for the Rathjens Boundary Bridge project.
- 10. Footpaths & cycleways** **(\$1.716M) Unfavourable**
The forecast additional expenditure mainly relates to works on the Morwell to Traralgon Shared pathway (\$1.2M) which have carried over from the 2018/19 financial year and new externally funded pathway works at the Latrobe Regional Hospital \$0.6M).
- 11. Drainage** **(\$0.277M) Unfavourable**
The forecast additional expenditure mainly relates to drainage augmentation works on the Furlonger/Nixon Court area Traralgon (\$0.2M) and Stormwater Outfall rehab program (\$0.1M) funded from drainage reserves.
- 12. Waste management** **\$0.033M Favourable**
The reduced expenditure relates mainly to a forecasted reduction in landfill cell 5 development costs.
- 13 Parks, open space and streetscapes** **(\$1.051M) Unfavourable**
The forecast additional expenditure relates to funds carried forward from 2018/19 in relation to Commercial Road Morwell streetscape works (\$0.3M), together with various playground renewal and upgrade projects e.g Moe Botanic Gardens \$0.4M and Moe AAA/Apex/Lions Play Space Upgrade \$0.4M.
- 14. Recreational, leisure & community facilities** **(\$1.029M) Unfavourable**
The forecast additional expenditure relates to government funding mainly for Latrobe Valley Sports and Community Initiative projects e.g. Morwell Recreation Reserve (\$0.5M), together with Monash Reserve upgrade (\$0.4M) and Community Managed Spaces program (\$0.15M).
- 15. Aerodromes** **\$0.000M Nil Variance**
No current year projects.
- 16. Offstreet carparks** **(\$0.000M) Unfavourable**
No variance
- 17. Other infrastructure** **\$3.575M Favourable**
The reduced expenditure reflects reduced funding for the Gippsland Logistics Precinct due to the timing of some of the state government funding which will push out into future financial years.

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances**18. New asset expenditure \$12.563M Favourable**

The overall reduction is due to the timing of project works spanning multiple financial years, with the Latrobe Creative Precinct and the Gippsland Logistics Precinct expenditure now expected to extend into future years.

19. Asset renewal expenditure (\$3.019M) Unfavourable

The forecast additional expenditure is mainly due to unexpended funds carried over from the 2018/19 financial year which is largely relating to additional government funding for roads programs.

20. Asset expansion expenditure (\$0.217M) Unfavourable

The forecast additional expenditure is mainly due to unexpended funds carried over from the 2018/19 financial year which is largely relating to drainage works.

21. Asset upgrade expenditure (\$4.289M) Unfavourable

The forecast additional expenditure is mainly due to unexpended funds carried over from the 2018/19 financial year and government grants timing which is largely relating to Major Recreation projects e.g. Traralgon Sports Stadium (\$1.3M) and Morwell Recreation Reserve (\$0.5M), together with Traralgon South Pavilion upgrade \$0.6M and National Blackspot funding program \$0.4M.

LGPRF FINANCIAL PERFORMANCE RATIOS

As at 31 March 2020

	Year to Date Ratios					Expected Range
	\$'000s	Ratio at 31/03/20	Ratio at 31/03/19	Forecast at 30/06/20	Budget at 30/06/20	
OPERATING POSITION						
Adjusted Underlying Result Indicator						
(Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position)						
Adjusted underlying surplus (or deficit)						
<u>Adjusted net Surplus/(Deficit)</u>	23,681					
Adjusted underlying revenue	114,710	20.6%	42.1%	(4.9%)	(1.3%)	-20% - +20%
The ratio takes out the effect of once off capital grants & developer contributions.						
Note: The forecasted lower ratio of (4.9%) is mainly a result of unspent 2018/2019 recurrent project and program expenditure which led to a greater than expected 'cash' surplus result at the end of the financial year together with government funding advanced to Council in 2018/19 that was budgeted in 19/20.						
LIQUIDITY						
Working Capital Indicator						
(Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity)						
Current assets compared to current liabilities						
<u>Current Assets</u>	131,192					
Current Liabilities	23,184	565.9%	716.6%	339.3%	261.3%	100% - 300%
Unrestricted Cash Indicator						
(Indicator that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of cash suggests an improvement in liquidity)						
<u>Unrestricted Cash</u>	21,809					
Current Liabilities	23,184	94.1%	-12.8%	71.3%	57.9%	0.0% - 200%
Note: Unrestricted cash does not include funds held in term deposits with a maturity term of greater than 90 days. These deposits are managed to ensure they mature in time for payment runs and are available to meet liabilities when they fall due.						

	Year to Date Ratios					Expected Range
	\$'000s	Ratio at 31/03/20	Ratio at 31/03/19	Forecast at 30/06/20	Budget at 30/06/20	
OBLIGATIONS						
Loans and borrowings Indicator						
(Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations)						
Loans and borrowings compared to rates						
<u>Interest Bearing loans and borrowings</u>	6,049	7.5%	20.3%	22.9%	28.8%	0% - 50%
Rate Revenue	80,535					
Note: The reduced ratio forecast is due to Council not borrowing the planned \$5.0M for the Latrobe Creative Precinct in 2018/19.						
Loans and borrowings repayments compared to rates						
<u>Interest & principal repayments</u>	9,345	11.6%	1.5%	12.0%	12.8%	0% - 10%
Rate Revenue	80,535					
Note: This ratio is expected to be in line with the budgeted result and takes into account the repayment of an interest only loan of \$8.2M in the current period, which results in the annual result being outside of the expected range.						
Indebtedness Indicator						
(Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations)						
Non-current liabilities compared to own source revenue						
(to ensure Council has the ability to pay its long term debts & provisions)						
<u>Non Current Liabilities</u>	26,839	28.1%	42.6%	38.0%	38.6%	0% - 50%
Own Source Revenue	95,626					
Own Source Revenue is adjusted underlying revenue excluding revenue which is not under the control of council (including government grants)						
Asset Renewal Indicator						
(Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations)						
<u>Asset Renewal Expenditure</u>	13,055	61.4%	45.9%	74.1%	63.5%	50%-100%
Depreciation	21,247					
Note: The forecasted increase in this ratio is a result of renewal works carried forward from the previous financial works.						

	Year to Date Ratios					Expected Range
	\$'000s	Ratio at 31/03/20	Ratio at 31/03/19	Forecast at 30/06/20	Budget at 30/06/20	
STABILITY						
Rates Concentration Indicator						
(Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability)						
Rates compared to adjusted underlying revenue						
<u>Rate Revenue</u>	80,535					
Adjusted underlying revenue	114,710	70.2%	78.4%	64.4%	63.7%	40% - 80%
Rates Effort Indicator						
(Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden)						
Rates compared to property values						
<u>Rate Revenue</u>	80,535					
property values (CIV)	11,200,811	0.7%	0.7%	0.7%	0.7%	0.2% to 0.7%
EFFICIENCY						
Expenditure Level Indicator						
(Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency)						
Expenses per property assessment						
<u>Total expenses</u>	91,029	\$ 2,349	\$ 1,493	\$ 3,386	\$ 3,292	\$2000 - \$4000
Number of property assessments	39					
Note: The forecasted increase in expenses per assessment is mainly related to employee costs and materials and services expenditure funded from additional government funding and carry forward funds.						
Revenue Level Indicator						
(Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency)						
Average residential rate per residential property assessment						
<u>Residential Rate Revenue</u>	60,609	\$ 1,731	\$ 1,692	\$ 1,731	\$ 1,731	\$800 - \$1,800
Number of residential property assessments	35					

Agenda Item: 17.4

**Agenda Item: Presentation of the Audit and Risk Committee Minutes
- 12 March 2020**

Sponsor: General Manager, Organisational Performance

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

Status: For Information

MOTION

Moved: Cr White

Seconded: Cr McFarlane

That Council receives and notes the attached Audit and Risk Committee Minutes for the 12 March 2020 meeting.

CARRIED UNANIMOUSLY

Executive Summary:

The Audit and Risk Committee (Committee) is a statutory advisory committee of the Council. The Committee held its last meeting on 12 March 2020. It is a requirement of the *Audit and Risk Committee Charter* that the minutes are then subsequently tabled at an upcoming Council meeting. A number of motions were made at the meeting (as summarised in this report and set out in full in the attached minutes).

Background:

At the meeting held on 12 March 2020, the Committee resolved the following:

Item	Motion
Confirmation of Minutes	That the minutes of the Audit and Risk Committee meeting held on 28 November 2019 be confirmed and ratified as true and correct.

Item	Motion
Local Government Performance Reporting Framework	That the Audit and Risk Committee note the Local Government Performance Reporting Framework results and comparative data for the 2018/19 financial year.
Local Government Bill 2019	That the Audit and Risk Committee receive and note this report.
Status of Actions Arising Report	That the Audit and Risk Committee receives and notes the Status of Actions Arising Report.
Progress Report - Re-Valuation of Infrastructure Assets	That the Audit and Risk Committee note the progress report.
2019-2020 Audit Strategy	That the Audit and Risk Committee receives and notes the 2019 - 2020 Audit Strategy.
Presentation of Audit: Review of CCTV Surveillance	That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of CCTV Surveillance audit report.
Presentation of Audit: Review of Payroll (Including Data Analytics)	That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of Payroll (Including Data Analytics) audit report.
Presentation of Internal Audit Scopes/Plans for Endorsement	That the Audit and Risk Committee endorses the following scopes/plans as presented: <ul style="list-style-type: none"> • Review of Cash Handling Procedures – Performing Arts Centre (to commence in April 2020) • Review of Human Resource System and Management (to commence in June 2020) • Follow Up Review (to commence in March 2020)
Internal Audit Plan Status Report	That the Audit and Risk Committee receives and notes the updated Internal Audit Plan Status report tabled by HLB Mann Judd.
Gifts, Benefits and Hospitality Compliance	That the Audit and Risk Committee receives and notes this report into the Gift Register Review for the period of 01 July 2019 to 31 December 2019.

Item	Motion
VAGO, Ombudsman and IBAC Reports	That the Audit and Risk Committee receives and notes this report into VAGO, Victorian Ombudsman, IBAC, Inspectorate and other reports.
Internal Audit Recommendations Status Report	That the Audit and Risk Committee receive and notes this report.
Quarter 2 2019/20 People and Workcover Reports	That the Audit and Risk Committee note the Quarterly People and WorkCover Reports for Q2 of the 2019/20 financial year.
Quarter 2 2019/20 Performance Report Summary	That the Audit and Risk Committee note the Quarterly Performance Summary Reports for Q2 2019-20.
Quarterly Finance Report - December 2019	That the Audit and Risk Committee receives and notes the Quarterly Finance Report for the period ended 31 December 2019, prepared in accordance with the requirements of the Local Government Act 1989.
Update on Test Exercise for Business Continuity Plan of Latrobe City Council	That the Audit and Risk Committee notes the report and provides any feedback in relation to the Business Continuity Plan and program.
Quarterly Risk Management Report and Minutes	That the Audit and Risk Committee notes and receives the Quarterly Risk Management Report and Minutes and share its feedback on the newly added section of under-excess public liability claim.
PCI Compliance Annual Update	That the Audit and Risk Committee notes that there had been not change to the compliance status.

The full minutes are attached to this report.

Issues:

Strategy Implications

The Audit and Risk Committee provides advice to ensure that Council operates openly, transparently and responsibly.

Communication

The provision and circulation of the minutes to Council provides reassurance and awareness as a communication loop back to Council as part of good governance practices.

Financial Implications

The Audit and Risk Committee is managed through existing budget provisions. Recommendations and actions arising from the meeting are considered by management within the constraints of budget requirements.

Risk Analysis

The Audit and Risk Committee provides advice into the management of risk in the organisation.

Legal and Compliance

A number of reports tabled at each meeting of the Audit and Risk Committee relate to legal or compliance related matters. In addition, a report is tabled for the committee to consider any reports that have been published by the Victorian Ombudsman, Victorian Auditor-Generals Office, Inspectorate or the Independent Broad-based Anti-corruption Commission to ensure that practices within Council are compliant with current expectations of the public sector.

Community Implications

There are no known community implications.

Environmental Implications

There are no known environmental implications.

Consultation

There is no engagement required as part of this process.

Other

There are no other known issues identified.

Declaration of Interests:

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

Supporting Documents:

Attachments

1. [Audit and Risk Committee Minutes 12 March 2020](#)

17.4

Presentation of the Audit and Risk Committee Minutes - 12 March 2020

1	Audit and Risk Committee Minutes 12 March 2020	243
----------	---	------------



Audit and Risk Committee Meeting Minutes - 12 March 2020

In accordance with section 77(2)(c) of the Local Government Act 1989, I hereby designate that all matters listed, presented and/or discussed within this Audit and Risk Committee meeting, including this agenda, are confidential (unless subsequently resolved otherwise by Council) for the following reason(s): Section 89(2) (h) any other matter which the Council or special committee considers would prejudice the Council or any person.

Steven Piasente, Chief Executive Officer

Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell

Meeting commenced at 10.00 am

Attendance

Members:

- Bev Excell (Chair)
- Joanne Booth
- Terry Richards
- Cr Darrell White OAM
- Cr Alan McFarlane

In Attendance:

- Steve Piasente (CEO) (until 11.41am)
- Greg Drumm (General Manager Organisational Performance)
- Larry Sengstock (General Manager Assets and Presentation)
- Gail Gatt (General Manager Regional City Growth and Investment)
- Suzanne Miller (General Manager Community Health and Wellbeing)
- Matthew Rogers (Manager Finance)
- Justin Brook (DMG Financial) (until 11.03am)
- Kapil Kukreja (HLB Mann Judd)
- Mark Holloway (HLB Mann Judd) (arrived at 11.19am)
- Hanna Steevens (Manager Governance)
- Rebecca Obersby (Council Solicitor)

Teleconference: Nil



Audit and Risk Committee Meeting Minutes - 12 March 2020

IN CAMERA MEETING

THE AUDIT AND RISK COMMITTEE MET IN CAMERA FROM 10.01AM TO 10.25AM AND AT TIMES CONSULTED THE CHIEF EXECUTIVE OFFICER AND MANAGER GOVERNANCE FOR UPDATES ON VARIOUS MATTERS.

1. OPENING AND WELCOME

The Chairperson opened the meeting and welcomed all present.

2. APOLOGIES

Nil.

3. DECLARATIONS OF INTEREST

Ms Excell advised she had been appointed to the City of Stonington Audit Committee.

4. PROBITY QUESTIONS

The Audit and Risk Committee Chair asked if the CEO was aware of any legislative non-compliance issues, any fraud incidents that have occurred or if there were any strategic risks been triggered since the last Audit and Risk Committee meeting.

The CEO responded no.

The Audit and Risk Committee Chair asked the Councillors:

- a. If there was any matter arising from the Council meetings that needed to be brought to the attention of the Committee
- b. If there was any feedback or direction required from Council relating to the Audit Committee members.

The Councillors responded no.

The Audit and Risk Committee Chair then asked the auditor representatives if they were satisfied that their work had not been impeded.

The auditor representatives responded no.

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Audit and Risk Committee meeting held on 28 November 2019 be confirmed and ratified as true and correct.

OUTCOME/ACTIONS ARISING:

1. Nil.



Audit and Risk Committee Meeting Minutes - 12 March 2020

6. ITEMS REFERRED BY THE COMMITTEE TO THIS MEETING FOR CONSIDERATION

6.1 Local Government Performance Reporting Framework

RECOMMENDATION

That the Audit and Risk Committee note the Local Government Performance Reporting Framework results and comparative data for the 2018/19 financial year.

OUTCOME/ACTIONS ARISING:

1. When this information is presented in 2021, GM Organisational Performance to identify the processes utilised to draw insights from the data for learnings and improvement.
2. In relation to Financial Performance Indicator '*expenditure on renewing existing assets...*', Coordinator Risk in conjunction with the Manager Finance to prepare a paper for a future meeting to ensure that this is adequately considered in the Strategic Risk Register, specifically into the adequacy of controls..

6.2 Local Government Bill 2019

RECOMMENDATION

That the Audit and Risk Committee receive and note this report.

OUTCOME/ACTIONS ARISING:

1. GM Organisational Performance to provide the reviewed Charter review to the 04 June 2020 meeting before being presented to Council for adoption (in light of Local Government Act Bill).

7. STATUS OF ACTIONS ARISING

7.1 Status of Actions Arising Report

RECOMMENDATION

That the Audit and Risk Committee receives and notes the Status of Actions Arising Report.

OUTCOME/ACTIONS ARISING:



Audit and Risk Committee Meeting Minutes - 12 March 2020

1. Manager Governance check numbering in actions arising spreadsheet and include due dates.

7.2 Progress Report - Re-Valuation of Infrastructure Assets

RECOMMENDATION

That the Audit and Risk Committee note the progress report

OUTCOME/ACTIONS ARISING:

1. Nil.

8. EXTERNAL AUDIT

8.1 2019-2020 Audit Strategy

RECOMMENDATION

That the Audit and Risk Committee receives and notes the 2019 - 2020 Audit Strategy.

OUTCOME/ACTIONS ARISING:

1. Manager Finance to provide and out of session email providing the model reports from FinPro in relation to 2019-20 financial statement preparation.
2. Manager Finance to provide a report to 04 June 2020 meeting outlining details in relation to 2019-20 financial statement preparation.

9. INTERNAL AUDIT

9.1 Presentation of Audit: Review of CCTV Surveillance

RECOMMENDATION

That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of CCTV Surveillance audit report.

OUTCOME/ACTIONS ARISING:

1. Manager Governance to review VAGO audit on CCTV use in local government and bring back a paper later in 2020 reflecting on Latrobe's audit and CCTV management.



Audit and Risk Committee Meeting Minutes - 12 March 2020

9.2 Presentation of Audit: Review of Payroll (Including Data Analytics)

RECOMMENDATION

That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of Payroll (Including Data Analytics) audit report.

OUTCOME/ACTIONS ARISING:

1. Coordinator Payroll to update Recommendation Two to include details of change and improvement to procedure.
2. Manager Governance/Planning and Business Intelligence Advisor to provide a future paper regarding policy management improvements.

9.3 Presentation of Internal Audit Scopes/Plans for Endorsement

RECOMMENDATION

That the Audit and Risk Committee endorses the following scopes/plans as presented:

- Review of Cash Handling Procedures – Performing Arts Centre (to commence in April 2020)
- Review of Human Resource System and Management (to commence in June 2020)
- Follow Up Review (to commence in March 2020)

OUTCOME/ACTIONS ARISING:

1. HLB Mann Judd to review/update scopes to:
 - Include cash handling actions from previous audits to be included in cash handling audit.
 - Ensure cash handling audit includes review of policies and procedures.
 - Include to include adequacy of leave arrangements and management in HR audit.
 - Remove volunteer management in HR audit as this audit was recently completed.
 - Ensure that the number of hours budgeted for the follow up audit reflect the required amount of work and if necessary reduce as appropriate.



Audit and Risk Committee Meeting Minutes - 12 March 2020

9.4 Internal Audit Plan Status Report

RECOMMENDATION

That the Audit and Risk Committee receives and notes the updated Internal Audit Plan Status report tabled by HLB Mann Judd.

OUTCOME/ACTIONS ARISING:

1. HLB Mann Judd to include in report a new column for target Audit and Risk Committee meeting for presentation of final reports. Also review columns to represent status properly. Amended report to be provided at 04 June 2020 meeting.

10. MONITORING

10.1 Gifts, Benefits and Hospitality Compliance

RECOMMENDATION

That the Audit and Risk Committee receives and notes this report into the Gift Register Review for the period of 01 July 2019 to 31 December 2019.

OUTCOME/ACTIONS ARISING:

1. Nil.

10.2 VAGO, Ombudsman and IBAC Reports

RECOMMENDATION

That the Audit and Risk Committee receives and notes this report into VAGO, Victorian Ombudsman, IBAC, Inspectorate and other reports.

OUTCOME/ACTIONS ARISING:

1. Senior Compliance Officer to consider process and improvements to this process and reporting to provide assurance relevant recommendations and taken into account. Update to be provided by 04 June 2020.

10.3 Internal Audit Recommendations Status Report

RECOMMENDATION

That the Audit and Risk Committee receive and notes this report.



Audit and Risk Committee Meeting Minutes - 12 March 2020

OUTCOME/ACTIONS ARISING:

1. Manager Governance to provide an out of session email updating on overdue Moe Leisure Centre cash handling actions.
2. Manager Governance to provide as standard Overdue Actions, Completed Actions and Audit Recommendation Compliance Reports. Research of possible to colour code risk and include job title of officer automatically.

11. PERFORMANCE REPORTING

11.1 Quarter 2 2019/20 People and Workcover Reports

RECOMMENDATION

That the Audit and Risk Committee note the Quarterly People and WorkCover Reports for Q2 of the 2019/20 financial year.

OUTCOME/ACTIONS ARISING:

1. Nil.

11.2 Quarter 2 2019/20 Performance Report Summary

RECOMMENDATION

That the Audit and Risk Committee note the Quarterly Performance Summary Reports for Q2 2019-20.

OUTCOME/ACTIONS ARISING:

1. Nil.

12. FINANCE

12.1 Quarterly Finance Report - December 2019

RECOMMENDATION

That the Audit and Risk Committee receives and notes the Quarterly Finance Report for the period ended 31 December 2019, prepared in accordance with the requirements of the Local Government Act 1989.

OUTCOME/ACTIONS ARISING:

1. Manager Finance to ensure that "Reconciliation of Income Statement to Cash



Audit and Risk Committee Meeting Minutes - 12 March 2020

Allocation Budget" report is no longer included.

13. RISK

13.1 Update on Test Exercise for Business Continuity Plan of Latrobe City Council

<p>RECOMMENDATION</p> <p>That the Audit and Risk Committee notes the report and provides any feedback in relation to the Business Continuity Plan and program.</p>
<p>OUTCOME/ACTIONS ARISING:</p> <p>1. Nil.</p>
<p>NOTES:</p> <p>1. The report and outcomes was well received by the Committee.</p>

13.2 Quarterly Risk Management Report and Minutes

<p>RECOMMENDATION</p> <p>That the Audit and Risk Committee notes and receives the Quarterly Risk Management Report and Minutes and share its feedback on the newly added section of under-excess public liability claim.</p>
<p>OUTCOME/ACTIONS ARISING:</p> <p>1. Coordinator Risk to provide the Strategic Risk Register and report outlining a commentary on changes or emerging risk and associated risk profile at every meeting.</p>

14. REPORTING REQUIREMENTS

There are no Reporting Requirements reports tabled for this meeting.

15. GENERAL BUSINESS

15.1 PCI Compliance Annual Update

<p>RECOMMENDATION</p> <p>That the Audit and Risk Committee notes that there had been not change to</p>

**Audit and Risk Committee Meeting
Minutes - 12 March 2020**

the compliance status.

OUTCOME/ACTIONS ARISING:

1. Nil.

Next Meeting Date

The next Audit and Risk Committee meeting is to be held on Thursday 04 June 2020.
It was agreed to change the November 2020 meeting until 03 December 2020.

Meeting Closed at 12:32pm.

Agenda Item: 17.5

Agenda Item: Tabling of 'Assembly of Councillors' Records

Sponsor: General Manager, Organisational Performance

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

Status: For Information

MOTION

Moved: Cr Middlemiss

Seconded: Cr Law

That Council receives and notes the Assembly of Councillors records tabled for the period 17 March 2020 to 14 April 2020.

CARRIED UNANIMOUSLY

Executive Summary:

The following Assembly of Councillor records have been submitted for tabling since the last ordinary Council meeting:

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
17 March 2020	Traralgon CBD Safety Committee	Councillors Cr Howe Officers Tneal Weatherhead Liam Bantock	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
23 March 2020	Councillor Briefing	Councillors Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson Officers Steven Piasente Gail Gatt Larry Sengstock Suzanne Miller Greg Drumm Hanna Steevens	Yes – Section 89(2)(f) Discussion of Legal Advice Section 89(2)(d) Contractual matters Section 89(2)(h) Prejudicial matters	Yes – Gail Gatt Cr Law Cr White
30 March 2020	Councillor Briefing	Councillors Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson Officers Steven Piasente Gail Gatt Larry Sengstock Suzanne Miller Greg Drumm Hanna Steevens	Yes – Section 89(2)(h) Prejudicial matters	Yes – Cr Harriman Cr White Gail Gatt

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
7 April 2020	Latrobe Creative Precinct Project Reference Group	<p>Councillors Cr McFarlane Cr Clancey</p> <p>Officers Larry Sengstock Gail Gatt Clint Hong Kathleen Roberts Brian Feltham Michael Chapman Rebecca Cole Andrea Stanlake</p>	Yes - Section 89(2)(d) Contractual matters	Nil
14 April 2020	Gippsland Regional Aquatic Centre Project Reference Group	<p>Councillors Cr Harriman Cr O'Callaghan Cr Howe</p> <p>Officers Larry Sengstock Luke McGrath Tania Eleftheriou</p>	No	Nil

Declaration of Interests:

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

Reasons for Proposed Resolution:

The attached *Assembly of Councillors* records have been submitted for tabling.

Section 80(A)2 of the *Local Government Act 1989* states 'The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as is practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting'.

Attachments

1. Traralgon CBD Safety Committee
2. Councillor Briefing
3. Councillor Briefing
4. Latrobe Creative Precinct Project Reference Group
5. Gippsland Regional Aquatic Centre Project Reference Group

17.5

Tabling of 'Assembly of Councillors' Records

1	Traralgon CBD Safety Committee	256
2	Councillor Briefing	257
3	Councillor Briefing	259
4	Latrobe Creative Precinct Project Reference Group	261
5	Gippsland Regional Aquatic Centre Project Reference Group.....	262



Assembly of Councillors Record

Assembly details:	Traralgon CBD Safety Committee
Date:	17/03/2020
Time:	7.30am - 9am
Assembly Location:	Latrobe Room, Traralgon Service Centre, Traralgon

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Tneal Weatherhead - Community Safety Officer Liam Bantock - Co-ordinator Safe and Inclusive Communities		
Matters discussed:	Issues surrounding safety in the CBD. Activities that can increase the membership of the committee Proposal of a Traralgon CBD safety forum for business - open discussion Lack of presence from the Chamber of commerce		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Tneal Weatherhead - Community Safety Officer

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Councillor Briefing
Date:	23 March 2020
Time:	5pm to 9.55pm
Assembly Location:	Via teleconference facilities

In Attendance

Councillors:	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input checked="" type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
Arrival / Departure Time:			Arrived 6.05pm
Officer/s:	Steven Piasente From 6.05pm Gail Gatt, Larry Sengstock, Suzanne Miller, Greg Drumm and Hanna Steevens		
Matters discussed:	<p>Declaration of Interests</p> <p>Future Presentations</p> <p>Mayor's Update</p> <p>Chief Executive Officer's Update</p> <p>Major Project Reference Group Update</p> <p>Recreation Liaison And Sporting Reserves Maintenance - Community Committees Update</p> <p>Procurement Policy Review</p> <p>Kernot Hall Redevelopment Update - Considered Confidential Under Section 89(2) (F) Of The Local Government Act 1989, As It Involves Discussion Of Legal Advice.</p> <p>Review Of Wind Energy Facilities And Infrastructure Policy 2011 & Gaming Planning Control Policy 2011</p> <p>Planning Scheme Amendment C119 - Latrobe City Council Retail Strategy 2019 - Consideration Of Submissions</p> <p>Flynn Hall Project Reference Group - Terms Of Reference</p> <p>Regional Car Park Fund - Status And Endorsement Of Candidate Projects</p> <p>Election Period Policy</p> <p>Local Government Peak Body Association Memberships</p> <p>Australian Government's Drought Communities Funding - Proposed</p>		



	<p>Application</p> <p>Proposed Road Renaming - Ashley Avenue, Morwell</p> <p>Recycling Victoria Policy & Implications For 2020-21 Fees And Charges - Considered Confidential Under Section 89(2) (D) Of The Local Government Act 1989, As It Involves Discussion Of Contractual Matters.</p> <p>Capital Works Status - 2019/20 Second Quarter</p> <p>Review Of Council Delegations</p> <p>Moe Racing Club Expression Of Interest To Purchase Part Of Joe Tabuteau Reserve Moe From The Department Of Environment, Land, Water & Planning</p> <p>Outstanding Issues - Considered Confidential Under Section 89(2) (H) Of The Local Government Act 1989, As It Involves Discussion Of A Matter Which The Council Or Special Committee Considers Would Prejudice The Council Or Any Person.</p> <p>Strategic Issues For Future Briefings</p>
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>	

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Gail Gatt	Yes
Cr Brad Law	Yes
Cr Darrel White	Yes

Record Completed by: Hanna Steevens, Manager Governance

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*



Assembly of Councillors Record

Assembly details:	Councillor Briefing
Date:	30 March 2020
Time:	5pm to 8.32pm
Assembly Location:	Via video conference

In Attendance

Councillors:	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
Officer/s:	Steven Piasente From 6.00pm Gail Gatt, Larry Sengstock, Suzanne Miller, Greg Drumm and Hanna Steevens		
Matters discussed:	<p>Future Presentations</p> <p>Upcoming Council Meeting</p> <p>Notice of Motion Requests</p> <p>Points of Clarification</p> <p>Alternate Motion Requests</p> <p>Mayor's Update</p> <p>Chief Executive Officer's Update</p> <p>Future of Moe Community Groups Hub and Former Moe Customer Service Centre and Library</p> <p>Memorandum of Understanding - Federation University and Latrobe City Council</p> <p>Reconciliation Action Plan development update</p> <p>Update on the Aged and Disability Services Transition</p> <p>Proposal to Rename Bradys Road Tyers</p> <p>Outstanding Issues - Confidential Under Section 89(2) (H) Prejudicial matters</p> <p>Strategic Issues For Future Briefings</p>		



Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Dale Harriman	Yes
Cr Darrell White	Yes
Gail Gatt	Yes

Record Completed by: Hanna Steevens, Manager Governance

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*





Assembly of Councillors Record

Assembly details:	Latrobe Creative Precinct Project Reference Group
Date:	7 April 2020
Time:	3.30 pm
Assembly Location:	via Teleconference

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Larry Sengstock, Gail Gatt, Clint Hong, Kathleen Roberts, Brian Feltham, Michael Chapman, Rebecca Cole, Andrea Stanlake		
Matters discussed:	Audience Research and Development Project Update (d) Operational Issues		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	

Record Completed by: Michael Chapman

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



Assembly of Councillors Record

Assembly details:	Gippsland Regional Aquatic Centre Project Reference Group
Date:	14 April 2020
Time:	4.15 pm
Assembly Location:	Video Conference

In Attendance

Councillors:	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Harriman 4.15pm - 5.15pm	<input checked="" type="checkbox"/> Cr O'Callaghan 4.15pm - 5.15pm	<input checked="" type="checkbox"/> Cr Howe 4.15pm - 5.15pm
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
Officer/s:	Larry Sengstock, Luke McGrath, Tania Eleftheriou		
Matters discussed:	Project Manager update		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Tania Eleftheriou, Project Officer Major Recreation Projects
(Please use the **Quick Add Profile No - 563** when registering this form on ECM)

URGENT BUSINESS

18. URGENT BUSINESS

Nil reports

**MEETING CLOSED TO
THE PUBLIC TO
CONSIDER
CONFIDENTIAL
INFORMATION**

19. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

The information in this section was declared to be confidential information under section 77 of the *Local Government Act 1989* and as a result, this information is also confidential information under the *Local Government Act 2020*.

For the avoidance of doubt, section 66 of the *Local Government Act 2020* (which came into effect on 01 May 2020) also enables the Council to close the meeting to the public to consider confidential information as this term is defined under the *Local Government Act 2020*.

MOTION

Moved: Cr Harriman
Seconded: Cr Middlemiss

That Council closes this Ordinary Meeting of Council to the public to consider confidential information on the following grounds:

(a) the information to be considered has been declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020; and

(b) pursuant to section 66 of the *Local Government Act 2020* on the following grounds:

19.1 Major Recreation Project Update

This matter is considered to be confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it deals with Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. Releasing this information now may jeopardise effective negotiations in relation to this matter.

19.2 Request to continue to engage a company under MAV Contract CL7700 Contaminated land, landfill and environmental audit

This matter is considered to be confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it deals with Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. Releasing this information now may adversely affect

due process in procurement processes.

CARRIED UNANIMOUSLY

The Meeting closed to the public at 7:34pm.

The meeting re-opened to the public at 08.07pm.

There being no further business the meeting was declared closed at 08.07pm.

I certify that these minutes have been confirmed.

Mayor: _____

Date: _____