



LATROBE CITY COUNCIL

**AGENDA FOR THE
COUNCIL MEETING**

**TO BE HELD IN MEETING ROOMS AT GIPPSLAND
PERFORMING ARTS CENTRE AND VIA AUDIO-
VISUAL LINK
AT 6:00PM ON
04 DECEMBER 2023
CM599**

Please note:

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

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

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1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

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

2. APOLOGIES AND LEAVE OF ABSENCE

3. ADOPTION OF MINUTES

Proposed Resolution:

That Council confirm the minutes of the Council Meetings held on 06 November 2023 and 13 November 2023.

4. DECLARATION OF INTERESTS

5. PUBLIC PARTICIPATION TIME

Public Questions on Notice

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

Public Speakers

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

STRATEGIC ITEMS FOR DECISION

6. STRATEGIC ITEMS FOR DECISION

Item Number 6.1

04 December 2023

Community Health and Wellbeing

2023/2024 COMMUNITY GRANTS & SPONSORSHIP PROGRAM REVIEW

PURPOSE

To present Councillors with the new proposed 2023/2024 Community Grant Programs and the updated draft Latrobe City Council Community Grant Governance Policy for endorsement.

EXECUTIVE SUMMARY

- The proposed Community Grant Program expands funding streams and availability to community organisations delivered in the following changes:
 - Introduction of a Capital Works Major grant.
 - Introduction of a Community Essentials – Quick Response grant replacing Minor Equipment and Community Sponsorship Minor.
 - Amalgamation of Community Wellbeing and Community Sponsorship Major grants.
- Amendments to the Community Grant Governance Policy (Attachment 1) are required to align with the Community Grant Program and Councillor feedback, including updates to eligibility criteria and mandatory documents and assessment and approval procedures.
- The 2023/2024 Community Grant Program Guidelines have been updated to reflect the Policy and proposed Community Grant Program (Attachment 3).
- The proposed update to the assessment and approval procedure, applies to the proposed Community Essentials – Quick Response Grant only. The previous assessment and approval procedure will remain for all other proposed grants.
- The current Community Grant Program budget allocation is \$614,000, which has not increased since the amalgamation of the program streams during the 2018/2019 financial year. To operate the proposed draft program, Officers will propose an increase of \$165,000 increasing the total annual budget to \$779,000.
- The most appropriate process for the consideration of an annual increase to the Community Grant Program is through the 2024/2025 annual budget process. Officers will place the proposed additional budget in this process, for consideration of Councillors.
- To deliver the proposed draft grant streams for Round Two 2023-2024, Officers will request an additional budget allocation of \$85,000, be considered through the midyear budget surplus process.
- Pending the approval of a new program structure, Officers will develop and implement a comprehensive communications and engagement plan to ensure community groups are informed of and supported to access updated Community Grant Program streams.

- A report will be provided to Councillors prior to Round One of the Community Grant Program which will outline updated guidelines, round dates and any minor changes for the upcoming financial year.

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the following Community Grant Program streams, as per Attachment 3, to be effective from Monday, 4 December 2023:**
 - **Community Essentials - Quick Response Grant**
 - **Capital Works Minor**
 - **Capital Works Major**
 - **Community Wellbeing**
 - **Community Events Minor**
 - **Community Events Major;**
- 2. Adopt the Community Grant Governance Policy, as per Attachment 2, to be effective from Monday, 4 December 2023;**
- 3. Note that with the adoption of the Community Grant Governance Policy that any previous versions are revoked; and**
- 4. Make the Community Grant Governance Policy available on Council's website.**

BACKGROUND

Latrobe City Council’s Community Grant Program is provided to support participation and facilitate projects, events and improve facilities to support the recreational, social and cultural needs of the Latrobe City community.

The current Community Grant Program administers the following streams:

- Minor Capital Works
- Minor Equipment
- Community Wellbeing
- Community Events Minor
- Community Events Significant
- Community Sponsorship Major
- Community Sponsorship Minor.

A review of grant and sponsorship funding was undertaken with the findings of this review presented to Councillors at an Out of Session Briefing on 17 October 2023.

The review focused on the principles of improved governance, enhanced response to community needs including access to funding and ensuring strong alignment with adopted Council plans and strategic priorities.

Information underpinning the review included benchmarking of other local government community grants programs, feedback from Councillors and previous grant recipients, consultation with internal teams and learnings from the Community Grant and Sponsorship Governance Policy implementation.

ANALYSIS

The review identified that a number of existing streams fulfilled community expectation and satisfied alignment with Council plans and strategic priorities. Where opportunities to better address these aims were identified, updates to grant streams have been proposed.

A summary of proposed changes to the Community Grant Program is outlined below, with further details provided in Attachments 2 and 3. This includes the introduction of two new grant streams, amalgamating two existing grant streams and removing triennial funding provisions.

Existing Stream	Proposed Stream
Minor Equipment	Community Essentials – Quick Response <ul style="list-style-type: none">• New program which supersedes Community Sponsorship Minor and Minor Equipment.• Up to \$1,500.

Existing Stream	Proposed Stream
Minor Capital Works	Capital Works Minor <ul style="list-style-type: none"> • Per existing program. • Up to \$7,000. Major <ul style="list-style-type: none"> • New program which addresses the funding gap between Minor stream and internally managed works. • Up to \$20,000.
Community Wellbeing	Community Wellbeing <ul style="list-style-type: none"> • Existing program amalgamated with Community Sponsorship Minor and Major. • Up to \$15,000.
Community Events <ul style="list-style-type: none"> • Minor • Significant 	Community Events Minor <ul style="list-style-type: none"> • Up to \$4,000. Major <ul style="list-style-type: none"> • Up to \$8,000.
Community Sponsorship <ul style="list-style-type: none"> • Minor • Major 	Streams superseded by Community Wellbeing.

Community Grant Governance Policy

To ensure alignment with the proposed Community Grant Program and in response to Councillor feedback from Round One 2023-2024, officers are proposing updates to the recently adopted Community Grant and Sponsorship Governance Policy (Attachment 2) as below. All existing updates and processes remain, per the previous policy update.

1. Eligibility updates

- Applicants must be physically operating and/or be registered within the municipality of Latrobe City.
- No companies including companies limited by guarantee may apply for funding.
- Applicants must have no open acquittals from previous Community Grant Program funding.

- Applicants will be eligible to apply for one grant per round.
- Multiple applications for the same project will not be accepted.
- Ineligible expenditure will include tobacco, e-cigarettes and fireworks.
- Expenses not covered by insurance will be considered eligible for funding where a letter from insurer is supplied.
- Introduction of General Manager discretion to rule an application ineligible if Officers are made aware of disputes or legal proceedings pertaining to applicants which may negatively impact the delivery of proposed project or cause reputational risk or damage to Latrobe City.

2. Mandatory document updates

Applicants must provide one written quote for expenses over \$500 for event stream applications. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.

3. Assessment and approval procedures

To facilitate the delivery of the Community Essentials – Quick Response grant the following updates have been made to the Policy:

- Reduced panel assessment criteria, solely considering how the project addresses community need and benefit.
- Provision outlining funding recommendations to be provided to the General Manager Community Health and Wellbeing for approval.
- Provision outlining scheduled reporting on quick response funding to Council for information.
- Prior to final approvals, Councillors will be provided a list of all applications and recommendations via email, to offer the opportunity for comment.

These updates are reflected in the 2023-24 Community Grant Program Guidelines (Attachment 3).

Budget Implications

Officers are requesting an increase to the annual Community Grant Program budget in order to support the inclusion of the new streams and the increase in maximum funding amounts for certain streams.

The request to increase funds is based on the findings of the review, including that:

- There has been no increase in budget allocation since the amalgamation of the program streams during the 2018/2019 financial year,
- There has been an overall increase in applications and associated decrease in percentage of projects funded,
- The indicative total allocated for certain streams has been consistently overspent.

The current Community Grant Program budget is \$614,000. Officers are requesting an annual increase of \$165,000 which will bring the total annual budget to \$779,000. To facilitate the delivery of Round Two 2023-24, Officers will request \$85,000 through the midyear budget surplus process.

In the case that the above annual increase is not approved, the amount of funding allocated to each grant stream will be altered.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE Poor officer or community group compliance with the Community Grant Governance Policy.</p> <p>Council do not make a decision on the proposed Community Grant Program by December 2023.</p>	<p>Medium <i>Possible x Minor</i></p> <p>Medium <i>Possible x Minor</i></p>	<p>Endorsement of the revised Community Grant Governance Policy will provide greater clarity around eligibility and compliance requirements, enabling better adherence to the intent of the established governance practices and standards.</p> <p>The existing Community Grant Program will run for Round 2, 2023/2024.</p>
<p>SERVICE DELIVERY Failure to implement new Grant streams by the expected date.</p>	<p>Medium <i>Possible x Minor</i></p>	<p>Subject to endorsement, a project plan has been developed to ensure the review timelines are met and work is structured to be achievable.</p>
<p>FINANCIAL Resourcing to the Community Grant Program is insufficient to address community demand or deliver the proposed updates as outlined.</p>	<p>Medium <i>Possible x Moderate</i></p>	<p>Approve additional budget request.</p>

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Public / community group perception that they are uninformed about changes to the Community Grant Program and associated Governance Policy, rendering applications ineligible or unsuccessful.</p>	<p>Medium <i>Possible x Minor</i></p>	<p>Officers will provide community members with the information regarding the changes to the Program and Policy prior to Round 2 2023/2024 opening.</p> <p>Community members will be invited to attend information sessions where they will be informed of the program changes and can seek clarity around their intended projects.</p>
<p>Failure to respond to community feedback or meet community expectations regarding simplification of grant applications and scale of capital works projects funded.</p>	<p>Medium <i>Possible x Minor</i></p>	<p>Endorsement of the Community Essentials – Quick Response and Capital Works Major grants which have been informed by community feedback.</p> <p>Application forms will be updated, and assistance provided to community members on request.</p>
<p>Revised program does not meet community expectations.</p>	<p>Medium <i>Possible x Minor</i></p>	<p>Officers have collaborated with key stakeholders and staff within Council to ensure proposed changes address feedback given.</p>

CONSULTATION

An Out of Session Briefing was held on Tuesday, 17 October 2023 with Councillors and the Executive Team to discuss the proposed changes to the Community Grant Program and the Community Grant and Sponsorship Policy. Feedback has been incorporated into the proposed updates.

Community feedback from previous grant rounds has been considered as part of the Community Grant Program review.

COMMUNICATION

The Senior Grants Officer and Communications team will implement a comprehensive communications plan to ensure community groups are informed of and supported to access updated Community Grant Program streams.

This may include:

- Advertising in the Latrobe City Express.
- Advertising on social media.
- Hosting community information sessions.
- Offering 1:1 support to community members upon request.
- Providing information and resources to support community group applications (i.e. delivery of grant writing workshops, information sheets and proformas).

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The Community Grant Program supports participation and facilitates projects and events which address the social needs of the Latrobe City Community.

Cultural

The Community Grant Program supports participation and facilitates projects and events which address the cultural needs of the Latrobe City Community.

Cultural values and beliefs are considered in the delivery of the Community Grant Program.

Health

The Community Grant Program supports community groups by providing funding for projects that aim to improve health and wellbeing for the Latrobe community in line with the strategic objectives set out in the Municipal Public Health and Wellbeing Plan.

Environmental

The Community Grant Program supports community groups by providing funding for projects that aim to improve access to the natural and built environment for the in line with the strategic objectives set out in the Municipal Public Health and Wellbeing Plan.

Economic

Not applicable.

Financial

The current Community Grants budget allocation is \$614,000, which has not increased since the amalgamation of the program streams during the 2018/2019 financial year.

The current Community Grants program is regularly oversubscribed by an average of \$250,000, per round, based on total application numbers and their respective financial requests.

To operate the extended draft program, officers will propose an increase of \$165,000 increasing the total annual budget to \$779,000. The most appropriate process for the consideration of an annual increase to the Community Grants Program is through the 2024/2025 annual budget process. Officers will place the proposed additional budget in this process, for consideration of Councillors.

To deliver the proposed draft grant streams for Round Two 2023-2024, officers will request an additional budget allocation of \$85,000, be considered through the midyear budget surplus process.

Attachments

1. Community Grant Governance Policy
2. Proposed Community Grant Program - Further Information
3. DRAFT - 2023-24 Community Grant Program Guidelines

6.1

2023/2024 Community Grants & Sponsorship Program Review

1	Community Grant Governance Policy	16
2	Proposed Community Grant Program - Further Information	32
3	DRAFT - 2023-24 Community Grant Program Guidelines	34



Community Grant Program Governance Policy

Version 2

Approval Date: TBC
Review Date: July 2027



Community Grant and Sponsorship Governance Policy

DOCUMENT CONTROL

Responsible GM	Georgia Hills	
Division	Community Health and Wellbeing	
Last Updated (who & when)	Caitlan Ponton, Senior Grants Officer	2023
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	19 June 2017	Adopted
Council	TBC	Adopted
References	Refer to Page 14 this policy	
Next Review Date	July 2027	
Published on website	Yes	
Document Reference No	TBC	

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1. Background

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 organisations is through the annual Community Grant Program, which delivers funding for projects that:

- Reflect our community's priorities and vision as set out in Council plans and policies.
- Strengthen communities and provide opportunities for enhanced participation in public life.
- Provide benefits to the local community.
- Improve accessibility or inclusion for priority groups as identified in the Municipal Public Health and Wellbeing Plan.
- Improve health and wellbeing in the community.
- Contribute to the social, cultural, environmental and economic development of our community.

The Community Grant Program represents a significant contribution by Council to local projects through various grant streams. Grant funding acknowledges the contribution that individuals and organisations make to benefit Latrobe City community life.

2. Objectives

The Community Grant Program Governance Policy (the Policy) addresses standardised governance arrangements for the conditions and management of Council's outgoing community grants.

The Policy demonstrates and outlines Council's role in supporting the community. Council's Community Grant Program extends the community's capability to conduct activities, create opportunities for community capacity building, develop and maintain sustainable community infrastructure and build strong partnerships for community benefit.

The Policy also assists Councillors and Council employees to achieve consistency in the governance of the grants when assessing, monitoring, acquitting, and evaluating applications.

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3. Scope

This policy does not govern Council's provision of subsidies, donations or the administration of the Latrobe City Trust. This policy does not govern Council's provision of grant or sponsorship programs which support individuals or predetermined community organisations.

This policy;

- Provides a basis for Council to allocate Community Grant Program funds in an equitable and effective manner.
- Provides consistent governance arrangements for the application, acquittal and management of the Community Grant Program streams issued by Council.
- Ensures management accountabilities are understood and processes to manage compliance exist and are applied consistently.

4. Principles of Management

Prepare for Applications

Annually, following adoption of the annual budget, grant stream guidelines, supporting documents and procedures are updated to ensure best practice in grant management and continual improvement.

Application Process

Grant stream guidelines are made available to the community advising funding round dates and required submissions for an application to be considered. This information is made available on Council's website.

The applicant must provide:

- Identification information related to the applicant or organisation.
- An email address for correspondence.
- A contact person within the applicant or organisation.

An application can be submitted once the applicant has completed a declaration, confirming that the information provided in their application is true and correct and that they agree to adhere to the terms and conditions of funding.

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Community Grant and Sponsorship Governance Policy

Eligibility

To be eligible for Community Grant Program funds, applicants must:

- Be a not-for-profit organisation that is an incorporated body holding a current Australia Business Number (ABN) and that is not within the categories of ineligible applicants below. An applicant that is not an incorporated body but is otherwise eligible may arrange an auspice agreement with an eligible organisation that is willing and able to accept legal and financial responsibility for the project.
- Have no outstanding debts to Latrobe City Council.
- Hold appropriate public liability insurance.
- Physically operate and/or be registered within the municipality of Latrobe City.
- Be able to provide a satisfactory budget, including one quote for projects under \$5,000 and two quotes for projects over \$5,000.

Ineligibility

Meeting any of the following criteria will render an applicant or application ineligible, meaning that it will not progress to assessment.

Ineligible Applicants

- State and Federal Government departments, agencies and authorities.
- Applicants who have an open acquittal form from previous Community Grant streams provided by Latrobe City Council.
- Community groups, organisations, or clubs that host or promote gambling.
- Any for-profit entity, applicant operating to support for-profit activity or entity that has any purpose that is not a charitable purpose for the public benefit. This includes but is not limited to any entity that is able to distribute profits, capital or income to members or beneficiaries under its governing documents, whether or not those documents also allow distribution for not-for-profit purposes.
- Companies limited by guarantee.
- Schools and educational institutions.
- Any organisation who has an existing, active Community Grant Program funding agreement in place.

If Latrobe City is made aware of disputes or legal proceedings pertaining to the applicant which may negatively impact the delivery of proposed project, or cause reputational risk or damage to Latrobe City, the application may be ruled ineligible with General Manager approval.

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Ineligible Expenditure

- Items that are part of an organisation's core business or regular operational expenses.
- General maintenance expenses. This includes the ongoing care of an existing asset.
- Sponsorship signage and sponsorship agreements.
- Requests for the purpose of raising funds.
- Trophies, awards, scholarships, subscriptions, prizes and honorariums.
- Projects or events at venues where there are gaming machines, gambling, and betting; unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants.
- Projects, events or works that exclusively benefit applicant members and do not benefit the broader community.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident will be covered by insurance. Expenses not covered by insurance will be considered eligible for funding where documentation demonstrating that insurance will not cover the costs, such as a letter from insurer is supplied, and the project aligns with the funding stream.
- Projects, events or works that engage in activities or items which promote discrimination, violence or anti-social behaviour.
- Projects or items that have already been purchased, started or completed.
- Purchase of land.
- Projects or events where the primary focus is to advocate for religion or faith.
- Projects or events that promote political views.
- Catering, alcohol, tobacco and e-cigarettes, firearms and fireworks.
- Projects that duplicate existing services and programs.
- Latrobe City Council owned or run activities, projects, programs and events.
- The repair of used goods or equipment.

Ineligible Applications

- Multiple applications for the same project. Only individual organisations may apply for funding.
- Incomplete applications.
- Applications submitted by Councillors or Council Officers. Councillors and Council Officers may assist applicants in the application process.

Mandatory documents

Applications will be rendered ineligible if the following documents are not submitted by round closure date:

- One written quote for projects up to \$5,000 and two written quotes for projects over \$5,000 from a registered tradesperson or business using a consistent specification. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.

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Community Grant and Sponsorship Governance Policy

- One written quote for expenses over \$500 for event stream applications. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.
- Current Certificate of Public Liability.
- Letter from auspice organisation (if applicable) confirming their commitment to assume full legal and financial responsibility for the project.
- Written approval from other user applicants who share the existing facilities associated with the project.
- Written permission from the asset owner to complete the project.
- For applicants completing works on Latrobe City Council buildings, written approval, or acceptance of the project in full is required from Latrobe City Council's Building Maintenance Team; and
- For Sport and Recreation Clubs, written approval from Latrobe City Council's Coordinator Recreation and Open Space. This evidence must clearly show that permission has been requested and granted for the entirety of the project.

Advertisement of Grants

Council advertises grants on an annual basis in line with funding round dates set out in the applicable grant stream guidelines. Council may use the following avenues to advertise grant funding opportunities:

- Social media.
- Radio.
- Print.
- Internet.

In addition, Council will conduct a number of accessible community information sessions prior to, or during a round to highlight grant availability. Staff will be available to assist with application enquiries.

Conflicts of Interest

During all stages of the grant assessment and approval process, any potential, actual or perceived conflicts of interest of a Councillor or officer must be declared and documented.

Where any conflict of interest exists, the relevant person must not have any involvement in discussions or decisions relating to the specific application.

Any conflicts of interest will be managed according to the *Local Government Act 2020* and Council's Conflict of Interest Operational Policy.

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Applications

Applicants are required to thoroughly review and adhere to the grant guidelines, ensuring that all relevant criteria outlined in the application are addressed. The submission of applications must be completed online through Council's designated grant management system. Hardcopy applications will not be accepted, except in exceptional circumstances with prior approval from the Coordinator Social Policy and Inclusion. All information should be provided through the online grant management system or via email to the Grants Officers following prior approval by the same. Information provided through alternative channels, such as the Latrobe City Customer Focus team, client contact centre or Councillors will not be accepted.

Assessment Criteria - General

Applications for all grants, excluding quick response streams will be assessed by Officers against the following criteria:

Standardised Scoring Criteria

Total score out of 40

Assessment Criteria	Weighting
Amount of Latrobe City Council Community Grant funding received over the previous five financial years.	20
Demonstrated in-kind contributions e.g., monetary, voluntary services etc.	20

Assessment Panel Scoring Criteria

Total score out of 60

Assessment Criteria	Weighting
The project addresses a community need and describes how the community will benefit from the project.	20
The applicant has demonstrated ability to deliver the project.	20
The application is consistent with the Council Plan, Municipal Public Health and Wellbeing Plan and other strategic documents.	20

In addition to the criteria outlined above, Council may also consider the following assessment criteria factors in determining whether to support grant applications:

- Number of grant applications received and the amount of funds being sought.
- Amount of grant funding available within the Community Grant Program budget.

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Assessment Criteria – Quick Response

Applications for quick response streams will be assessed by Officers against the following criteria:

Standardised Scoring Criteria

Total score out of 50

Assessment Criteria	Weighting
Amount of Latrobe City Council Community Grant funding received over the previous five financial years.	25
Demonstrated in-kind contributions e.g., monetary, voluntary services etc.	25

Assessment Panel Scoring Criteria

Total score out of 50

Assessment Criteria	Weighting
The project addresses a community need and describes how the community will benefit from the project.	50

Assessment Process – General

Once an application is received, Officers will:

- Complete an eligibility check against the Policy and program guidelines.
- Confirm that outstanding acquittals have been received where funding may have been provided previously.
- Determine assessors who may include:
 - Staff members who possess the necessary level of expertise and subject matter knowledge to provide recommendations; and
 - Inclusion of at least one assessor at a Coordinator level
- Provide relevant assessment training to the assessor.
- Provide assessment guidelines for each grant stream which aid the assessors in their determination.
- Manage any Conflicts of Interest between the assessors and the application/applicants.

Assessors

Assessors will be required to complete assessments on all applications within the allocated stream and round. Assessors will be required to score each application in accordance with the information outlined in Assessment Criteria.

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Community Grant and Sponsorship Governance Policy

Assessors will also be required to document assessment commentary that includes the following information:

- If the application has been recommended for funding or not;
- Why an application is or is not recommended for funding;
- How much funding is being recommended (fully funded or part funded and the amount); and
- Any comments and funding conditions relating to the application.

Based on defined scoring protocols, applications will be ranked accordingly.

Councillors

Councillors will be invited to attend an Out of Session Briefing where they will be provided with the following information for all streams excluding quick response:

- Applications received.
- Assessment panel recommendations, scores, and comments.

Councillors will be provided with the opportunity to offer any comments on applications as well as declare any Conflicts of Interest. Any correspondence between Officers and Councillors regarding Community Grant recommendations is considered confidential and will remain so, until such a time as a report on the matter has been released in subsequent Council Meeting agenda, minutes paper or is approved in writing by the Chief Executive Officer.

Recommendations for Community Grant Program funding distributions, excluding quick response streams, are approved by Council at an Ordinary Council Meeting. Recommendations for quick response funding distributions are approved by the General Manager Community Health and Wellbeing in writing per funding rounds scheduled in applicable guidelines.

Application Funding

Applicants will be advised of their assessment outcome in writing. The following payment process will be followed for successful applications:

- **No Funding Conditions:** Payment will be processed once outcome notification letter has been sent to the applicant.
- **Funding Conditions:** Applications with funding conditions applied during assessment will be required to complete a funding agreement which outlines the funding conditions. Applicants will need to agree to the funding conditions and attach any documents requested by the Grants Officer or assessment panel. Payment will be processed following signing and receipt of the funding agreement.

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Community Grant and Sponsorship Governance Policy

All funding agreements will include an offer expiration date after which Latrobe City Council may refuse to grant funds.

All payments are made electronically, direct to the applicant's bank account in line with Council's Procurement Policy.

Auspice

If a community applicant is not a legal entity, they can approach an organisation to auspice the project.

The auspice organisation will:

- Work with the applicant on the funding application, although the application will still be in the applicant's name.
- Receive any funding that may be granted to the applicant.
- Partner with the applicant to deliver the project.

The auspice organisation must meet the Community Grant Program 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.

Insurance

Public liability insurance is a mandatory requirement for all Community Grant Program applicants. A copy must be attached to the application to be eligible. The insurance policy must be appropriate for the proposed activity or event and offer a minimum coverage of \$10 million. The insurance policy must be in the name of the applicant unless there is an auspice agreement in place. Where an auspice agreement is in place, their public liability insurance policy must cover the activity or event.

Acquittal

The Acquittal report will be a reconciled statement of expenditure and income associated with the grant and will ask the applicants to provide detail on the outcomes of the project that were achieved as a result of the funding.

Applicants will also be required to attach:

- Evidence of how Council's support for the project was recognised.
- An actual income and expenditure budget for their project.
- Photo evidence that demonstrates the completed project and community participation.

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Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
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Community Grant and Sponsorship Governance Policy

The applicant must acquit their project within two (2) months of the identified project completion date, unless otherwise agreed. Acquittals will be considered overdue if they are not completed within these two (2) months of the specified project completion date.

Applicants can only have one acquittal form open at a time.

By submitting the acquittal, the applicant provides permission to Latrobe City Council for the use and publication of the information provided.

Lost or Misplaced Proof of Purchase Records/Receipts

Applicants who lose or misplace proof of purchase records/receipts will be required to:

- Provide relevant bank statement(s), highlighting all items purchased using Latrobe City Council funding. All funds must be accounted for on the statement; or
- Provide a signed Statutory Declaration.

Failure to provide one of the above documents will result in the funds being returned to Latrobe City Council.

Funding Variations

Applicants must submit a Variation Request in writing to Council if:

- The scope of a project changes.
- Proposed expenditure items change.
- If there is a change to the proposed outcomes.

The Variation Request will be reviewed by the relevant Officer and approved at management level. Variation Requests will initially be reviewed against the program guidelines then assessed based on impact.

If the Variation Request is approved applicants will receive a letter notifying them of the approved changes. This letter will form part of the applicant's Funding Agreement with Council. If the Variation Request is unsuccessful, applicants will be asked to submit a revised request or return funding to Council.

Unspent Funds

Applicants will be required to return any unspent and excess funding to Latrobe City Council when submitting the Acquittal form.

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Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
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Event Cancellation

Where an event is cancelled, the applicant is required to advise Council's Senior Grants Officer and Senior Events Officer immediately and any unspent funds are to be returned.

In the instance that the event can be postponed to a later date (within the same financial year) you must contact Council's Senior Events Officer in writing to request a change to the event date and a transfer of grant funds. You must not proceed with your event until approval has been provided by Council's Senior Events Officer.

Reporting Provision

Reporting to Council will consist of either:

- Recommendation reports specifically prepared to seek funding approval during an Ordinary Council meeting; or
- Scheduled reports in cases where grant approvals have been delegated to Council staff. These reports will be presented for information.

Manage Records

All records relating to the Community Grant Program will be filed in Latrobe City Council's online grants management system. These records include all attachments, photos, financial reports. All relevant documents that are not recorded in the online grants system including spreadsheets and outcome notification emails will be recorded in Council's online management system.

General Funding Guidelines

Each grant stream may have its own guidelines and conditions of funding which may render applicants and applications ineligible in addition to criteria specified in the Policy. The following guidelines are applicable to all grant streams:

- Funds must be expended and acquitted within six (6) months of funding endorsement. Applicants may request in writing an extension to the acquittal form due date. Requests will be reviewed by the relevant Officer and approval will be provided in writing.
- Approval of funding does not grant permission to proceed with the project. It is the responsibility of the applicant to obtain the necessary permissions and approvals to deliver the project. Please refer to mandatory documents regarding the approvals process.
- Projects should align to Council strategies and plans including the Council Plan and the Municipal Public Health and Wellbeing Plan.
- Applications 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 an application.

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Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
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- Applicants are encouraged to provide financial or in-kind assistance to the project.
- Applications must be completed in full and include sufficient evidence to make a reasonable assessment of the application.
- Applicants who fail to comply with the conditions set out in the application form, funding agreement and grant program guidelines will be required to return funds to Council. Additionally, any funds that were not utilised as intended and unspent funds must be returned to Council when submitting the acquittal.
- Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring project will be funded in the future. Funding is limited.
- Latrobe City Council must be given prior notice if invited to participate in any public relations activities associated with the event/project.

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

- Council**
 - Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy.
 - Responsibility for the decision to approve this Policy by Council Resolution.
 - Responsibility to approve funding allocations for select grant steams.
- Chief Executive Officer**
 - Overall responsibility for compliance with this policy.
 - Overall responsibility for enforcing accountability.
 - Overall responsibility for providing resources.
 - Overall responsibility for performance monitoring.
 - Responsibility to approve funding allocations for select grant steams.
- General Manager**
 - Responsibility for compliance with this policy.
 - Responsibility for enforcing accountability.
 - Responsibility for providing resources.
 - Responsibility for performance monitoring.
 - Responsibility to approve funding allocations for select grant steams.
- Manager**
 - Develop frameworks and procedures in compliance with this policy.
 - Enforce responsibilities to achieve compliance with frameworks and procedures.
 - Provide appropriate resources for the execution of the frameworks and procedures.

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Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
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- Responsibility to approve funding allocations for select grant steams.
- e. Employees, Contractors and Volunteers.
- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

6. Evaluation and Review

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

7. Definitions

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.

Auspice – An auspice agreement means that an organisation with a legal not-for-profit status takes responsibility for ensuring grant funds are used as specified in the grant allocation. Auspice agreements are commonly undertaken for community organisations or applicants that are not legally constituted as a not-for-profit entity.

Acquittal - Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. Acquittals are required upon completion of the project, within two (2) months of the specified project completion date.

Overdue Acquittal - Acquittals will be considered overdue if they are not delivered within two (2) months of the specified project completion date.

Sponsorship - The right to associate the sponsor's name, products or services with the sponsored organisation's service product or activity, in return for negotiated benefits such as money or promotional opportunities. It involves a negotiated exchange and should result in tangible and mutual compensation for all parties in the arrangement.

Quick Response – A grant program that is specifically designed to provide quick access to grant funding for expenses that do not require extensive consideration of assessment criteria and enable community groups to address immediate needs.

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Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
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8. Related Documents

Community Grants Program Procedure.
 Community Grant Program Guidelines.
 Procurement Policy
 Council Plan
 Municipal Public Health and Wellbeing Plan

9. Reference Resources

Local Government Act 2020
 Conflict of Interest Operational Policy

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Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
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Community Grant Program – Proposed Streams

Grant Stream	Proposed Changes	Maximum Funding Amount
<p>Community Essentials – Quick Response</p> <p>Provides fast turnaround and easier application to address simple community needs.</p>	<ul style="list-style-type: none"> • New program which supersedes Community Sponsorship Minor and Minor Equipment. • Quarterly rounds. • Fast turnaround and easier application for simple community needs. • Applicants are eligible for one Quick Response grant per financial year. 	Up to \$1,500
<p>Capital Works – Minor</p> <p>Small scale, fixed facility improvements for accessibility, renovations, repairs and equipment.</p>	<ul style="list-style-type: none"> • Joint applications from more than one community group will no longer be accepted. 	Up to \$7,000
<p>Capital Works – Major</p> <p>Medium to large scale, fixed facility improvements for accessibility, renovations, repairs and equipment.</p>	<ul style="list-style-type: none"> • New program created to bridge the gap between Capital Works Minor and internally managed works. • Addresses the removal of joint applications. 	Up to \$20,000
<p>Community Wellbeing</p> <p>For community projects or programs of all sizes that support community health, wellbeing connection and participation.</p>	<ul style="list-style-type: none"> • Supersedes Community Sponsorship Minor and Major. • Enables greater focus on community health and wellbeing outcomes in applications previously submitted under Community Sponsorship Minor and Major. 	Up to \$15,000

	<ul style="list-style-type: none">• Increase to maximum funding amount from \$2,000 to \$15,000.	
Community Event – Minor For small scale community events that support local community participation and celebration.	<ul style="list-style-type: none">• Decrease to maximum funding amount from \$5,000 to \$4,000.	Up to \$4,000
Community Event – Significant For large, high attendance community events, that attract significant visitation from outside of Latrobe City.	<ul style="list-style-type: none">• Decrease to maximum funding amount from \$10,000 to \$8,000.	Up to \$8,000



Community Grant Program

Program Guidelines



Community Grants Program

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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 Grant Program, which delivers funding for projects that:

- Reflect our community's priorities and vision as set out in the Council Plan and Living Well Latrobe - Municipal Public Health and Wellbeing Plan;
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community;
- Improve accessibility or inclusion for priority groups as per the Municipal Public Health and Wellbeing plan;
- Provide health, wellbeing and safety to the community; and
- Contribute to the social, cultural, environmental and economic development of our community.

The Community Grant 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 Community Grant Program align with Latrobe City Council's Plan 2021 – 2025 and Municipal Health and Wellbeing Plan.

Latrobe City's Community Vision

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

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

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

The grant streams 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 2021-2025 \(5MB\)](#)

[Living Well Latrobe - Municipal Public Health and Wellbeing Plan 2022-2025](#)

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.
- In a 12-month period, applicants are eligible to receive a maximum of one grant per community grant program round.
- A Certificate of Currency is required as proof of Public Liability Insurance (PLI).
- All previous community grants from Latrobe City Council must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted grants will deem the current application ineligible.
- 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.
- 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.

Community Grant Streams

Community Essentials – Quick Response Grant	
Description	Fast turnaround and easier application for simple community needs.
Examples of projects	IT equipment, uniforms, printing costs, newsletters, plaques and signs, training, defibrillator, minor equipment etc.
Maximum grant amount	\$1,500
Application dates	Round 1 – N/A Round 2 – N/A Round 3 – 1 February 2024 to 14 February 2024 Round 4 – 1 May 2024 – 14 May 2024
Application process	Online application via SmartyGrants
Reporting requirements	Signed acquittal, a summary of income and expenditure, including copies of invoices.

Community Grants Program

Capital Works - Minor	
Description	Small scale facility improvements for accessibility, renovations and built in or fixed equipment.
Examples of projects	Upgrades to lighting at sporting grounds, renovation of shelters, refurbishment of facilities, electrical upgrades, air conditioner, security cameras, goal posts etc
Maximum grant amount	\$7,000
Application dates	Round 1 – N/A Round 2 – 29 January 2024 to 4 March 2024
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.

Capital Works - Major	
Description	Medium to large scale facility improvements for accessibility, renovations and built in or fixed equipment.
Examples of projects	Construction of ramp, kitchen installation, new change room, accessible bathroom, electronic scoreboard etc
Maximum grant amount	\$7,000 to \$20,000
Application dates	Round 1 – N/A Round 2 – 29 January 2024 to 4 March 2024
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

Community Wellbeing	
Description	Community projects or programs of all sizes that support community health, wellbeing, connection and participation.
Examples of projects	Arts and cultural programs, social inclusion and access programs, sport and recreation programs, health and wellbeing training or education programs.
Maximum grant amount	\$15,000
Application dates	Round 1 – N/A Round 2 – 29 January 2024 to 4 March 2024
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	For small scale community events that support local community participation and celebration.
Examples of projects	Fairs, local sports competitions, cultural celebrations etc
Maximum grant amount	\$4,000
Application dates	Round 1 – N/A Round 2 – 29 January 2024 to 4 March 2024
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 Grants Program

Community Events – Major	
Description	For large, high attendance community events, that attract significant visitation from outside of Latrobe City.
Examples of projects	Events that provide an economic return to Council, Festivals, regional cultural celebrations, State, Federal or International sports competitions etc
Maximum grant amount	\$8,000
Application dates	Round 1 – N/A Round 2 – 29 January 2024 to 4 March 2024
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.

General Guidelines

Eligibility

To be eligible for Community Grant Program funds, applicants must:

- Be a not-for-profit organisation that is an incorporated body holding a current Australia Business Number (ABN) and that is not within the categories of ineligible applicants below. An applicant that is not an incorporated body but is otherwise eligible may arrange an auspice agreement with an eligible organisation that is willing and able to accept legal and financial responsibility for the project.
- Have no outstanding debts to Latrobe City Council.
- Hold appropriate public liability insurance.
- Physically operate and/or be registered within the municipality of Latrobe City.
- Be able to provide a satisfactory budget, including one quote for projects under \$5,000 and two quotes for projects over \$5,000.

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

Ineligibility

Meeting any of the following criteria will render an applicant or application ineligible, meaning that it will not progress to assessment.

Community Grants Program

Ineligible Applicants

- State and Federal Government departments, agencies and authorities.
- Applicants who have an open acquittal form from previous Community Grant streams provided by Latrobe City Council.
- Community groups, organisations, or clubs that host or promote gambling.
- Any for-profit entity, applicant operating to support for-profit activity or entity that has any purpose that is not a charitable purpose for the public benefit. This includes but is not limited to any entity that is able to distribute profits, capital or income to members or beneficiaries under its governing documents, whether or not those documents also allow distribution for not-for-profit purposes.
- Companies limited by guarantee.
- Schools and educational institutions.
- Any organisation who has an existing, active Community Grant Program funding agreement in place.

If Latrobe City is made aware of disputes or legal proceedings pertaining to the applicant which may negatively impact the delivery of proposed project, or cause reputational risk or damage to Latrobe City, the application may be ruled ineligible with General Manager approval.

Ineligible Expenditure

Ineligible expenditure items include:

- Items that are part of an organisation's core business or regular operational expenses.
- General maintenance expenses. This includes the ongoing care of an existing asset.
- Sponsorship signage and sponsorship agreements.
- Requests for the purpose of raising funds.
- Trophies, awards, scholarships, subscriptions, prizes and honorariums.
- Projects or events at venues where there are gaming machines, gambling, and betting; unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants.
- Projects, events or works that exclusively benefit applicant members and do not benefit the broader community.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident will be covered by insurance. Expenses not covered by insurance will be considered eligible for funding where documentation demonstrating that insurance will not cover the costs, such as a letter from insurer is supplied, and the project aligns with the funding stream.
- Projects, events or works that engage in activities or items which promote discrimination, violence or anti-social behaviour.
- Projects or items that have already been purchased, started or completed.
- Purchase of land.
- Projects or events where the primary focus is to advocate for religion or faith.
- Projects or events that promote political views.
- Catering, alcohol, tobacco and e-cigarettes, firearms and fireworks.
- Projects that duplicate existing services and programs.
- Latrobe City Council owned or run activities, projects, programs and events.

Community Grants Program

- The repair of used goods or equipment.

Ineligible Applications

- Multiple applications for the same project. Only individual organisations may apply for funding.
- Incomplete applications.
- Applications submitted by Councillors or Council Officers. Councillors and Council Officers may assist applicants in the application process

Mandatory documents

Applications will be rendered ineligible if the following documents are not submitted by round closure date:

- One written quote for projects up to \$5,000 and two written quotes for projects over \$5,000 from a registered tradesperson or business using a consistent specification. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.
- One written quote for expenses over \$500 for event stream applications. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.
- Current Certificate of Public Liability.
- Letter from auspice organisation (if applicable) confirming their commitment to assume full legal and financial responsibility for the project.
- Written approval from other user applicants who share the existing facilities associated with the project.
- Written permission from the asset owner to complete the project.
- For applicants completing works on Latrobe City Council buildings, written approval, or acceptance of the project in full is required from Latrobe City Council's Building Maintenance Team; and
- For Sport and Recreation Clubs, written approval from Latrobe City Council's Coordinator Recreation and Open Space. This evidence must clearly show that permission has been requested and granted for the entirety of the project.

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 2 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 ONLY must contact

Community Grants Program

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.

Cancellation of an event

If your event is cancelled due to unforeseen circumstances, you are required to advise Councils Senior Grants Officer and Senior Events Officer immediately and any unspent funds are to be returned.

In the instance that your event can be postponed to a later date (within the same financial year) contact Councils Senior Events Officer to confirm the date change and request transfer of grant funds.

Variation to an event or project

Variation requests for 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.

All variation requests must be sent in writing to Latrobe City Council's Grants team at grants@latrobe.vic.gov.au

You will be notified in writing the outcome of your variation request. You must not proceed with any variations to your project or event until you have received your outcome notification email.

Applicants who fail to comply with the process mentioned above will be required to return the funding to Latrobe City Council.

Assessment Criteria - General

Applications for all grants, excluding quick response streams will be assessed by Officers against the following criteria:

Standardised Scoring Criteria

Total score out of 40

Assessment Criteria	Weighting
Amount of Latrobe City Council Community Grant funding received over the previous five financial years.	20
Demonstrated in-kind contributions e.g., monetary, voluntary services etc.	20

Community Grants Program

Assessment Panel Scoring Criteria

Total score out of 60

Assessment Criteria	Weighting
The project addresses a community need and describes how the community will benefit from the project.	20
The applicant has demonstrated ability to deliver the project.	20
The application is consistent with the Council Plan, Municipal Public Health and Wellbeing Plan and other strategic documents.	20

Assessment Criteria – Quick Response

Assessment Criteria – Quick Response Applications for quick response streams will be assessed by Officers against the following criteria:

Standardised Scoring Criteria

Total score out of 40

Assessment Criteria	Weighting
Amount of Latrobe City Council Community Grant funding received over the previous five financial years.	25
Demonstrated in-kind contributions e.g., monetary, voluntary services etc.	25

Assessment Panel Scoring Criteria

Total score out of 50

Assessment Criteria	Weighting
The project addresses a community need and describes how the community will benefit from the project.	50

Assessment Process – General

Once an application is received, Officers will:

- Complete an eligibility check against the Policy and program guidelines.
- Confirm that outstanding acquittals have been received where funding may have been provided previously. Determine assessors who may include:
 - Staff members who possess the necessary level of expertise and subject matter knowledge to provide recommendations; and

Community Grants Program

- Inclusion of at least one assessor at a Coordinator level
- Provide relevant assessment training to the assessor.
- Provide assessment guidelines for each grant stream which aid the assessors in their determination.
- Manage any Conflicts of Interest between the assessors and the application/applicants.

Application Funding

Applicants will be advised of their assessment outcome in writing. The following payment process will be followed for successful applications:

- **No Funding Conditions:** Payment will be processed once outcome notification letter has been sent to the applicant.
- **Funding Conditions:** Applications with funding conditions applied during assessment will be required to complete a funding agreement which outlines the funding conditions. Applicants will need to agree to the funding conditions and attach any documents requested by the Grants Officer or assessment panel. Payment will be processed following signing and receipt of the funding agreement.

All funding agreements will include an offer expiration date after which Latrobe City Council may refuse to grant funds.

All payments are made electronically, direct to the applicant's bank account in line with Council's Procurement Policy.

NOTE: The outcome notification email does not mean that your funds have been paid. If you are required to complete a funding agreement, you must do this 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.

Auspice

If a community applicant is not a legal entity, they can approach an organisation to auspice the project.

The auspice organisation will:

- Work with the applicant on the funding application, although the application will still be in the applicant's name.
- Receive any funding that may be granted to the applicant.
- Partner with the applicant to deliver the project.

The auspice organisation must meet the Community Grant Program 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.

Community Grants Program

Acquittal

The Acquittal report will be a reconciled statement of expenditure and income associated with the grant and will ask the applicants to provide detail on the outcomes of the project that were achieved as a result of the funding.

Applicants will also be required to attach:

- Evidence of how Council's support for the project was recognised.
- An actual income and expenditure budget for their project.
- Photo evidence that demonstrates the completed project and community participation.

The applicant must acquit their project within two (2) months of the identified project completion date, unless otherwise agreed. Acquittals will be considered overdue if they are not completed within these two (2) months of the specified project completion date.

Applicants can only have one acquittal form open at a time.

By submitting the acquittal, the applicant provides permission to Latrobe City Council for the use and publication of the information provided.

Contact details for further information and assistance

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

Caitlan Ponton

Phone: 0429 270 149

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

Community Grants Program

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 organisation 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, 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).
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.

SUSTAINABILITY ACTION PLAN 2023-2033

PURPOSE

To present the changes to the Sustainability Action Plan 2023-2033 incorporating feedback from public consultation and to seek endorsement of the Plan.

EXECUTIVE SUMMARY

- At the Council Meeting held on Monday, 7 August 2023 Council endorsed the release of the draft Sustainability Action Plan (the Plan) for public consultation.
- The draft Sustainability Action Plan 2023-2033 seeks to replace the 2015-2019 Natural Environment Sustainability Strategy.
- The new Plan sets out actions in five key areas:
 - Towards Net Zero
 - Adapting to a changing climate
 - Cleaner, greener Latrobe City
 - Connecting community with nature
 - Creating a circular economy
- The themes were developed in response to community sentiment and direction from the Community Vision, the Council Plan and the Municipal Health and Wellbeing Plan
- Public consultation was open for four weeks from Monday, 14 August 2023 to Monday, 11 September 2023. Four 'Have Your Say' submissions were received, one submission was received via email, and two verbal suggestions via meetings.
- Officers recommend minor changes are made to the Plan as a direct result of community feedback.
- The Plan has been updated with these changes.

OFFICER'S RECOMMENDATION

That Council endorse the Sustainability Action Plan 2023-2033 and release it to the public.

BACKGROUND

At the Council meeting held on Monday, 7 August 2023, Council endorsed the release of the draft Sustainability Action Plan 2023 -2033 for public consultation.

From Monday, 14 August 2023 until Monday, 11 September 2023 the Plan was posted on the Have Your Say page on Council’s website, advertised on social media, in the local paper, on local radio and the Council Noticeboard. It was also promoted directly to the Latrobe Valley Sustainability Group and the Gippsland Climate Change Network. Details of the engagement and responses is included below.

In addition to the community engagement outlined above, internal consultation was undertaken during the Plan development. Officers presented the Plan to the Senior Leadership team, held workshops with teams such as Planning, Emergency Management, Economic Development and Open Space Maintenance, and held one on one discussions with members of various other teams.

ANALYSIS

Four detailed submissions from community groups were received, containing over 50 comments between them, including questions and supporting statements. A sample of the types of suggestions for changes is provided below. In general, the feedback received was very supportive of the Plan. A full table of feedback and officers’ responses, including recommended changes, is provided in Attachment 1. The updated Plan is provided in Attachment 2.

Summary of community feedback	Officer response	Outcome
Net Zero Strategy – include scope 3 emissions, include current emissions, produce an annual report showing progress each year, show methodology.	Scope 3 emissions were already going to be included, as was an indication of our starting position. An annual report is a good idea and will be incorporated. Methods will be included in the Net Zero reporting.	Modify action in SAP to include requirement for annual report on emissions.

Summary of community feedback	Officer response	Outcome
Purchase renewable energy through a Power Purchase Agreement to achieve Net Zero faster.	Council already have a PPA (with Diamond Energy). We are aiming to achieve Net Zero not just through the purchase of renewable energy or offset, but by reducing our energy usage and increasing our renewable energy production in house. This will provide greater economic gains for the Council and our community and have the same overall environmental impact.	No change to SAP action.
Action regarding installation of solar should state starting point	Agreed	Modify wording of action to clarify starting point
Install a Battery Energy Storage System at Council HQ to store excess generation	There is currently no excess generation at HQ as we use all the energy we generate, therefore it's not economically viable at present.	No change to action
The use of solar lighting should be considered	Solar lighting is considered in planning but has not been appropriate at lighting upgrade sites so far. We will continue to consider it in project planning.	No change to action but can be considered in project planning where applicable.
Complete a business case to investigate the costs and benefits of adding fertiliser production/compost to biogas from waste food, with a heat-recovery boiler retrofitted to increase efficiency	State-wide reform means that organic food waste will be collected from kerbside bins beginning 2027 and processed by independent processors, so this won't be viable.	No change to action.
Council should aim to replace its gas appliances with electric at or about replacement date	Currently being investigated	No change to existing action about investigating electrification of Council assets and equipment

Summary of community feedback	Officer response	Outcome
Advocacy and memberships – include membership of City Power Partnerships and Council Alliance for a Sustainable Built Environment (CASBE)	CPP membership not currently supported by Council. Officers will investigate CASBE membership.	No change to action – included in advocacy action.
Prevent urban sprawl through engaging with increased housing density within existing township footprints	Being explored by the urban planning team.	No change to action – existing projects already underway.
Introduce lower speed limits (from 60km/h to 50km/h) to reduce the current degree of roadkill in semi-rural areas	Not supported as lower speed limits are not shown to improve roadkill outcomes. Will investigate other options such as wildlife bridges in high wildlife traffic areas.	No change to actions.
Increase planting of trees and native plants along walking tracks and trails and increase the number of tracks and trails available for all abilities including the disabled, including improving lighting.	Supported as this aligns with several objectives of the Council Plans and Municipal Health and Wellbeing Plan.	No change to action, as already included in various actions.
Cease use of disposable cups and cutlery at Council facilities	Officers will investigate a transition away from disposable cups and cutlery at Council facilities	Modification to action to include wording around reducing the use of single use plastics in Council facilities.
Install recycling bins in public areas such as city centres	Future waste education campaigns are aimed at increasing recycling efficiency. Recycling bins in public will be investigated as the education campaign is rolled out.	No change to action as already being considered.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
FINANCIAL That accepting the recommended changes will have a financial impact on Council.	Low <i>Unlikely x Minor</i>	The changes recommended to the Plan do not significantly alter the financial implications.
STRATEGIC Plan does not meet community expectations.	Medium <i>Possible x moderate</i>	The feedback from the community was generally very positive. By incorporating the suggestions that we can and providing detailed feedback on those we can't and why, we can avoid community disappointment.

CONSULTATION

Public consultation was carried out over four weeks from Monday, 14 August to Monday, 11 September 2023, in accordance with the Communications and Engagement Plan. The engagement statistics of the campaign are shown below.

Social posts:

One reel on 20 August that reached two thousand people on Facebook. Shared to Facebook and Instagram story. Reel shared on Instagram and reached 331 people and received seven interactions.

Have Your Say visits:

193 visits. Four engaged (completed survey) 45 informed (viewed photos, visited FAQ, downloaded a document etc.) 122 aware (viewed at least one page).

Express Noticeboard

14/08 (strip ad at bottom of Noticeboard)

28/09 and 4/09 editions

Media release

Supporting a Greener Latrobe City with the Sustainability Action Plan

Sent to 55 media outlets.

Radio

SAP was advertised on Council's radio noticeboard.

Additional consultation will be conducted to develop the detailed Implementation Plan.

COMMUNICATION

Once endorsed, the Sustainability Action Plan 2023-2033 will be uploaded onto the Council Website. A response to the feedback will be provided to each individual and organisation who provided a submission.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

There have been many studies showing the benefits to mental and physical wellbeing of a close connection with nature. Many of the actions in the Plan prioritise greater access to nature and open public spaces to encourage engagement with and participation in nature. A healthy and accessible outdoor environment is good for public pride in place and encourages people to further care for their environment.

Cultural

As above

Health

As above

Environmental

The implementation of the Sustainability Action Plan will have positive impacts on the environment in both the short and long term over a range of areas. The Plan provides direction for improving sustainability in the waste, recycling, greenhouse gas emissions and other areas of Council operations, as well as better managing our natural spaces for better long-term biodiversity, environmental health and amenity outcomes.

Economic

Some of the actions in the Plan are supported by economic opportunities for the region, such as creating a circular economy and supporting renewable energy. Creating a thriving environment will enhance the regions liveability and attract people to the region, both for tourism and to live.

Financial

While there will be costs associated with implementing the Plan, many of the actions are an improvement on existing service areas. Some of the actions will save money in the long term, due to efficiencies. Additionally, there will be grant funding and joint partnership opportunities available for some of the actions. There are also cost associated with not adopting the actions. For example, actions to reduce waste, while they might cost in the short term, will have a beneficial outcome in the long run and reduce the costs of reactive cleaning of litter. The same is true for climate mitigation and adaptation actions.

Attachments

1. SAP Community Feedback
2. Sustainability Action Plan 2023-2033

6.2

Sustainability Action Plan 2023-2033

1	SAP Community Feedback	56
2	Sustainability Action Plan 2023-2033.....	68

TOWARDS NET ZERO - COUNCIL

Draft Action	Comments	Response	Final action
Develop a Net Zero Strategy, setting out targets and steps to achieve Net Zero Councils emissions by 2035.	Net Zero Strategy should include 50% target reduction in scope 1 and 2 emissions by 2028, include scope 3 and 4 emissions by the end of the 10 years, aim for 100% renewable energy (of what) by 2028. Produce an annual Report on Council emissions.	Scope 3 emissions were already planned to be included. Scope 4 could be by 2030. Specific action could be purchase software to enable calculation of scope 3 (and 4) emissions. Annual report to be produced.	Develop a Net Zero Strategy setting out targets to achieve Net Zero Council emissions by 2035, including methods for calculating emissions and where reductions have been achieved. Produce a report annually to provide updates on emissions reductions.
	Set annual targets and report on them each year	Include in Net Zero action	
	Table of current emissions by sector	Include in annual report for Net Zero action	
	How does LCC compare to other Gippsland councils	Latrobe City Council is acheiveing it's targets through a different method to other regional Councils	
	Oppose brown coal to hydrogen and carbon capture and storage being used to extend the shelf life of coal	The Hydrogen Energy Supply Chain (HESC) project presents a major opportunity to support Latrobe City's transition and the creation of future jobs. Carbon capture and storage has great potential as a technology to help us get to Net Zero.	
	LVSG encourages Council to seek the easy wins as soon as possible. For example, the target of 100% renewable energy by 2028 could be achieved quickly by purchase of renewable energy directly or by membership of the Victorian Energy Collaboration (VECO) PPA. Renewable diesel is becoming available.	We have a PPA with Diamond energy and we are aiming to get to net zero ourselves without just paying to outsource renewable energy. There are greater gains for Council and the communtiy this way and we still get the overall environmental gains.	
Introduce renewable energy and environmentally sustainable design (ESD) requirements for all Council owned and operated buildings			Introduce renewable energy and environmentally sustainable design (ESD) requirements for all Council owned and operated buildings.
Installation of 1.7 MW of solar generation over the next 5 years on existing Council assets	Action should state starting point (current installed capacity)	Agree	Installation of 1.7 MW of additional solar generation over the next 5 years on existing Council assets

TOWARDS NET ZERO - COUNCIL

Draft Action	Comments	Response	Final action
Undertake energy efficiency audits to identify opportunities to reduce energy use across Council facilities	Energy efficiency is an easy win as each action to weatherproof the building gives an improved performance, resulting in avoided energy use, reduced utility cost and reduced emissions. We suggest a variation of the proposed actions of collective assessments and instead suggest a focus on assessment and immediately retrofit of each individual Council facility, particularly the smaller ones in outlying locations. Installation of LED lighting, insulation and draught sealing, RCAC, heat pump hot water service, induction cooking, window protection and solar panels where possible will give measurable emission and cost reductions per facility, with greater comfort levels for users.	Officers will investigate the most efficient way of implementing this action	Undertake energy efficiency audits to identify opportunities to reduce energy use across Council facilities
Prioritise the installation of all public lighting to LED technology and install energy efficient lighting across all Council facilities and events	The use of solar lighting in appropriate situations should be considered. Local company Plasgain in Drouin produces solar lights from recycled plastics.	Solar lighting is being considered in areas when it makes sense to do so.	Prioritise the upgrade of all public and Council lighting (including Council run events) to more energy efficient technology (eg, LED or, where appropriate, solar)
Increase generation output from the biogas generator by harnessing additional landfill gas	Complete business case to investigate the costs and benefits of adding fertiliser production/compost to biogas from waste food, with a heat-recovery boiler retrofitted to increase efficiency	Organic food waste (food organics) will be collected from kerbside bins beginning 2027, and processed by independent processors.	Increase generation output from the biogas generator by harnessing additional landfill gas
Complete a business case to investigate the feasibility of transition of Council fleet to electric vehicles	Complete a business case to investigate the feasibility of and plan for the transition of Council fleet to electric vehicles	The business needs to be conducted first before we begin to plan a transition	Complete a business case to investigate the feasibility of transition of Council fleet to electric vehicles
	Complete a business case to investigate and plan for the transition of Council's heavy machinery to electric energy	This is included in the action 'complete a busienss for the electricfication of Coucnil assets and equipment'	
	Purchase a trial electric vehicle for the fleet	Will be considered as part of the business case	
Develop an Environmental Management System to inform Council's environmental sustainability across all areas of operation (and capital works, and procurement). Explore options to adjust procurement policy to include whole of life cycle costs including transport costs, in cost analysis and prioritise sustainable materials such as local timber.			Develop an Environmental Management System to inform Council's environmental sustainability across all areas of operation (and capital works, and procurement). Explore options to adjust procurement policy to include whole of life cycle costs including transport costs, in cost analysis and prioritise sustainable materials such as local timber.
Pursue the utilisation of battery technologies across Council faciilties	Install a BESS at Council headquarters	Not currently economically viable as we use more energy than our solar system generates.	Pursue the utilisation of battery technologies across Council faciilties
Complete a business case for electricification of Council assets and equipment	The Council should aim to replace its gas appliances with electric at or about replacement date, or as part of single facility upgrade	Currently being investigated	Complete a business case for electricification of Council assets and equipment
Complete annual revegetation programs to contribute to offsetting of Council emissions			Complete annual revegetation programs to contribute to offsetting of Council emissions
Continue to participate in multi-Council alliances and groups for regional projects	Include membership of City Power Partnerships and Council Alliance for a Sustainable Built Environment	City Power Partnerships not currently supported by Council, will investigate CASBE.	Continue to participate in multi-Council alliances and groups for regional projects

TOWARDS NET ZERO - COMMUNITY

Action	Comments	Response	Final action
Explore the options to support local bussiness by introducing the Environmental Upgrade Finance program, providing access to low cost financing ande repayment arrangements via Council's rate system	Supported		Explore the options to support local bussiness by introducing the Environmental Upgrade Finance program, providing access to low cost financing ande repayment arrangements via Council's rate system
Develop a policy for the installation of electric vehicle charging stations which aligns with state and federal policy	Develop a policy for the installation of EV charging stations which align with state and federal policy with consideration to bidirectional EV charging capability	Bidirectional EV charging capability is not feasbile at this stage, however we will continue to keep abreast of technological and economic changes and update our policy and procedures accordingly	Develop a policy for the installation of electric vehicle charging stations which aligns with state and federal policy
	Provision of chargers will be necessary to maintain and attract the business and visitor sectors.	This service is being provided by private businesses. Council will look into it but it seesmt obe progressing without Council involvement.	
	Will Council consider allowing staff to charge during day when there is excess production at low or no cost?	Currently no excess generated	
	Work with and advocate for V/Line to achieve a swift transition to electric energy	This is beyond Councils remit at this point in timee, however may be a part of Council alliances such as the Gippsland Alliance for Climate Action advocacy work	
	Advocate for an expanded electric public rail/tram system to achieve usage efficiencies over the next 10 years	This is beyond Councils remit at this point in timee, however may be a part of Council alliances such as the Gippsland Alliance for Climate Action advocacy work	
Work with partners to explore expanded utilisation of geothermal technology including at the Gippsland Industry Park - Morwell			Work with partners to explore expanded utilisation of geothermal technology including at the Gippsland Industry Park - Morwell
Advocate for a just transition and support the establishment of renewable energy generation within Latrobe City region, leveraging the skills and expereince of the local workforce	Supported - Council needs to be a leader in this space.		Advocate for a just transition and support the establishment of renewable energy generation within Latrobe City region, leveraging the skills and expereince of the local workforce

ADAPTING TO A CHANGING CLIMATE

Action	Comments	Response	Final action
Introduce stronger/clearer environmentally sustainable design requirements to the Latrobe Planning Scheme and support industry to deliver best practice sustainable subdivision design outcomes	Do building regulations allow prefabricated structure to reduce building time and waste	Will be investigated as part o the process of review and upgrade of Planning Scheme requirements	Introduce stronger/clearer environmentally sustainable design requirements to the Latrobe Planning Scheme and support industry to deliver best practice sustainable subdivision design outcomes
	Are new materials usch as hempcrete permitted	Will be investigated as part o the process of review and upgrade of Planning Scheme requirements	
Encourage the use of permeable surfaces wherever possible in new Council works			Encourage the use of permeable surfaces wherever possible in new Council works
Develop an Emergency Management Strategy to imbed risk assessment, mitigation and response into policies and processes across all areas of Council			Develop an Emergency Management Strategy to imbed risk assessment, mitigation and response into policies and processes across all areas of Council
Promote and faciliate the use of Council libraries and leisure centres as refuges on extreme heat days			Promote and faciliate the use of Council libraries and leisure centres as refuges on extreme heat days
Establish emergency community hubs in higher risk communities to ensure access to electricity and secure water supply in preparation for emergencies such as power outages, storms, floods and fires.	With the addition of a battery, selected sites would be able to function as critical incident centres, and would demonstrate to the community that successful retrofitting can enhance the comfort of homes.	Officers will investigate the feasibility of batteries on community centres in high risk towns to provide energy security to community refuges.	Establish emergency community hubs in higher risk communities to ensure access to electricity and secure water supply in preparation for emergencies such as power outages, storms, floods and fires.
Install battery storage and generator at Latrobe City Council Morwell works depot to safeguard emergency response capabilities			Install battery storage and generator at Latrobe City Council Morwell works depot to safeguard emergency response capabilities
Assist with the establishment of local community energy generation to improve resilience of communities vulnerable to power outages	With the addition of a battery, selected sites would be able to function as critical incident centres, and would demonstrate to the community that successful retrofitting can enhance the comfort of homes.	Officers will investigate the feasibility of batteries on community centres in high risk towns to provide energy security to community refuges.	Assist with the establishment of local community energy generation to improve resilience of communities vulnerable to power outages
Introduce grant program to support community actions which adapt or reduce the impacts of climate change	Supported		Introduce grant program to support community actions which adapt or reduce the impacts of climate change
Deliver WSUD and other water saving initiatives across urban and rural communities, including the use of reclaimed water for irrigation at recreation reserves, sports grounds and bush reserves and actions identified in the Integrated Water Management Plan			Deliver WSUD and other water saving initiatives across urban and rural communities, including the use of reclaimed water for irrigation at recreation reserves, sports grounds and bush reserves and actions identified in the Integrated Water Management Plan
Maintain community bushfire fuel management plans to reduce the risk and impact of bushfire on communities			Maintain community bushfire fuel management plans to reduce the risk and impact of bushfire on communities
Develop an Urban Forest Strategy focussing on increasing canopy cover in urban environments throughout the municipality, tying in with habitat corridor wherever possible			Develop an Urban Forest Strategy focussing on increasing canopy cover in urban environments throughout the municipality, tying in with habitat corridor wherever possible

ADAPTING TO A CHANGING CLIMATE

Action	Comments	Response	Final action
Deliver community education programs (on energy efficient, food systems, household renewable energy options/energy resilience, emergency preparedness, climate adaptation) and support to households and local businesses to reduce energy demand and improve reliability through utilisation of battery and solar energy	Provide energy efficiency test kits at libraries		Deliver community education programs (on energy efficient, food systems, household renewable energy options/energy resilience, emergency preparedness, climate adaptation) and support to households and local businesses to reduce energy demand and improve reliability through utilisation of battery and solar energy
Complete assessment of vulnerability to climate impacts across Council infrastructure, land use development, corporate and community services			Complete assessment of vulnerability to climate impacts across Council infrastructure, land use development, corporate and community services
	Embed requirements informed by EPA reference standard for water in the Latrobe Planning Scheme for industry to meet environmental standards in work affecting waterways, as well as the formal capacity for Latrobe City officers to formally stop work degrading water habitat and to support the development of best-practice industry practices by 2024-2025	Management of works on waterways is a shared responsibility between West Gippsland Catchment Management Authority, Environmental Protection Agency, and Latrobe City Council when there is a planning permit in place. The ability to stop works already exists with each of these agencies. Proposed works are assessed against best practice environmental management standards and guidelines at the time that an application is made. During construction we also work closely with proponents to ensure that works are completed in accordance with relevant permits.	
	Conduct proactive education and outreach engagement with City construction businesses	Council doesn't currently have the resources to undertake this	
	Prepare supporting resources available for business and the community	Council doesn't currently have the resources to undertake this	
	Install Attentis-type towers in more locations throughout Latrobe City, particularly in locations with high quality remnant vegetation, growing urban forest, bio-linkages and community carbon projects to reduce the risk and impact of bushfire on communities	Officers will investigate the feasibility of installing more towers.	
	Introduce policies to mitigate the enhanced risk of fire that has arisen from climate change	This will be embedded in the new Emergency Management system that is being developed.	
	Develop an Integrated Water Management Plan that incorporates strategic planning to eliminate stormwater impacts on natural areas and to introduce upgrades to improve water quality for the environment and the community	This will be covered by the Integrated Water Management System that is being implemented	

ADAPTING TO A CHANGING CLIMATE

Action	Comments	Response	Final action
	Develop and introduce a policy favouring composting toilets in lieu of septic tanks in semi-rural areas to reduce water consumption and contamination run-off into watercourses during heavy rainfall	Composting toilet don't currently have the capacity to mange grey water.	

GREENING LATROBE CITY

Action	Comments	Response	Final action
Work in partnership with Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) in the planning and delivery of programs to benefit the natural environment, community health and wellbeing and creation of ongoing employment opportunities. Investigate opportunities to use cultural burning practices to reduce bushfire risk			Work in partnership with Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) in the planning and delivery of programs to benefit the natural environment, community health and wellbeing and creation of ongoing employment opportunities. Investigate opportunities to use cultural burning practices to reduce bushfire risk
Partner with the Latrobe Catchment Landcare Network (LCLN) to deliver programs to improve the natural environment, preserve biodiversity and support sustainable agriculture and land management across the landscape			Partner with the Latrobe Catchment Landcare Network (LCLN) to deliver programs to improve the natural environment, preserve biodiversity and support sustainable agriculture and land management across the landscape
Develop and implement a Biodiversity Management Strategy to enhance biodiversity values across Latrobe City Council's bushland reserves, waterways, tracks and trails and roadsides (and open space and recreation to determine where responsibility for each area sits)			Develop and implement a Biodiversity Management Strategy to enhance biodiversity values across Latrobe City Council's bushland reserves, waterways, tracks and trails and roadsides (and open space and recreation to determine where responsibility for each area sits)
Support and grow Committees of Management capability and volunteering for the maintenance of bushland reserves	...and plan to increase resourcing for the input of environmental science and ecological specialists and skilled bush crews to improve outcomes	In addition to already employing three qualified and experienced ecologists, Council is supporting the development of the GLaWAC bush crew and employs consultants as required.	Support and grow Committees of Management capability and volunteering for the maintenance of bushland reserves
Support and invest in the creation of regional scale biodiversity corridors, including within the Strzelecki-Alpine Biolink, to facilitate wildlife movement, gene flow and greater resilience of local flora and fauna communities to changing climate			Support and invest in the creation of regional scale biodiversity corridors, including within the Strzelecki-Alpine Biolink, to facilitate wildlife movement, gene flow and greater resilience of local flora and fauna communities to changing climate
Review the Annual Biodiversity Grants program to refine its focus and align priorities to Council adopted directions and priorities			Review the Annual Biodiversity Grants program to refine its focus and align priorities to Council adopted directions and priorities
Review Council's policies with regards to tree retention in public and private development, encouraging retention where possible and a monetary value applied to removals on public land	Update wording to reflect works to be done re significant tree register and planning scheme amendments		Review Council's policies with regards to tree retention in public and private development, encouraging retention where possible.
Review operational horticultural practices to incorporate sustainable principals/ review the landscape design standards and plant species guidelines utilised by Council and local developers to support improved biodiversity, drought tolerance, reduction in urban heat and reduce on-going maintenance			Review operational horticultural practices to incorporate sustainable principals/ review the landscape design standards and plant species guidelines utilised by Council and local developers to support improved biodiversity, drought tolerance, reduction in urban heat and reduce on-going maintenance
Work in partnership with Clean Up Australia Day, National Tree Day and other stakeholders to deliver education, events, enforcement and collection programs to improve biodiversity, plant trees, reduce litter and illegal dumping in public places, roadsides, camp grounds, waterways and open spaces			Work in partnership with Clean Up Australia Day, National Tree Day and other stakeholders to deliver education, events, enforcement and collection programs to improve biodiversity, plant trees, reduce litter and illegal dumping in public places, roadsides, camp grounds, waterways and open spaces
Continue to deliver and improve roadside weed management programs			Continue to deliver and improve roadside weed management programs
Amend Latrobe City Council Local Law no 2 to require all providers of supermarket trolleys to include a coin/token return or similar system	...and require supermarkets to employ a staff member to patrol carparks and neighbouring streets and parkland to collect abandoned supermarket trolleys		Amend Latrobe City Council Local Law no 2 to require all providers of supermarket trolleys to include a coin/token return or similar system

GREENING LATROBE CITY

Action	Comments	Response	Final action
Amend local law no 2 to support the enforcement of noxious weed control on private property beyond blackberries			Amend local law no 2 to support the enforcement of noxious weed control on private property beyond blackberries
Investigate the potential for further gross pollutant traps or equivalent systems to prevent litter entering waterways from urban stormwater systems			Investigate the potential for further gross pollutant traps or equivalent systems to prevent litter entering waterways from urban stormwater systems
Review and improve wetland design, construction and maintenance guidelines to improve their health, improve local biodiversity and water quality			Review and improve wetland design, construction and maintenance guidelines to improve their health, improve local biodiversity and water quality
Trial options for additional litter collection infrastrucutre and services at Latrobe City parks, open space, bushland reserves and informal camping areas			Trial options for additional litter collection infrastrucutre and services at Latrobe City parks, open space, bushland reserves and informal camping areas
Increase public awareness and understanding of the benefits of street trees and urban greening	...and investigate the potential to establish a voucher program of free endemic tube stock for ratepayers	No change to action	Increase public awareness and understanding of the benefits of street trees and urban greening
	Prevent urban sprawl through engaging with increased housing density within existing township footprints	Already being investigated	
	Develop and introduce a 24x7 cat containment policy to improve th survival on native animals	Already being considered.	
	Introduce lower speed limits to 5km/hr in lieu of 60 km/h to reduce the current degree of road kill in semi rural areas	Not proven to be effective	
	Investigate the use of digital displays in critical locations that instantaneously dsplay the drivers number plate to help change behaviour to slow down in wildlife areas, with trial implemented during 2024/2025	Not proven to be effective	
	Inrtroduce a requirement to reduce overall stray lighting near parks an reserves	To be investigated	
	Please consider planting more trees and native plants along walking tracks and trails and increase the amount of trails available for all abilities including the disabled and lighting.	To be achieved by implementing the urban forest strategy	
	Implement changes to Latrobe City's State of the Environment report to incorporate community and well-being and publish monitoring results to keep the community informed of progress	To be considered	

GREENING LATROBE CITY

Action	Comments	Response	Final action
	Implement changes to Latrobe City's State of the Environment report to incorporate natural capital accounting frameworks and support community and business awareness of and engagement with nature-related financial risks, benefits, costs and cost-effectiveness of intervention and action	To be considered.	

CONNECTING PEOPLE WITH NATURE

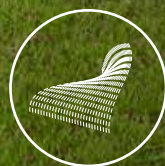
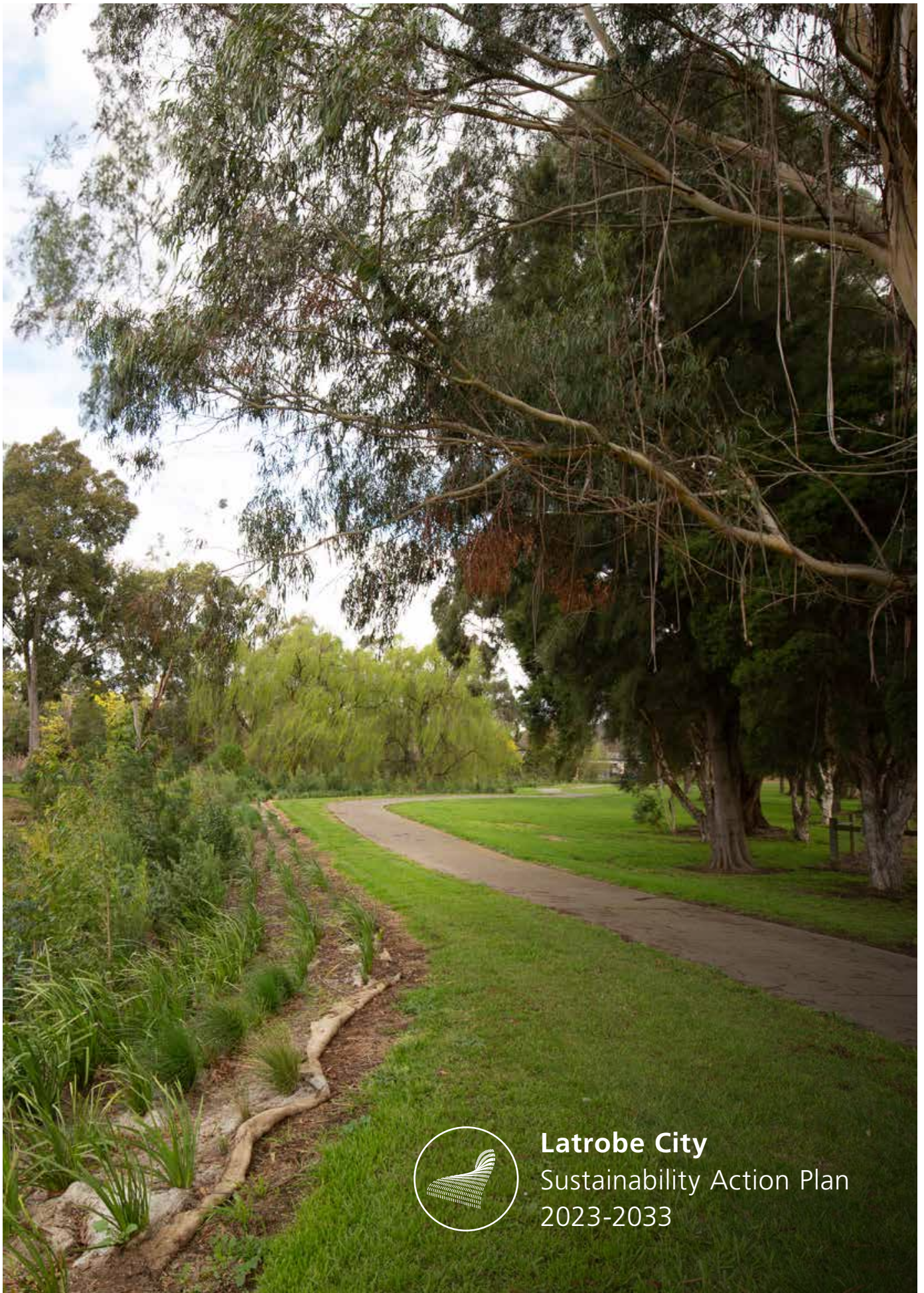
Action	Comments	Response	Final action
Deliver more nature based programs for community groups and schools to experience and learn about local bushland reserves and biodiversity			Deliver more nature based programs for community groups and schools to experience and learn about local bushland reserves and biodiversity
Explore the establishment of a community Environmental Reference Group/Consultative Committee to provide advice and more effectively share information between council and community			Explore the establishment of a community Environmental Reference Group/Consultative Committee to provide advice and more effectively share information between council and community
Continue to improve track and trail conditions and connections between townships to encourage walking and biking, prioritising waterway, bushland reserves and open space corridors	Including developing guidelines for track and trail standards and grading all track and trail, for inclusion in the online maps developed for the wayfinding	Supported	Continue to improve track and trail conditions and connections between townships to encourage walking and biking, prioritising waterway, bushland reserves and open space corridors, including developing guidelines for track and trail standards and grading all tracks and trails, for inclusion in the online maps developed for the wayfinding.
Utilise signage, media and other online applications to improve wayfinding to bushland reserves, parklands and nature based tourism opportunities			Utilise signage, media and other online applications to improve wayfinding to bushland reserves, parklands and nature based tourism opportunities.
Celebrate natural environment cultural values through delivery or arts, events and festivals			Celebrate natural environment cultural values through delivery or arts, events and festivals.
Deliver library and kindergarten programs to promote sustainability with children and their families to increase connection and awareness of the natural environment and local values			Deliver library and kindergarten programs to promote sustainability with children and their families to increase connection and awareness of the natural environment and local values.
Promote opportunities for community to participate and learn about sustainability programs and projects including citizen science programs, fauna surveys, bug blitz events, water quality monitoring of local waterways			Promote opportunities for community to participate and learn about sustainability programs and projects including citizen science programs, fauna surveys, bug blitz events, water quality monitoring of local waterways.
Prepare guidelines to support urban greening in private backyards by providing guidelines and advice regarding amenity, recommended species, drought resilience and species selection to support local biodiversity	supported by a program where Latrobe City propagates recommended species, making these readily available for planting in private gardens and bushland reserves	Good idea to be investigate down the track	Prepare guidelines to support urban greening in private backyards by providing guidelines and advice regarding amenity, recommended species, drought resilience and species selection to support local biodiversity
Increase public education on the benefits of street trees	...and investigate the potential to establish a voucher program of free endemic tube stock for ratepayers	Good idea to be investigate down the track	Increase public education on the benefits of street trees
Support the establishment of Community Gardens where the opportunities exist. Participate in food security education programs			Support the establishment of Community Gardens where the opportunities exist. Participate in food security education programs
Prepare guidelines to support interested community members in the planting out of naturestrips on suitable streetscapes across Latrobe City's urban areas			Prepare guidelines to support interested community members in the planting out of naturestrips on suitable streetscapes across Latrobe City's urban areas

CONNECTING PEOPLE WITH NATURE

Action	Comments	Response	Final action
	Liaise with VicRoads to ensure grass and vegetation along highways and streets is maintained to improve visual amenity	Council liaise with DTP regularly	
	<p>Hello to whom it may concern, As a follow resident of Bradman Blvd / breed st area ,and seeing the growth off the surrounding area with young growing families.</p> <p>I'd like to put forward for a suggested pump track on the Oval towards Bradman Blvd end of oval . Many families and kids ride there bikes around area on pathways instead of being able to utilise the area of oval in such a way ,which a pump track would be seen as a great opportunity of the local community of the area to use.</p> <p>The population of surrounding area , with young families would be able to fully support, the unused space for active bike riding and fun for young children and families.</p> <p>Having spoken to lots of families around this open Oval which doesn't get the use it should , totally agree that a pump track would be of great</p>	To be considered in the Public Open Space strategy. May not be possible/justified.	

CREATING A CIRCULAR ECONOMY

Action	Comments	Response	Final action
Participate in the Gippswide Kerbside collaborative procurement to support regional waste and resource recovery services to benefit our community and economy			Participate in the Gippswide Kerbside collaborative procurement to support regional waste and resource recovery services to benefit our community and economy
Finalise the draft Transition Plan and service modelling to guide the provision of future waste management, recycling services and education programs in accordance with Recycling Victoria Policy and Victorian regulations			Finalise the draft Transition Plan and service modelling to guide the provision of future waste management, recycling services and education programs in accordance with Recycling Victoria Policy and Victorian regulations
Promote and support the establishment of a Regional Material Recovery Facility in Latrobe City and associated remanufacturing/repurposing of recovered products	Including tip shops	Up to the provider	Promote and support the establishment of a Regional Material Recovery Facility in Latrobe City and associated remanufacturing/repurposing of recovered products
Explore and support new manufacturing businesses to support new and emerging industries			Explore and support new manufacturing businesses to support new and emerging industries
Support the roll out of Victoria's Container Deposit Scheme and ban on single use plastics across Council facilities, community and local business	Including - cease use of disposal cups at Council facilities and libraries, encourage people to carry their own reusable cups and work with local takeaway businesses to stop providing disposable cups. Require takeaway food businesses to display signs reminding patrons to dispose of rubbish thoughtfully	can definitely stop using disposable cups at libraries, not sure if we can implement the others	Support the roll out of Victoria's Container Deposit Scheme and ban on single use plastics and disposable cups across Council facilities, community and local business
Deliver waste management education and events to promote positive waste disposal behaviour, support waste reduction, increase re-use and recycling and reduce litter across Latrobe City	Including the installation/provision of recycling bins in public areas and CBDs, employ dedicated litter patrol officers to patrol the municipalities CBDs to engage with the public and educate people and issue fines	maybe, need money	Deliver waste management education and events to promote positive waste disposal behaviour, support waste reduction, increase re-use and recycling and reduce litter across Latrobe City
Develop waste management plans for, and provide public place recycling infrastructure at, Council recreation, leisure facilities and events to reduce waste and increase recycling	Install recycling bins in public areas such as city centres	Already included in action	Develop waste management plans for, and provide public place recycling infrastructure at Council recreation, leisure facilities and events to reduce waste and increase recycling
Explore utilisation of green cells or alternative for long term biogas energy generation	consider direct burning of de-watered waste, output ash to be used as fertiliser		Explore utilisation of green cells or alternative for long term biogas energy generation
Support community based re-use/repurposing opportunities including exploring establishment of re-use thrift shops at additional transfer stations provided by Latrobe City Council			Support community based re-use/repurposing opportunities including exploring establishment of re-use thrift shops at additional transfer stations provided by Latrobe City Council
Undertake targeted media campaign on illegal rubbish dumping and littering - including promotion and enforcement of penalties for offences			Undertake targeted media campaign on illegal rubbish dumping and littering - including promotion and enforcement of penalties for offences
Introduce roadside litter collection services and the establishment of dedicated Council resource to investigate, rectify and reduce instances of illegal dumping across Latrobe City	work with local takeaway businesses and franchises issuing food packaging that frequently ends up as litter to contribute financially to clean up efforts. All businesses within Latrobe City should keep their carparks free from litter by undertaking daily litter collections	Not sure if we have the power to enforce	Introduce roadside litter collection services and the establishment of dedicated Council resource to investigate, rectify and reduce instances of illegal dumping across Latrobe City
Investigate the feasibility of new recycling schemes such as textiles, plant pots etc	including broken concrete, bricks, etc and food waste	can be incorporated without changing wording	Investigate the feasibility of new recycling schemes such as textiles, plant pots etc
Continue to explore and trial the use of recycled/recovered products in infrastructure projects			Continue to explore and trial the use of recycled/recovered products in infrastructure projects
	Investigate further green cells at landfill, utilising organic waste from restaurants, residential care, hospitals, etc.	TBC	



Latrobe City
Sustainability Action Plan
2023-2033



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

Message from the Mayor

Local governments have a close connection to their community and environment. Working towards environmental sustainability - through policy, direct action and working in collaboration with the local community and other stakeholders - is essential.

As the local planning authority, manager of reserves, parks and open space, and operator of community infrastructure, Council is responsible for many activities which have an influence on the impact upon the environment. Local government can be leaders by setting an example for the community, building community awareness through education, creating pathways to participation and promoting change in the way we utilise and conserve our environment.

This Plan represents a collaborative effort, bringing together the perspectives of community leaders, organisations and individuals who are passionate about shaping a sustainable future. The Plan responds to the priorities set out by the Community Vision, Council Plan and Municipal Health and Wellbeing Plan and our legislative responsibilities to preserve our natural environment and respond to the challenges of a changing climate. It is a testament to our shared commitment and determination to make Latrobe City a leading example of sustainable development in our region.

The community have implemented a range of actions to reduce their impact on the environment and we know that residents view the environment and Council leadership in this area as a high priority.

This Plan details practical, achievable and measurable priority actions that Council will undertake over the next 10 years. It will support community awareness, and foster partnerships within the community to support essential sustainable environmental activities.

The actions will outline how we will work to improve sustainability within Council's operations, and how we will support and advocate in partnership with the community on key matters.

We are committed to reducing greenhouse gas emissions, increasing energy efficiency, promoting renewable energy adoption, and preserving our natural heritage as evidenced by a range of environment and sustainability projects undertaken in recent years including - Biogas generator, Solar projects, Public Lighting upgrade and Geothermal heating at the Gippsland Regional Aquatic Centre.

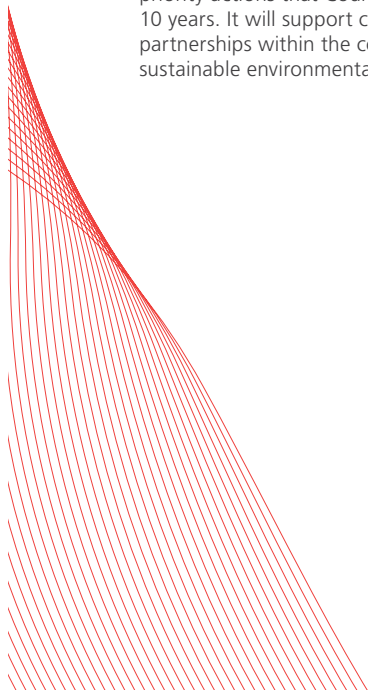
Latrobe City Council recognises the importance of providing leadership, advocating on behalf of the community. We remain committed to ensuring the health of our natural environment now and into the future. Working together, Latrobe City will be recognised as a leader in green technologies, clean energy, recycling and resource management. A region where people are healthy, safe and live as a connected, sustainable and well resourced community.

By working hand in hand, we can ensure that our region remains a proud example of sustainability and progress. It is through our collective efforts that we can truly create lasting change and build a sustainable legacy for future generations.



Cr Darren Howe

Mayor
Latrobe City Council







Strategic directions

Our City has natural features and liveable areas that are easy to access and our beautiful environment is our heart and pride. We have provided a healthy environment for our community and for future generations while supporting meaningful employment and lifelong opportunities.

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Why do we need a Sustainability Action Plan?

Latrobe City Council stretches from the Alpine Ranges in the north and to the Strzelecki Ranges in the south. It is home to many beautiful parks and reserves and a wide range of native flora and fauna.

Amongst the native fauna are a number of threatened species, such as Greater Gliders, Strzelecki Gum and a critically important population of Koalas with a unique genetic diversity.

Latrobe City Council values our natural environment and biodiversity and recognises the critical part that a healthy environment plays in maintaining a healthy and thriving community.

Sustainability means ensuring that we fulfil the needs of the current generation without impacting future generations. In the context of this plan, it means continuing to deliver our processes and operations in such a way we achieve a balance between economic growth, environmental conservation and the social wellbeing of our community.

A range of legislative changes in recent years also require local government to plan for and respond to climate change. This means a shift towards working to embed climate adaptation and mitigation actions into business processes across the board.

Latrobe City Council delivers on these responsibilities across a range of services. It is noted that the Sustainability Action Plan does not detail statutory service responsibilities, rather it focusses on priority actions and projects necessary to deliver upon the directions identified by the Community Vision, Council Plan and the Municipal Public Health and Wellbeing Plan.



Your voice

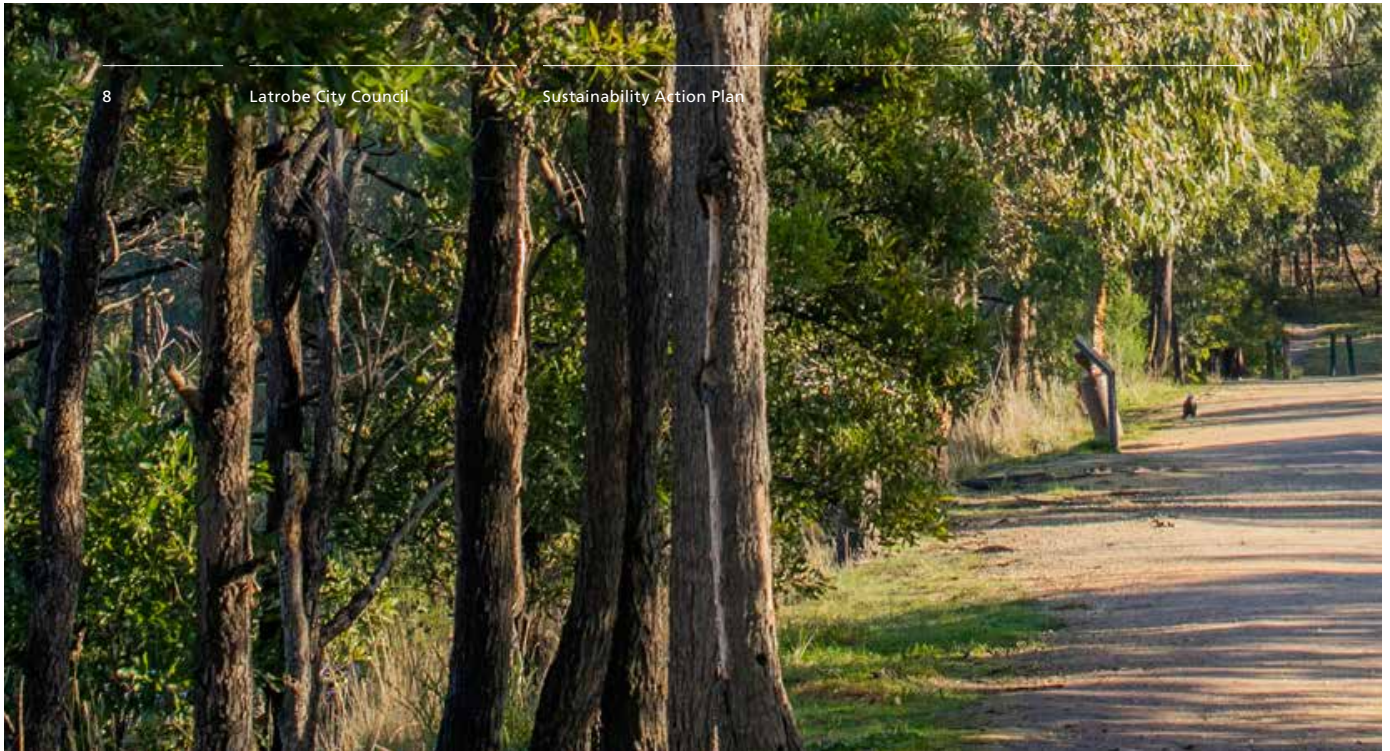
The Sustainability Action Plan 2023-2033 draws upon the cumulative results of community engagement conducted by multiple agencies from 2018-2022.

In 2021, over 1500 people across all ages put forward their ideas for Latrobe City’s future. The Community Vision was informed by a community survey, targeted conversations, listening posts and input from a community panel.

This extensive community engagement activity conducted by Council has been reinforced by additional research analysis and prior engagement. Throughout all of the community engagement conducted, similar themes emerged.

Community engagement results





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Latrobe City Council

Sustainability Action Plan

Our community vision

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

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

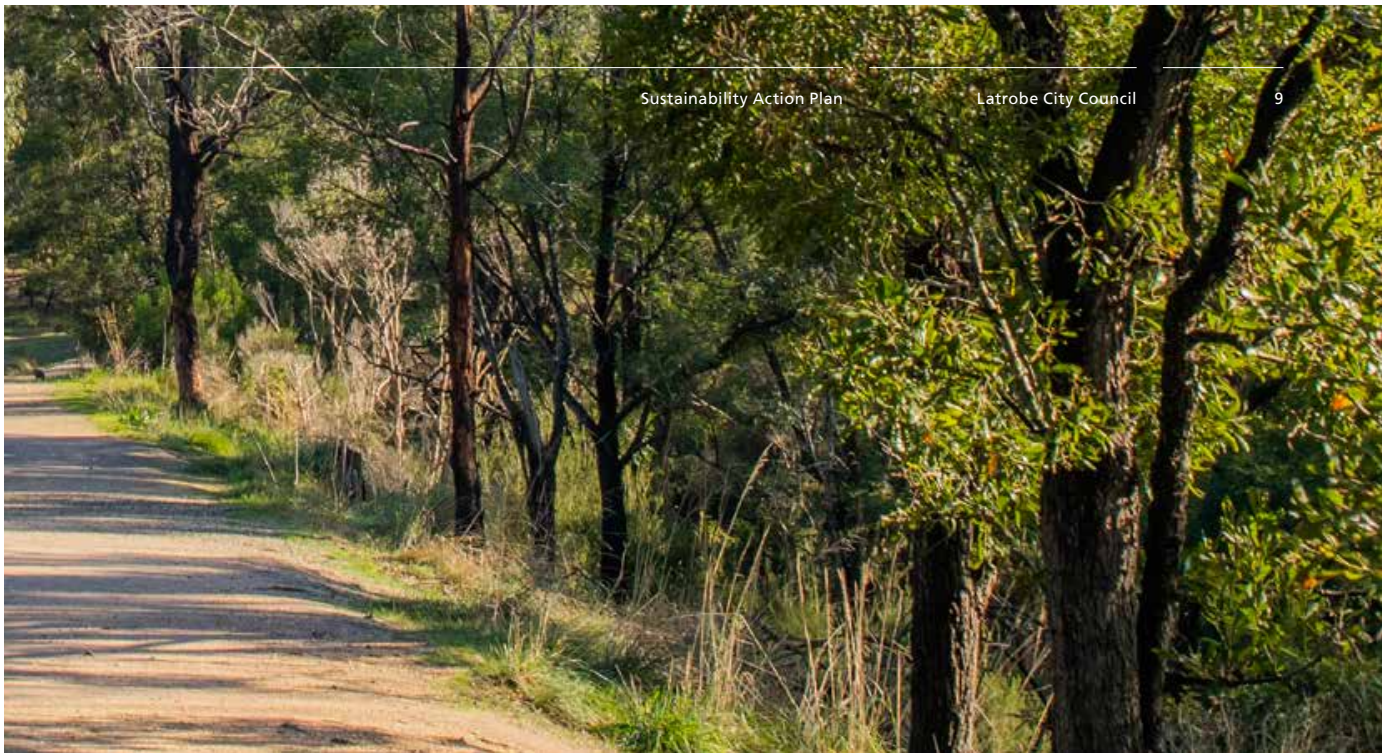
We are known as a community that is **equitable, liveable and sustainable**, with a continued focus on **healthy lifestyles** supported by high quality **recreational and cultural** facilities and a natural environment that is **nurtured and respected**.

Our direction

The Community Vision emphasises how important a connected, healthy, safer and sustainable environment is to our community.

The Community Vision sets out the objectives to be achieved by the Council Plan and the Municipal Public Health and Wellbeing Plan.

Together these plans establish the strategic direction and priorities of Council and provide the basis of the themes set out by the Sustainability Action Plan.



Our priorities to 2033

This Sustainability Action Plan is centred on five themes, to be achieved by a range of actions over the coming ten years.

Actions listed by this Plan may be delivered with existing available resources, be subject to future budget allocations or grant funding.

The actions describe how we will continue to improve sustainability within Council's operations and how we will support and advocate on behalf of the community on key matters.

While Council has significant ability to influence sustainable outcomes, it cannot do this alone. Every individual, business, community and level of government has a key part to play in our collective journey to reduce our impact on the environment and ensure adaptation and resilience in the face of climate change. Under current warming scenarios we are already seeing escalating and accelerating changes in our climate.

Council and community have already demonstrated a range of actions to reduce their impact on the environment and we know that residents view the environment and Council leadership in this area as a high priority issue.

Five themes



TOWARDS NET ZERO ENERGY EMISSIONS



ADAPTING TO A CHANGING CLIMATE



GREENING LATROBE CITY



CONNECTING COMMUNITY WITH NATURE



CREATING A CIRCULAR ECONOMY



Towards Net Zero energy emissions

Council and Community

Electricity use represents 62 per cent of Latrobe City Council's total greenhouse gas emissions. Council will continue to embrace new investment in renewable energy and efficiencies to achieve net zero Council emissions.

Key initiatives include upgrading public street lighting to LED, solar panel installations across Council buildings and increasing the capacity of Council's biogas generator by harnessing additional landfill gas.

Latrobe City Council will work towards achieving **Net Zero greenhouse gas emissions by 2035**, setting progressive targets as follows:

- 2025 energy efficient lighting installed across all Council facilities
- 2028 generating 100 per cent of our day time electricity needs from renewable sources
- 2030 electrification of all Latrobe City facilities to remove reliance on natural gas (excluding aquatic centres)
- 2035 transition Council fleet to electric vehicles
- 2040 electrified Latrobe City Council aquatic centres

Council's commitment to achieving the above targets is highlighted by a commitment to invest \$3.95 million to allow the delivery of energy efficient public lighting upgrades and solar panel installations across Latrobe City facilities from 2023. The result of this investment serves to reduce Council's carbon footprint by up to 30 per cent (or an estimated 2500 tonnes of greenhouse gas emissions).

Council will also work in partnership with community and industry to deliver programs to reduce community emissions and lower business and household energy costs.

COUNCIL PLAN AND MHWP DIRECTIONS

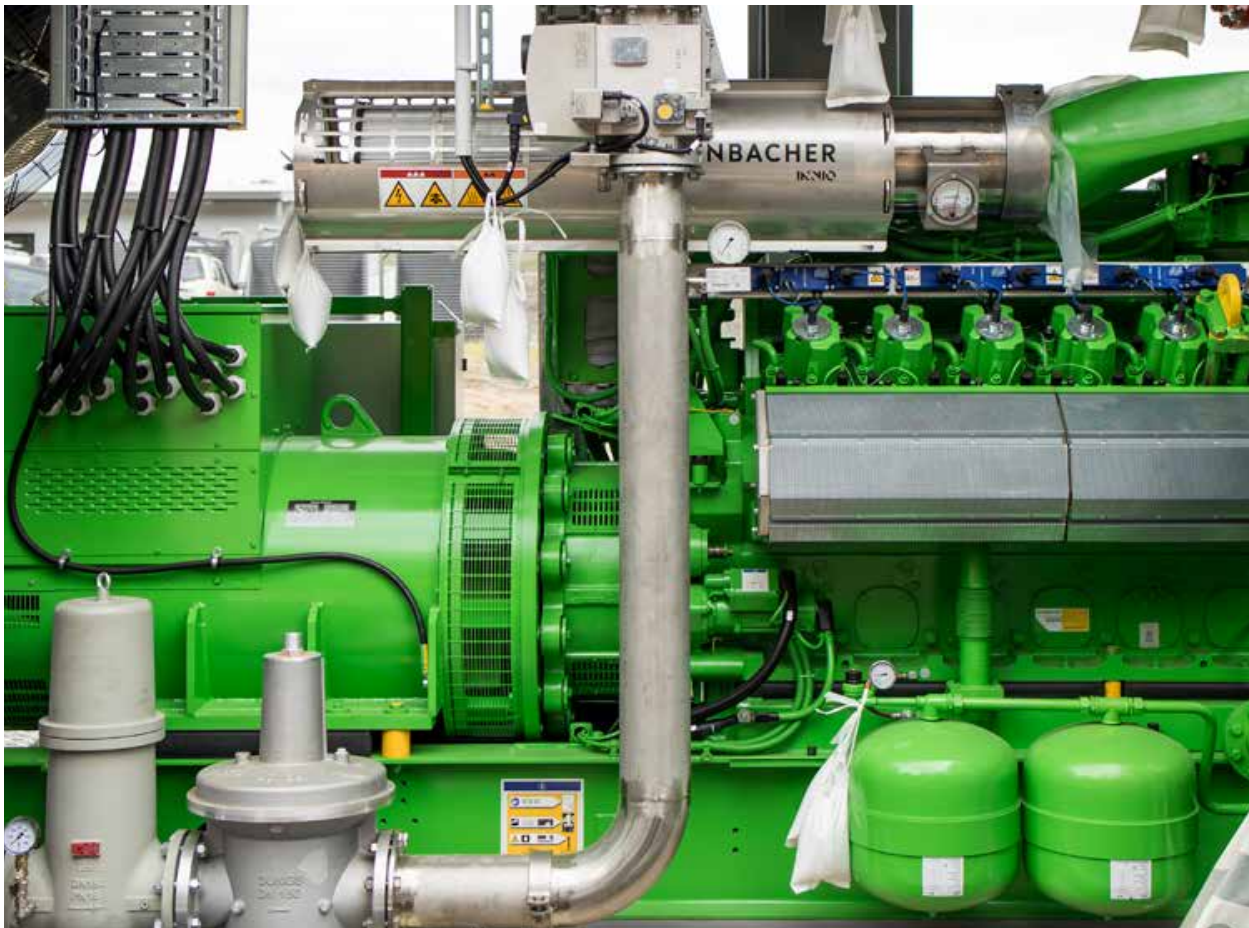
- Work towards net zero energy emission across Latrobe City Council operations through the delivery of new energy initiatives, efficiencies and offsets.
- Offset Council fleet emissions.
- Deliver actions to improve the sustainability and efficiency of Latrobe City Council buildings and infrastructure

Towards Net Zero Council Emissions

Actions	Timeframe	Outcomes	Resourcing
Develop a Net Zero Strategy setting out targets to achieve Net Zero Council emissions by 2035, including methods for calculating emissions and where reductions have been achieved. Produce a report annually to provide updates on emissions reductions	2024-2025	Net Zero Strategy including 50 percent reduction in scope one and two emissions by 2028, 100 percent renewable energy by 2028	Within existing resources
Introduce renewable energy and environmental sustainable design requirements for all Council owned and operated buildings	2024-2025	Adoption of Council policy. Lower greenhouse gas emissions, reduction in operating costs	Within existing resources
Installation of 1.7 MW of additional solar generation over the next 5 years on existing Council assets	2023-2024	Energy savings, reduced greenhouse gas emissions	Budget approved
Undertake energy efficiency audits to identify opportunities to reduce energy use across Council facilities	2023-2025	Energy savings actions identified for implementation	Within existing resources
Prioritise the upgrade of all public and Council lighting (including Council run events) to more energy efficient technology (eg, LED or, where appropriate, solar)	2023-2024	LED public lighting installation completed. Energy savings, reduced greenhouse gas emissions	Budget approved
Install energy efficient lighting across all Council facilities and assets	2026	Energy savings, reduced greenhouse gas emissions	Future budget allocation / grant funding
Increase generation output from the biogas generator by harnessing additional landfill gas	2023-2024	Increased energy generation and revenue	Budget approved
Complete a business case to investigate the feasibility of transition of Council fleet to electric vehicles	2024-2025	Business case completed, Council adopt recommendations	Within existing resources
Develop an Environmental Management System to inform Council's environmental sustainability across all areas of operation (and capital works, and procurement). Explore options to adjust procurement policy to include whole of life cycle costs including transport costs, in cost analysis and prioritise sustainable materials such as local timber.	2024-2026	Environmental Management System complete	Within existing resources
Pursue the utilisation of battery technologies across Council facilities	2024-2026	External funding opportunities identified and sought	Budget allocation / grant funding
Complete business case for selected facilities to support the electrification of Council assets and equipment, remove reliance on gas and achieve energy independence	2024-2026	Greater understanding of cost benefit equation of electricity instead of gas reliance and recommendations	Within existing resources
Complete annual revegetation programs to contribute to the offsetting of Council emissions	Ongoing	No less than 10,000 trees and shrubs planted annually	Within existing resources
Continue to participate in multi-Council alliances and groups for regional projects	Ongoing	Joint Council resources for increased output and efficiencies	Within existing resources

Towards Net Zero Community Emissions

Actions	Timeframe	Outcomes	Resourcing
Explore the option to support local business by introducing the Environmental Upgrade Finance program, providing access to low cost financing and repayment arrangements via Council's rates system	2024-2025	Local business have access to finance to undertake environmental upgrades to lower their operating costs. See www.sustainability.vic.gov.au/energy-efficiency-and-reducing-emissions/in-a-business/finance-energy-upgrades-in-you-business/environmental-upgrade-finance-for-business	Budget allocation / grant funding
Develop a policy for the installation of EV charging station which aligns with state and federal policy	Ongoing	Reduced vehicle emissions and operating costs	Within existing resources
Introduce grant program to support community actions which adapt or reduce the impacts of climate change	2024	Improve community access to financial assistance to support climate adaption	Utilise revenue for biogas generation certificates
Work with partners to explore expanded utilisation of geothermal technology including at the Gippsland Industry Park – Morwell	2023-2025	Greater understanding of cost benefit equation of geothermal and potential future application.	Grant funding
Advocate for a just transition and support the establishment of renewable energy generation within Latrobe City region, leveraging the skills and experience on the local workforce	Next 10 years	Fair and reasonable transition from traditional energy sources for the benefit of the whole community	Within existing resources





Adapting to a changing climate

Observed and anticipated changes to climate within the our region include changes in rainfall patterns, challenges for water supply and agriculture, higher temperatures, increased likelihood of bushfire impacting communities, increased storm activity and loss of biodiversity.

Community resilience will come from recognising and addressing challenges that our unique communities will face as a result of changing climatic conditions. Latrobe City Council recognises the important role that we have in supporting the community to develop skills and knowledge needed to respond to these challenges.

Local government navigates the expectations of community, business and other levels of governments and the needs of the environment.

The Victorian Government has introduced a range of legislative and regulatory responsibilities for local government to both mitigate and adapt to climate change. Latrobe City Council recognises our role in assisting communities to plan and respond to the challenges of a changing climate, as well as opportunities to lead local action.

Latrobe City Council will continue to deliver actions to support environmental sustainability, emergency management preparation and response and aid in community health-related activities. It is also understood that Council services, infrastructure and other critical functions are not presently adaptive or resilient to anticipated impacts of climate change and that further planning and investment will be necessary.

Our response to climate change will require collaboration with community representing multiple perspectives, acting in good will and in the interests of the whole of the community and the environment.

DIRECTIONS FROM COUNCIL PLAN AND MHWP

- Ensure health and wellbeing planning is central to Council promoting safe communities, positive mental and physical health programs, resilience and connection to built and natural environments
- In partnership with community and business, deliver sustainability initiatives and take actions to adapt to a changing climate
- Work with government to address the importance of water security
- Engage with and support our communities to prepare and be resilient to the challenges of emergencies and disasters
- Progress actions to ensure environmentally sustainable subdivision principles are applied
- Increase urban greening across new and existing neighbourhoods to reduce the impacts of urban heat, improve amenity and biodiversity
- Support the Latrobe community to mitigate and adapt to the impacts of climate change

Actions	Timeframe	Outcomes	Resourcing
Introduce stronger/clearer Environmentally Sustainable Design requirements to the Latrobe Planning Scheme and support industry to deliver best practice sustainable subdivision design outcomes	2024-2025	ESD design principles are imbed into the Latrobe City Council Planning Scheme and applied to all new developments Participation in the Victorian Government Sustainable Design Assessment in the Planning Process (SDAPP)	Within existing resources
Encourage the use of permeable surfaces wherever possible in new Council works	Ongoing	Reduced run off in urban environments	Within existing resources
Develop an Emergency Management Strategy to imbed risk assessment, mitigation and response into policies and processes across all areas of Council	2024-2025	Emergency management risk and response to extreme weather in place to support community adaptation and response	Within existing resources
Promote and facilitate the use of Council libraries and leisure centres as refuges on extreme heat days	Ongoing	Reduced risk of heat impacts to vulnerable members of the community	Within existing resources
Install battery storage and generator at Latrobe City Council Morwell works depot to safeguard emergency response capabilities	2024-2025	Secure energy supply at Council depot to support emergency response	Budget allocation
Assist with the establishment of local community energy generation to improve resilience of communities vulnerable to power outages	2025-2026	Communities at higher risk of disruption to electricity supply have access to distributed and localised energy	Within existing resources
Establish emergency community hubs in higher risk communities to ensure access to electricity, secure water supply in preparation for emergencies such as power outages, storms, floods and fire	2024-2025	Community hubs established with energy and water security in our most vulnerable communities	Grant funding
Deliver Water Sensitive Urban Design and other water saving initiatives across urban and rural communities, including the use of reclaimed water for irrigation at recreation reserves, sports grounds and bush reserves and actions identified by the Integrated Water Management Plan	Ongoing	Reduced water demand and associated costs savings	Budget allocation / grant funding
Maintain community bushfire fuel management plans to reduce the risk and impact of bushfire on communities	Ongoing	Reduce exposure of communities to bushfire	Within existing resources
Develop an Urban Forest Strategy focusing on increasing canopy cover in urban environments throughout the municipality, tying in with habitat corridor wherever possible	2023-2026	Increase canopy cover in urban areas, habitat connectivity and biodiversity outcomes	Budget allocation
Deliver community education programs and support to households and local businesses to reduce energy demand and improve reliability through utilisation of battery and solar energy	Ongoing	Increase resilience of community from secure energy supply	Within existing resources
Complete assessment of vulnerability to climate change impacts across Council infrastructure, land use planning, development, corporate and community services	2025-2026	Risk assessments determine priority actions and resources to reduce impact of more frequent extreme weather events	Budget allocation / grant funding



Greening Latrobe City

Latrobe City includes a number of important areas of biodiversity which are home to flora and fauna of national and state significance, including Central Gippsland Plains Grassland, Cool Temperate Rainforest and Gippsland Red Gum Grassy Woodland and Associated Native Grassland.

Location of native habitat, waterways, lakes, forests, and rural views and vistas to natural landscapes greatly add to the liveability, identity and health of Latrobe City. The municipality also contains areas of productive agricultural land.

The southern portion of the municipality incorporates the Strzelecki Ranges which contains large patches of remnant vegetation including significant stands of cool temperate rainforest and a number of rare and threatened species of state and national significance, including the Strzelecki Koala, Slender Tree-fern, Powerful Owl and Greater Glider.

Latrobe City Council is committed to the protection and enhancement of the natural environment recognising the interdependency with the health and wellbeing of our community.

Key opportunities include strengthening biodiversity corridors to support the movement of wildlife, ensuring the rehabilitation of mine areas provide beneficial outcomes for our community and environment and supporting efforts to preserve rare and endangered flora and fauna.

Urban greening is also a priority ensuring that future growth is commensurate with access to services and the protection of natural resources and environment.

DIRECTIONS FROM COUNCIL PLAN AND MHWP

- Work in partnership with indigenous custodians in sustainable land management and preservation and regeneration of our natural environment
- Restore waterways and bushland areas to improve health and wellbeing of community and presentation of Latrobe City as well as our important biodiversity values
- Invest in increased urban greening initiatives and increasing the City's tree canopy in appropriate sites using suitable species in built up areas for improved amenity and reduced heat stress
- Advocate for improved maintenance, planting and regeneration of the City's waterways and state roads
- Continue to work with partners to create linking vegetation corridors
- Advocate with State and Federal Government to ensure the rehabilitation and repurposing of mine areas to support a sustainable and prosperous Latrobe City
- Improve the amenity and presentation of Latrobe City's town entrances, activity centres and public spaces through signage, art and plantings and greening of the City

Actions	Timeframe	Outcomes	Resourcing
<p>Work in partnership with Gunaikurnai Land & Waters Aboriginal Corporation (GLaWAC) in the planning and delivery of programs to benefit the natural environment, community health and wellbeing and creation of ongoing employment opportunities</p> <p>Investigate opportunities to use cultural burning practices to reduce bushfire risk</p>	Ongoing	<p>Shared knowledge and skills development</p> <p>Establishment of nursery for the propagation of plants for revegetation. Improve and increase habitat for rare and threatened flora and fauna</p> <p>Pride, health and wellbeing in community</p>	Budget allocation/ grant funding
<p>Partner with the Latrobe Catchment Landcare Network (LCLN) to deliver programs to improve the natural environment, preserve biodiversity and support sustainable agriculture and land management across the landscape</p>	Ongoing	<p>Delivery of joint projects and associated efficiencies</p> <p>Improved biodiversity outcomes and sustainable land management practices</p>	Within existing resources
<p>Develop and implement a Biodiversity Management Strategy to enhance biodiversity values across Latrobe City Council's bushland reserves, waterways, tracks and trails, and roadsides</p>	2023-2024	<p>Established priorities and goals for the management of bushland reserves and waterways under Council responsibility</p> <p>Reserve Management Plans and Annual Works programs for priority sites</p>	Within existing resources
<p>Support and grow Committees of Management capability and volunteering for the maintenance of bushland reserves</p>	2023-2026	<p>Increase volunteering and community participation</p>	Within existing resources
<p>Review the Annual Biodiversity Grants program to refine its focus and align priorities to Council adopted directions and priorities</p>	2023 - 2024	<p>Establishment of sub-categories for weed control grants, revegetation grants, and prioritisation of wildlife habitat and corridors</p>	Within existing resources
<p>Support and invest in the creation of regional scale biodiversity corridors, including within the Strzelecki-Alpine Biolink, to facilitate wildlife movement and greater genetic diversity of threatened species</p>	Ongoing	<p>Creation of habitat corridors between core habitat areas. Improved regional amenity and carbon offsets. Improved waterway health</p> <p>Increased landowner and volunteer participation</p> <p>Greater resilience and genetic diversity of local flora and fauna</p>	Budget allocation / grant funding
<p>Review Council's policies with regards to tree retention in public and private development, encouraging retention where possible.</p>	2023-2024	<p>Overall greater urban tree cover</p>	Within existing resources
<p>Review operational horticultural practices to incorporate sustainable principles</p>	2023-2025	<p>More sustainable horticultural practices</p>	Within existing resources



Actions	Timeframe	Outcomes	Resourcing
Work in partnership with Keeping Victoria Beautiful, National Tree Day and other stakeholders to deliver education, events, enforcement and collection programs to improve biodiversity, plant trees, reduce litter and illegal rubbish dumping across public places, roadsides, camp grounds, waterways and open spaces	2023-2026	Improved presentation of Latrobe City Increase in community participation in planned tree planting and litter collection events - including Clean up Australia Day and national Tree Day Increase in litter and illegal dumping collection programs, infrastructure and resourcing	Within existing resources
Continue to deliver and improve roadside weed management programs	Ongoing	Identify and reduce outbreaks of new and emerging high threat weeds, reduce overall cover of priority weeds	Within existing resources
Amend Latrobe City Council Local Law Number 2 to require all providers of supermarket trolleys to include a coin / token return or similar system Amend local law number 2 to support the enforcement of noxious weed control beyond blackberries	2024-2025	Reduction in dumped trolleys across Latrobe City, improved ability to enforce noxious weed control on private property	Within existing resources
Investigate the potential for further Gross Pollutant Traps or equivalent systems to prevent litter entering waterways from urban stormwater systems	2023-2026	Gross Pollutant Trap(s) installed annually Reduced litter entering waterways	Budget allocation
Review and improve wetland design, construction and maintenance guidelines to improve their health, improve local biodiverse and water quality	2024-2025	Improved water quality Reduced maintenance costs overtime	Within existing resources
Review the landscape design standards and plant species guidelines utilised by Council and local developers to support improved biodiversity, drought resilience, reduction in urban heat and reduce on-going maintenance	2024-2026	Increased habitat connections and biodiversity Improve survival rate of plantings Reduced water use and impacts of urban heat	Within existing resources
Trial options for litter collection infrastructure and services at Latrobe City parks, open space / bushland reserves and informal camping areas	2023-2025	Reduced litter across open space, bushland reserves and informal camp grounds	Budget allocation
Increase public awareness on the benefits of street trees and urban greening	2024-2025	Greater awareness and appreciation of the benefits of street trees and green spaces in urban areas, greater tree retention	Within existing resources





Connecting community with nature

A strong connection with the environment is known to result in a range of mental and physical health benefits, as well as create a sense of pride and ownership in the environment and place we live.

Latrobe City Council is committed to providing safe and accessible spaces for the whole community to enjoy nature-based activities, from walking and cycling paths to our natural bushland reserves, waterways and community spaces.

Providing healthy spaces and facilitating programs in partnership with community groups, schools and health service providers that support community to connect with nature is a key priority.

DIRECTIONS FROM COUNCIL PLAN AND MHWP

- Prioritise a range of public space improvements across the municipality
- Increase accessibility to utilise our green spaces and facilities to connect community and achieve positive health and wellbeing outcomes
- Develop new audiences seeking local arts, cultural and nature-based experiences and entertainment
- Increase community and visitor satisfaction with waterways and bushland reserves
- Increase community participation in environmental education and events
- Council programs and events value and promote engagement with walking, cycling, nature and open spaces
- Develop campaigns to improve community pride in our built and natural assets
- Encourage individuals and communities to plan for, create and maintain a healthy environment that fosters community connectedness
- Ensure that health and wellbeing outcomes for the community are considered, where appropriate, in land use planning

Actions	Timeframe	Outcomes	Resourcing
Deliver more nature based programs for community groups, primary and secondary schools to experience and learn about local bushland reserves and the biodiversity they support	Ongoing	Establishment of 'junior rangers' program and activities	Within existing resources
Explore the establishment of a community Environmental Reference Group to provide advice and oversee the progression of Council action and community change	2024	Community platform to participate and monitor in changes outlined by the Sustainability Action Plan	Within existing resources
Continue to improve track and trail conditions and connections between townships to encourage walking and biking, prioritising waterway, bushland reserves and open space corridors. Including developing guidelines for track and trail standards and grading all tracks and trails, for inclusion in the online maps developed for the wayfinding.	2023-2026	Improved connectivity of walking and cycling tracks and trails (Connecting Latrobe) Increase in community physical activity and associated health improvements Increased habitat connections and biodiversity	Budget allocation / grant funding
Utilise signage, media and other online applications to improve wayfinding to bushland reserves, parklands and nature based tourism opportunities	2024	Greater utilisation and appreciation of green spaces	Budget allocation
Celebrate natural environment cultural values through delivery of arts, events and festivals	Ongoing	Community participation in events and volunteering Awareness and appreciation of local biodiversity Increase in community taking action to enhance local biodiversity	Budget allocation / grant funding
Deliver library and kindergarten programs to promote sustainability with children and their families to increase connection and awareness of the natural environment and local values	Ongoing	Awareness and appreciation of local biodiversity of younger people	Within existing resources
Promote opportunities for community to participate and learn about sustainability programs and projects including citizen science programs, fauna surveys, bug blitz events and water quality monitoring of local waterways	Ongoing	Community participation in events and volunteering Awareness and appreciation of local biodiversity Increase in community taking action to enhance local biodiversity	Budget allocation/ grant funding
Prepare guidelines to support urban greening in private backyards by providing guidelines and advice regarding amenity, recommended species, drought resilience and species selection to support local biodiversity	2024-2025	Increased habitat connections and biodiversity Reduction in urban heat Reduce urban stormwater runoff	Within existing resources
Increase public education on the benefits of street trees	2025-2026	Greater understanding and appreciation of the value of trees, leading to greater retention and planting of trees	Within existing resources
Support the establishment of Community Gardens where the opportunities exist Participate in food security education programs	2023-2025	Community participation in events and volunteering Increase in community knowledge and taking action to enhance local food security	Within existing resources
Prepare guidelines to support interested community members in the 'planting out' of naturestrips on suitable streetscapes across Latrobe City's urban areas	2024-2025	Increased habitat connections and biodiversity Reduction in urban heat Reduce urban stormwater runoff	Within existing resources



Creating a circular economy

The continuation of access to landfill services and the provision of reliable kerbside waste collection, recycling, garden organics and hard waste services remains a key priority as we respond to changing requirements introduced by the State Government's Recycling Victoria Policy.

Government and industry partnerships will however be critical to bringing about changes necessary to reform the way in which we provide waste and recycling services. Gippsland councils are working together to create a circular economy and achieve greater recovery and re-use of waste products. Procuring regional scale services to attract greater investment in new infrastructure will support a circular economy in our region.

Latrobe City is well placed to support this initiative with skilled workforce and current expertise in reprocessing of green waste, plastics, cardboard and paper. Recognised by Infrastructure Victoria and State-wide studies, Latrobe City is well placed, with its proximity to Melbourne, access to transport infrastructure and large industrial precincts to grasp opportunities in environmentally responsible resource recovery industries.

Over recent years there has been an increase in litter and illegal dumping behaviour. This remains of high importance to Council and our community, to which additional resources will be required to respond.

DIRECTIONS FROM COUNCIL PLAN AND MHWP

- Promote and attract investment in recycling and re-manufacturing industries to enhance Gippsland's role in the economy
- Work with the Victorian Government to support opportunities in geothermal, hydrogen and Latrobe City's role in the material recovery and reuse industry

Actions	Timeframe	Outcomes	Resourcing
Participate in the Gippswide Kerbside collaborative procurement to support regional waste and resource recovery services to benefit our community and economy	2023-2024	New waste service contracts in place Continuity of waste and recycling services Increase opportunity for local reuse of recycled material	Within existing resources
Finalise the draft Transition Plan and service modelling to guide the provision of future waste management, recycling services and education programs in accordance with Recycling Victoria Policy and Victorian regulations	2023-2024	Compliance with State Government directions	Budget allocation
Promote and support the establishment of Regional Material Recovery Facility in Latrobe City and associated remanufacturing / repurposing of recovered products	2023-2025	Increase opportunity for local reuse and remanufacturing of recycled material Increase local employment opportunities Reduced waste to landfill	Within existing resources
Explore and support new manufacturing businesses to support new and emerging industries	2024-2026	Increase opportunity for local reuse and remanufacturing of recycled material Increase local employment opportunities	Within existing resources
Support the roll out of Victoria's Container Deposit Scheme and ban on single use plastics and disposable cups across Council facilities, community and local business	2023-2024	Compliance with State Government directions. Community and business assisted to make changes	Within existing resources
Deliver waste management education and events to promote positive waste disposal behaviour, support waste reduction, increase re-use and recycling and reduce litter across Latrobe City	Ongoing	Reduction of contamination in all methods for collection of recycling and green waste; Complete community based programs to increase reuse and recycling Increase opportunity reuse and remanufacturing of material Reduced contamination of waste streams and littering	Within existing resources/ Grant funding approved
Develop waste management plans for, and provide public place recycling infrastructure at, Council recreation, leisure facilities and events to reduce waste and increase recycling	2023-2025	Increase opportunity recycling of waste material Reduced contamination of waste streams Reduced waste to landfill	Budget allocation
Explore utilisation of green cells or alternative for long term biogas energy generation	2026	Understanding of future renewable energy opportunities and associated revenue opportunities	Within existing resources
Support community based re-use / repurposing opportunities including exploring establishment of re-use thrift shops at additional waste transfer stations and textiles recycling bins	2023-2024	Increased items sold at Council's transfer station 'thrift shops' Waste services contract awarded with extension of services	Within existing resources/ Budget allocation
Increase access to hard waste collection services and operating hours of transfer stations provided by Latrobe City Council	2023-2024	Reduction in littering and illegal dumping behaviour across the municipality Increased recycling and reduced waste to landfill	Budget allocation
Undertake targeted media campaign on illegal rubbish dumping and littering—including promotion and enforcement of penalties for offences	Ongoing	Reduction in littering and illegal dumping behaviour across the municipality	Within existing resources
Introduce roadside litter collection services and the establishment of dedicated Council resource to investigate, rectify and reduce instances of illegal dumping across Latrobe City	2024	Reduction in littering and illegal dumping behaviour across the municipality	Budget allocation
Investigate the feasibility of new recycling schemes such as textiles, plant pots, etc	Ongoing	Greater resource recovery	Within existing resources
Continue to explore and trial the use of recycled/ recovered products in infrastructure projects	Ongoing	Increase opportunity for local reuse and re-manufacturing of recycled material, reduced resource use in new projects	Within allocated resources/ grant funding/ budget allocation

Definition of terms

NET ZERO

Refers to the balance between the amount of greenhouse gas produced and the amount that is removed from the atmosphere. Achieving a Net Zero target for emissions is important to limiting the impacts of climate change and can be achieved through a combination of reducing emissions and increasing carbon capture and storage.

ECOSYSTEM SERVICES

Refers to the broader benefits that a healthy ecosystem provide to the region, such as clean air and water, food production, climate regulation, and impacts to mental and physical wellbeing.

INTERGRATED WATER MANAGEMENT

Involves a whole of system view to managing water resources, including ecosystem requirements, drinking water, stormwater water management and water treatment and aims to achieve a balance between all water uses.







The Latrobe City Sustainability Action Plan 2023-2033 was developed by Latrobe City Council. For more information contact Latrobe City Council's Sustainability and Environment Unit.

Phone: 1300 367 700

Email: RRE@Latrobe.vic.gov.au

Latrobe City Council

Phone 1300 367 700

Post PO Box 264, Morwell, 3840

Email latrobe@latrobe.vic.gov.au

Website www.latrobe.vic.gov.au

Service Centres & Libraries

Morwell

Corporate Headquarters
141 Commercial Road, Morwell

Morwell Library
63-65 Elgin Street, Morwell

Moe

Moe Service Centre and Library
1-29 George Street, Moe

Traralgon

Traralgon Service Centre and Library
34-38 Kay Street, Traralgon

Churchill

Churchill Community Hub
9-11 Philip Parade, Churchill

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



COMMUNITY ASSET COMMITTEES - MEMBERS

PURPOSE

To seek Council's endorsement of individuals who completed the Expression of Interest (EOI) process to fill community representative positions on Council's Community Asset Committees (CAC).

EXECUTIVE SUMMARY

- The EOI process aims to fill community positions held on Council CAC's, managed through Council's Recreation Liaison function.
- At the Council Meeting held on Monday, 7 September 2020, Council endorsed the Terms of Reference (TOR) for the following CAC's:
 - Baillie Reserve, Tyers;
 - George Bates Reserve, Yallourn North;
 - Callignee and Traralgon South Sporting Facilities;
 - Mathison Park, Churchill;
 - Morwell Centenary Rose Garden; and,
 - Traralgon Railway Reservoir and Conservation Reserve
- The previous TOR were endorsed for a three year period in September 2020, with an EOI process required to reappoint community membership of a CAC prior to the commencement of the next TOR period.
- A public EOI process was completed between Wednesday, 30 August 2023 and Wednesday, 13 September 2023 to seek community interest for membership on Council's CAC's.

OFFICER'S RECOMMENDATION

That Council:

1. **Appoint Todd Parnell and Peter Credlin as Community Representatives on the Baillie Reserve, Tyers, Community Asset Committee;**
2. **Appoint Rohan Bounds and Russell Centre as Community Representatives on the George Bates Reserve, Yallourn North, Community Asset Committee;**
3. **Appoint Peter Duncan as a Community Representative on the Callignee and Traralgon South Sporting Facilities Community Asset Committee;**
4. **Appoint Bill Yplean, Andrew Webb, Reg Grisotto, Ruth Place, Faye Foley, Chris Foley and Richard Appleton as Community Representatives on the Mathison Park, Churchill, Community Asset Committee;**
5. **Appoint Lyn Smith, Del Matthews, Deb Winterburn and Karen Cooper as Community Representatives on the Morwell Centenary Rose Garden Community Asset Committee;**

- 6. Appoint Gary Deane, John Langstaff, Georgina Haney, Kelly Alexander and Lorraine Ambrosini as Community Representatives on the Traralgon Railway Reservoir Conservation Reserve Community Asset Committee; and,**
- 7. Write to all nominees thanking them for expressing their interest in being involved in a Community Asset Committee.**

BACKGROUND

CAC's are an important arm of Council's function and the inclusion of community members on these committees is vital to inspiring and empowering community participation;

Officers recognise the important role played by CAC's in supporting the delivery of the Council Plan. CAC's aid in the provision of spaces and services that support the community's physical health and mental wellbeing for the benefit of all, subsequently supporting the community groups and sporting clubs in increasing engagement, participation and volunteerism, resulting in increased social connections within community.

The presence of CAC's enables the leveraging of local knowledge and expertise to benefit in the management of facilities, as well as alleviating the maintenance obligation to Council associated with the management of these facilities, through the invaluable work carried out by the volunteers associated with these committees. The appointed CAC's have the following membership arrangements within the TOR's:

Committee Name	Councillor Reps.	Council Officer Reps.	Usergroup Reps.	Government Agency	Community Members
Baillie Reserve, Tyers	1	1	1 x Traralgon Tyers United Football Netball Club 1 x Tyers Lightning Soccer Club 1 x Tyers Tennis Club	1 x Gunaikurnai Land and Waters Aboriginal Cooperation (GLaWAC)	Up to 2 members with no connection to documented usergroups
George Bates Reserve, Yallourn North	2	1	1 x Yallourn North Fottball Netball Club 1 x Yallourn North Cricket Club	1 x GLaWAC	Up to 2 member with no connection to documented usergroups

Committee Name	Councillor Reps.	Council Officer Reps.	Usergroup Reps.	Government Agency	Community Members
Calignee and Traralgon South Sporting Facilities	1	1	1 x Traralgon South Tennis Club 1 x Calignee and Traralgon South Cricket Club 1 x Traralgon South Netball Club 1 x Traralgon South Badminton Club	1 x GLaWAC	Up to 3 members with no connection to documented usergroups
Mathison Park, Churchill	2	1		1 x GLaWAC	Up to 6 members who must be residents of Latrobe City unless otherwise approved by Council.
Morwell Centenary Rose Garden	1	2	6 x Friends of Morwell Centenary Rose Garden Group	1 x GLaWAC	Up to 4 who must be residents of Latrobe City unless otherwise approved by Council.
Traralgon Railway Reservoir Conservation Reserve	3	1		1 x GLaWAC	Up to 8 who must be residents of Latrobe City unless otherwise approved by Council.

ANALYSIS

Council officers completed an EOI process between Wednesday, 30 August 2023 and Wednesday, 13 September 2023. This EOI was advertised through Council's Community Information page as well as the 30 August 2023 edition of the Latrobe Valley Express.

The table below documents the submissions received for each CAC and at what phase of the EOI process submissions were received:

Committee	Submissions During EOI Period	Submissions After EOI Period	Nominations
Baillie Reserve, Tyers	0	2	Todd Parnell (existing member) Peter Credlin (existing member)
George Bates Reserve, Yallourn	0	2	Rohan Bounds (existing member) Russell Center (existing member)
Calignee and Traralgon South Sporting Facilities	0	1	Peter Duncan (existing member)
Mathison Park, Churchill	3	4	Bill Yplean (existing member) Andrew Webb (existing member) Reg Grisotto (existing member) Ruth Place (existing member) Faye Foley (existing member) Chris Foley (existing member) Richard Appleton (existing member)
Morwell Centenary Rose Garde	4		Lyn Smith (new application) Del Matthews (existing member) Deb Winterburn (existing member) Karen Cooper (existing member)
Traralgon Railway Reservoir Conservation Reserve		5	Gary Deane (existing member) John Langstaff (existing member) Georgina Haney (existing member) Kelly Alexander (existing member) Lorraine Ambrosini (new application)

Officer comments on the results of the EOI process for each of the CAC's is:

- Baillie Reserve, Tyers – officers will recommend the endorsement of those nominated based on existing CAC participation;
- George Bates Reserve, Yallourn North - officers will recommend the endorsement of those nominated based on existing CAC participation;
- Callignee and Traralgon South Sporting Facilities - officers will recommend the endorsement of those nominated based on existing CAC participation;
- Mathison Park – Whilst the existing TOR states that the CAC consist of six community members, all those who submitted an EOI are current and active participants and regularly attend meetings, making valuable contributions. For these reasons officers will recommend the endorsement of those who submitted an EOI.
- Morwell Centenary Rose Garden - officers will recommend endorsement of those nominated based on existing CAC participation and activity on the committee.

Traralgon Railway Reservoir Conservation Reserve – Proposed new member, Lorraine Ambrosini attended the 26 September 2023 CAC Meeting and officers will recommend endorsement of their nomination. Officers will recommend the endorsement of other nominations based on existing CAC participation.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Not authorising community representatives contravenes the requirements of Council adopted operating documents. (Terms of Reference)	Low <i>Rare x Insignificant</i>	Endorse the community representatives identified through the EOI process
SERVICE DELIVERY No community members would weaken the composition of a committee and risk the continued maintenance of Council assets.	Low <i>Rare x Minor</i>	Endorse the community representatives identified through the EOI process

RISK	RISK RATING	TREATMENT
FINANCIAL No community members would weaken the composition of a committee and increase the likelihood that Council would become directly responsible for these assets.	Medium <i>Unlikely x Moderate</i>	Endorse the community representatives identified through the EOI process
STRATEGIC Existing community representatives who have expressed a desire to continue as a committee member may feel as though Council do not value their activities and contribution.	Low <i>Unlikely x Minor</i>	Endorse the community representatives identified through the EOI process

CONSULTATION

The EOI process was conducted between Wednesday, 30 August 2023 and Wednesday, 13 September 2023 with all CAC's contacted and notified of the process. The broader community was notified of the process via its inclusion in Council's 'Noticeboard' section of the Latrobe Valley Express.

COMMUNICATION

Officers have carried out discussions with those community representatives who have expressed an interest in participating on a CAC and all those proposed have the support of officers.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The inclusion of community members as representatives of Council CAC's promotes strategies identified in Council 2021-2025 Council Plan and encourages social interaction and engagement amongst community members.

Cultural

Not applicable.

Health

Public outdoor recreation on Council managed land assists with people's mental health, wellbeing and lifestyle.

Environmental

CAC's and their members play an important role in the management of formal and non-formal recreation areas, including grass playing surfaces, parks, and bushland reserves. Within these areas they directly contribute to the maintenance of native and riparian vegetation as well as aid in the control of invasive flora and fauna, contributing to the usability of these areas for the community.

Economic

CAC's whose area of responsibility facilitates organised sport fixtures, attract organisations from outside of the City, increasing economic activity from non-residents of the Latrobe City Council area.

Financial

The endorsement of proposed committee members has no impact on Council finances.

Attachments

1. Baillie Reserve EOI (Published Separately)

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

2. George Bates EOI (Published Separately)

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

3. Mathison Park EOI (Published Separately)

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

4. Morwell Centenary Rose Garden EOI (Published Separately)

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

5. Traralgon Railway Reservoir Conservation Reserve EOI (Published Separately)

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

6. Callignee and Traralgon South EOI (Published Separately)

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

HENRY STREET, TRARALGON PARKING TRIAL EVALUATION

PURPOSE

To provide the results of the Henry Street Resident Exemption Parking Permit trial.

EXECUTIVE SUMMARY

- An evaluation has been completed on the Henry Street, Traralgon Resident Exemption Parking Permit Trial that has been active since October 2022. Parking surveys were completed on eight occasions between January 2023 and March 2023 between 11.00 am and 1.00 pm – which aligns with peak parking demand in the Traralgon activity centre.
- The surveyed showed that the usage of parking spaces within the trial area has dropped by up to 81% per on-street space and 60% of the spaces had no use. The overall average car space use has reduced from 32% to 10% as a result.
- Community feedback was sought from 70 properties within and adjacent to the trial area. 16 responses were received with 13 supporting the continuation of 2P parking restrictions and 14 supporting the continuation of resident permits. Five additional comments noted parking problems displaced to surrounding areas.
- The 2023 Traralgon Car Parking Assessment found that long term parking in the Traralgon activity centre near practical capacity at 100% use and 1474 community members provided feedback that they are dissatisfied or very dissatisfied with parking – with long term parking for employees a key theme.
- The trial has seen the utilisation of public space drop significantly which benefits adjacent residents to the detriment of the wider community. All streets should contribute equitably to the community's parking needs, and Henry Street as a Connector Street has a different parking prioritisation than a typical Local Street.
- Officers have considered several options for the scheme and consider that line marking works to reinforce local resident safety and amenity when combined with removing timed parking restrictions and resident exemption permits, is the best practice parking management response. This will leave Henry Street with consistent parking controls and ensure the equitable use of public space while having regard to local resident amenity

OFFICER'S RECOMMENDATION

That Council:

1. **Remove parking restrictions on Henry Street, Traralgon; and**
2. **Implement line marking to improve safety and amenity of adjacent residents.**

BACKGROUND

Council resolved at the Council Meeting held on Monday, 6 December 2021 to implement a 12-month Resident Exempt parking zone on Henry Street, Traralgon, and receive a future report on the results of the trial.

The Henry Street, Traralgon, Resident Exempt Parking Zone trial was installed in October 2022. It extended 2P parking restrictions from Breed Street into Henry Street to Albert Street and provide a single permit per property to provide an exemption to the 2P timed restriction.

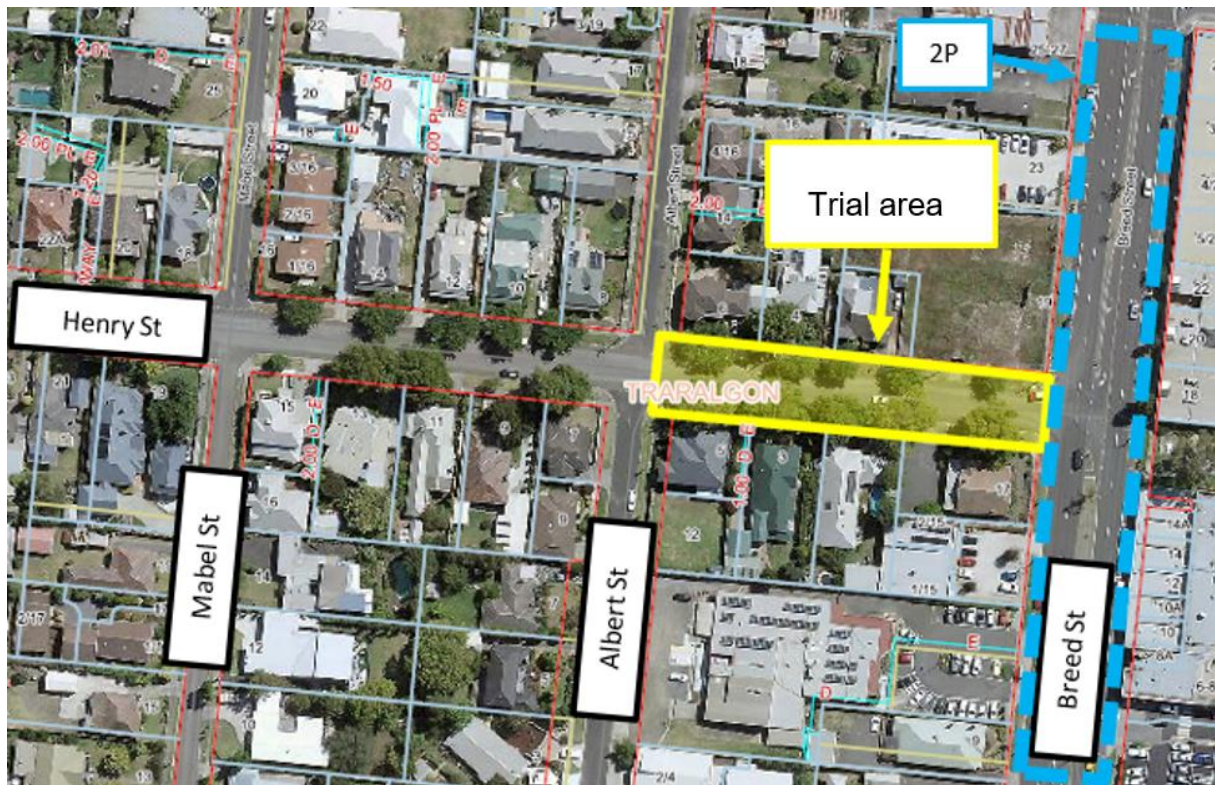


Figure 1 - Parking Trial Area

To inform the evaluation, data has been collected on:

- Parking occupancy
- Issuing of infringements
- Feedback from properties within and outside the trial area

At the same time, a comprehensive Traralgon Car Parking Review has been completed in 2023 to further build on the Complementary Parking Measures Assessment completed in 2017, to understand the wider parking issues experienced by the community around the Traralgon central business district.

ANALYSIS

Parking Occupancy

Parking occupancy has been surveyed eight times throughout the operation of the trial between 11.00 am and 1.00 pm which corresponds to Traralgon CBD peak parking occupancy times. A summary of the parking survey observations are attached. There has been a reduction in the occupancy of on-street parking spaces within the trial area during peak times as shown in the following Figure:



Figure 2 - Car Park Occupancy during Peak Hours during trial

This is a significant reduction below the levels preceding the trial, shown in Figure 3 below. There have been reductions of use of individual spaces by up to 81% and whereas only one space had no surveyed use before the trial, six spaces now had no surveyed use.



Figure 3 - Parking occupancy before trial

The overall demand for parking is unlikely to have reduced in this time and the parking has likely instead been taken up in other locations.

Henry Street is adjacent to the Traralgon Activity Centre and during this trial the Traralgon Car Parking Study identified that long term car parking was near its actual capacity of 100% within the activity centre.

Issuing of infringements

No infringements have been issued within the study area during the operation of the trial.

Parking Management and Street Classification

Parking priority should reflect the classification and context of the street. Figure 4 below shows the State Government’s Movement & Place classification and a corresponding kerbside priority recommended for that street typology.

	1: City Hubs	2: City Places and Activity Centres & Boulevards	3: Connectors	4: Local Streets
	Safety	Safety	Safety	Safety
Higher Priority ↑	Public Transport (Buses)	Public Transport (Buses)	Public Transport (Buses)	Residents
	DDA Parking	Bicycle Parking, Pedestrian Infrastructure and Public Realm	DDA Parking	Customers and Visitors (Short to Medium Term <4P)
	Customers and Visitors (Short to Medium Term <4P)	DDA Parking	Residents	Employees and Commuters
	Employees and Commuters	Customers and Visitors (Short to Medium Term <4P)	Employees and Commuters	
	Residents	Loading Zones	Customers and Visitors (Short to Medium Term <4P)	
	Loading Zones	Employees and Commuters	Loading Zones	
Lower Priority ↓		Residents		

Figure 4 - Movement & Place Classification

Henry Street is classified a Connectors Street because it prioritises movement, by channelling traffic from the residential areas west and hosts public transport buses. It is not a Local Street classification such a court bowl where a resident might expect to be able to always park outside their property.

The Connector classification also prioritises employees and commuters above customers and visitors whereas a Local Street reverses that order. This is recognition that Connector streets play an important role in supporting the nearby economic activities through reasonable provision of employee and commuter parking.

A best practice parking management approach seeks the balance all of the reasonable parking demands on a street of that classification to ensure that all the roads within the municipal network are making an equitable contribution towards their community.

Options and Discussion.

1. Continuation of the 2P parking area and resident exemption permits.

The trial parking area can be continued without modification. This will continue to see employee and commuter parking displaced to other areas and low use of the public road space in this area. There is also an ongoing cost to administer the parking zone, which has been accommodated for a trial period, but draws resources away from managing parking in high demand areas.

1.1. Paid parking permits.

The cost of car parking should be paid for by the user. In this instance, there is a cost to ratepayers to maintain, administer, enforce, and manage a resident parking exemption. The scheme prioritises public road space to differentially benefit abutting property owners to the detriment of the rest of the community. Consequently, the costs should be met by those that benefit as is commonplace across other parking permit areas throughout Council's parking portfolio. A general permit fee of \$64 for an annual parking permit could be applied.

2. Modification or removal of the 2P parking area and resident exemption permits.

There are a several iterations of the parking controls that can be considered to influence the parking prioritisation mix.

2.1. 2P time limited, resident exemption removed.

Parking management is intended to influence the behaviour of road users. Given there has been a change of road user behaviours in this area, the changes appear to be in response to nearby employee parking, the behaviour change arising from the trial may have some ongoing influence on this parking cohort.

A 2P parking would still deter employee and commuter parking but may also impact resident visitors.

2.2. 3P time limited, resident exemption removed.

A 3P restriction time limit between 9am - 5pm weekend days could be provided to prioritise visitors and customers but still deter employee and commuter parking.

2.3. Resident exemption could be consolidated to one side of Henry Street

The total provision of on street resident permits exempted areas could be reduced to one side of Henry Street to maintain the provision of some resident exemptions but also free-up the under-utilised parking spaces for employee and commuter use.

2.4. Remove all timed parking restriction.

Parking restrictions could be removed to retain parking management consistency across Henry Street and maintain equity in contribution of all streets to provide parking that meets the communities demands.

3. Undertake further minor line marking works to improve resident amenity.

Safety is this top priority in parking management. The resident feedback that highlights benefits such as improved sight distance when reversing and space for waste collection bins may also be able to be achieved through line marking works rather than timing or permit restrictions. A proposed plan is attached to show how this line marking could improve road user safety and guide the location of parking to maintain adjacent resident amenity.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
REPUTATIONAL RISK Community complaints parking not being provided to meet community need Residents dissatisfied with loss of exclusive parking permits	Medium <i>Almost Certain x Minor</i> Medium <i>Almost Certain x Minor</i>	Maintain consistent best practice parking management approach. Consultation with residents.
STRATEGIC RISK Additional requests for resident only parking Increasing parking demand on other areas	Medium <i>Almost Certain x Minor</i>	Maintain consistent best practice parking management approach.

CONSULTATION

A community feedback survey was sent out to 70 properties with a 23% response rate (16 received) from within the trial area and adjacent areas as collated in an Attachment. 13 supported the continuation of 2P parking restrictions and 14 supported the continuation of resident permits.

Properties, which during the trial, could always park outside their property were accordingly supportive of the continuation of the trial and felt safer when exiting their driveways.

Some properties outside of the trial area reported that the parking from within the trial was now displaced to outside their properties and supported an expansion of the timed restrictions and residents permits.

The Traralgon Parking Review received public feedback from over 1474 individuals with 79% dissatisfied or very dissatisfied with car parking in Traralgon and suggested improvements to be provide 'more parking' and 'improving car parking for traders'.

COMMUNICATION

Further communications will take place with adjacent residents to advise of the outcome of the trial and next steps.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Removal of resident exemption permits may not be supported by those currently receiving the benefit.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

The provision of parking is an economic issue for business and its employees.

Financial

Impacts are limited and options under consideration are able to be accommodated within existing budget allocations.

Attachments

1. Parking Survey Results
2. Proposed Line Marking
3. Community Feedback

6.4

Henry Street, Traralgon Parking Trial Evaluation

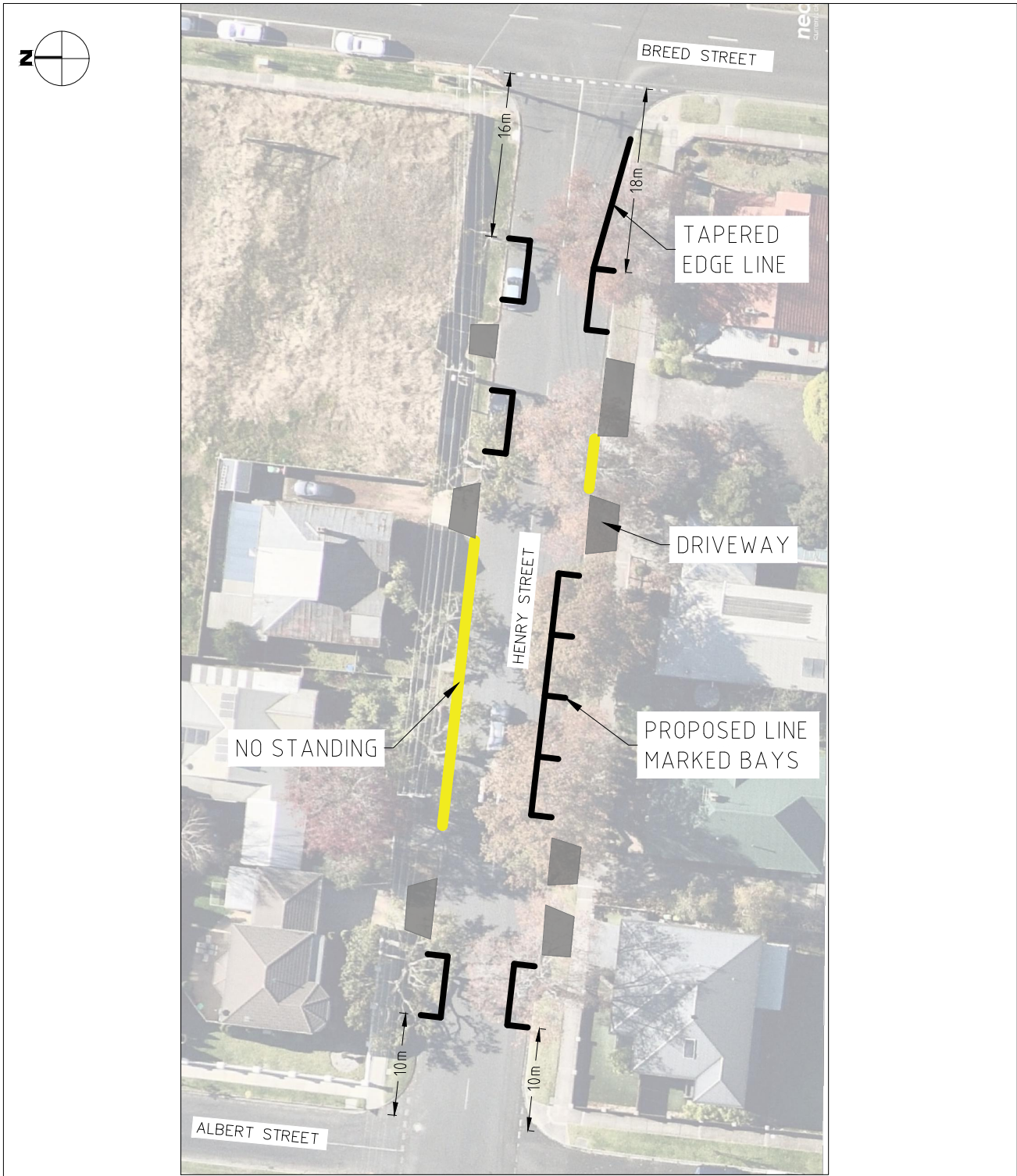
1	Parking Survey Results.....	110
2	Proposed Line Marking	112
3	Community Feedback	113

Henry Street Parking Survey - Breed Street to Mabel Street

Space No.	Henry St 11:56 25-01-23	Henry St 12:47 1-02-23	Henry St 11:45 8-02-23	Henry St 12:22 15-02-23	Henry St 12:36 22-02-23	Henry St 12:05 1-03-23	Henry St 11:52 8-03-23	Henry St 12:05 15-03-23
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26						1	1	
27								
28								
29			1					



Henry St Traralgon Parking Survey Area



LATROBE CITY COUNCIL

141 COMMERCIAL ROAD, MORWELL VICTORIA 3840 TEL: 1300 367 700



TITLE: PROPOSED LINE MARKING - HENRY STREET, TRARALGON

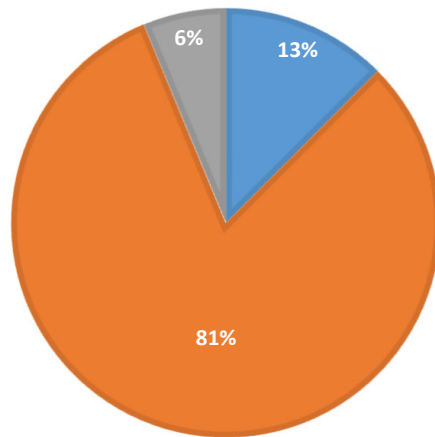
DESIGN: N. NARASIMHAN 26 MAY 2022	CHECKED: D. KELABORA 7 NOV 2023	SCALE: NTS	SHEET: 1 OF 1
LEGEND: LINE MARKING NO STANDING		STATUS: FOR CONSULTATION	REV: B SIZE: A4

DRAWING C:\USERS\DANIEL\ONE DRIVE - LATROBE CITY COUNCIL\DESIGNS IN PROGRESS_TRAFFIC ENGINEERING\PARKING RESTRICTION PROPOSED\HENRY STREET, TRARALGON\HENRY STREET PROPOSED LINE MARKING.DWG, SHEET: LAYOUT1| PLOTTED: November 7, 2023 AT 11:02 PM BY DANIEL KELABORA

Henry Street - Feedback Regarding Parking Changes

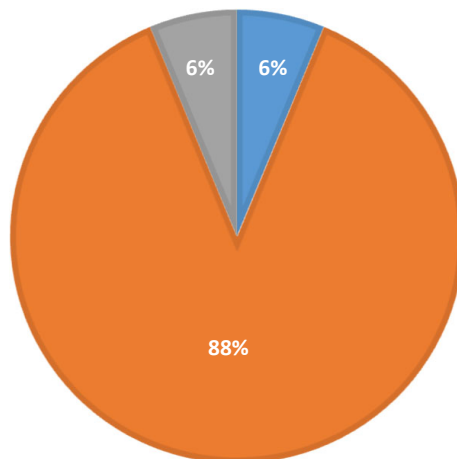
SUPPORT OF THE CONTINUATION OF 2P PARKING RESTRICTIONS ON HENRY STREET?

■ No ■ Yes ■ Comment only, no vote



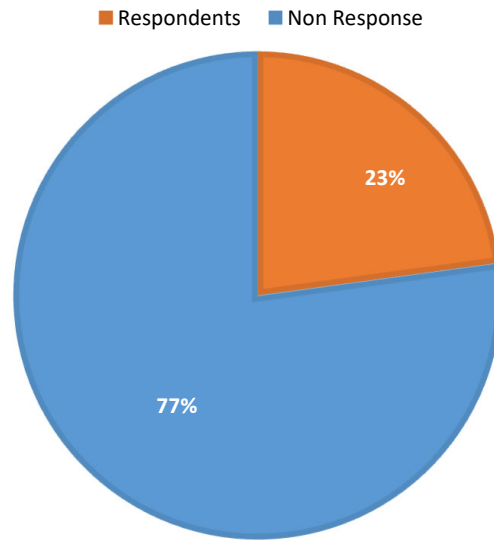
SUPPORT OF THE CONTINUATION OF RESIDENT PARKING PERMIT EXEMPTIONS?

■ No ■ Yes ■ Comment only, no vote

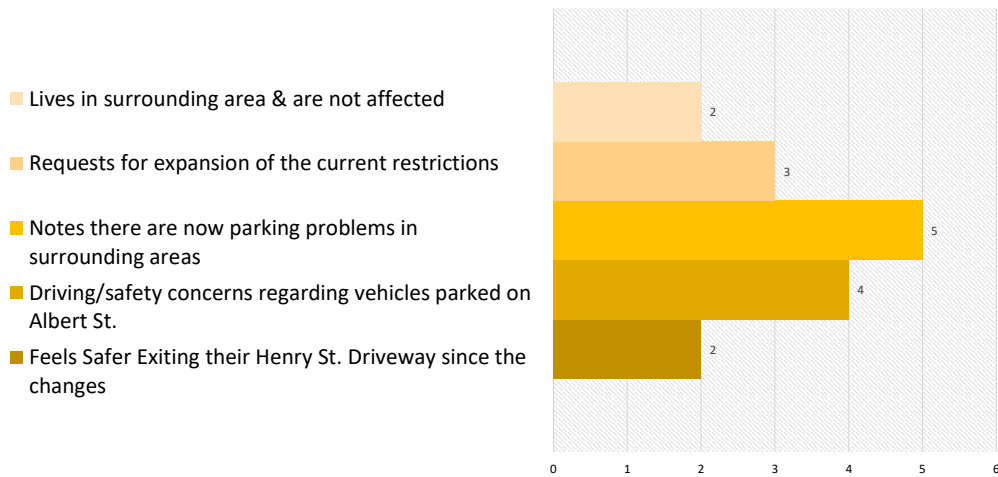


Henry Street - Feedback Regarding Parking Changes

RESPONSE RATE OF 70 SURVEYS



Themes from Additional Comments of Survey



Of 16 Surveys received, 9 provided additional comments

YOUTH POLICY REVIEW

PURPOSE

To present the draft updated Youth Policy for adoption.

EXECUTIVE SUMMARY

- Latrobe City Council's Youth Policy (the Policy) was previously adopted by Council in October 2018 with an end date of October 2022.
- The Policy outlines Latrobe City's commitment to young people aged 12 to 25 years. It provides guidance around the programs, projects, participation and engagement for young people across the municipality.
- A review of the Policy has been undertaken in line with governance procedures (see Attachment One –Youth Policy Update).
- Officers have updated the Policy in consultation with the Latrobe City Youth Council.
- Summary of changes includes:
 - Expanding definitions and language in line with current social inclusion, health and wellbeing practices.
 - Updating reference documentation including internal and external policies, strategies and plans.
 - Removing the production of the 'Youth Info Card'.

OFFICER'S RECOMMENDATION

That Council:

- 1. Adopt the Youth Policy with an effective date of 4 December 2023, for a period of four years.**
- 2. Revoke the previous version of the Youth Policy adopted at the Council Meeting in October 2018.**
- 3. Make the Youth Policy publicly available.**

BACKGROUND

The Policy outlines Latrobe City's commitment to young people aged 12 to 25 years. It provides guidance around the programs, projects, participation and engagement for young people across Latrobe City. It is intended to guide Council decisions and actions related to considering the voice of young people, enabling young people's informed decision making and engagement, as well as inclusion and access to Council and community services.

The Policy articulates five functional areas for action including:

- Coordination, contribution and support of the youth services sector.
- Increased educational and employment opportunities.
- Engagement, advocacy and impacting Council decisions.
- Providing information, increasing leadership capacity, volunteerism and civic participation.
- Access to safe places and experiences.

It has been developed in consultation with the Latrobe City Youth Council and is consistent with the Victorian Government Youth Strategy 2022-2027: Our Promise, Your Future.

ANALYSIS

The Policy was adopted in October 2018 with an end date of October 2022.

In line with governance procedures, the document (Attachment One – Youth Policy Update) has been reviewed and updated, encompassing the following changes:

- Expanded definition to include young people 'of all abilities, sexualities and identities'.
- Explicit references to mental health and wellbeing, inclusion and cultural relevance, meaningful engagement and co-design.
- Updated 'Principles of Management' to reflect the new Victorian Government Youth Strategy.
- Updated 'Related Documents' to include current Council Plan and Municipal Public Health and Wellbeing Plan as well as Child Safety policies.
- Removal of the production of the Youth Info Card (following a review of impact conducted in 2021).

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Organisation relies on expired policy to deliver services and spaces, resulting in less inclusive offering.	Low <i>Possible x Insignificant</i>	Council adopts the updated Youth Policy.
SERVICE DELIVERY Organisation relies on expired policy to deliver services and spaces, resulting in less inclusive offering.	Low <i>Possible x Insignificant</i>	Council adopts the updated Youth Policy.

CONSULTATION

The Policy been developed in consultation with the Latrobe City Youth Council.

COMMUNICATION

The Policy will be made available on the Latrobe City Council website.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The Policy aims to recognise, value and support young people's contributions to Latrobe City's social fabric.

Cultural

The Policy aims to recognise, value and support young people's contributions to Latrobe City's cultural landscape.

Health

The Policy outlines Latrobe City's commitment to the physical and mental health and wellbeing of young people.

Environmental

The Policy aims to recognise, value and support young people's contributions to Latrobe City's environment.

Economic

The Policy aims to recognise, value and support young people's contributions to Latrobe City's economy.

Financial

Not applicable.

Attachments

1. Youth Policy Update

6.5

Youth Policy Review

1	Youth Policy Update.....	120
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Youth Policy

Version 1

Approval Date: XXXX 2023

Review Date: XXXX 2027



Youth Policy

DOCUMENT CONTROL

Responsible GM	Georgia Hills	
Division	Community Health and Wellbeing	
Last Updated (who & when)	Georgia Karavis, Coordinator Social Policy and Inclusion	2023
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	1 October 2018	Update
Council	6 November 2023	Update
References	Refer to Section 8 and 9 of this policy	
Next Review Date	1 November 2027	
Published on website	Yes	
Document Reference	No	

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Responsible Division	Community Services	Approved Date	6 November 2023	Review Date	1 November 2027
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Youth Policy

1. Background

Young people of all abilities, sexualities and identities have an important contribution to make to the civic, social, economic, recreational and cultural life of Latrobe City.

Latrobe City has a strong commitment to the ongoing engagement and capacity building of young people, their physical and mental health and wellbeing, creating opportunity for future careers and positive change within the wider community. Latrobe City respects and celebrates the diversity of young people and aims to support their social, educational, environmental, cultural, economic, sporting, recreational community and creative pursuits.

2. Objectives

This Youth Policy outlines Latrobe City's commitment to young people aged 12 to 25 years. It provides guidance for the programs, projects, participation and engagement of young people across Latrobe City.

3. Scope

This policy covers young people as impacted by Council plans, strategies, programs and projects, including volunteer opportunities.

4. Principles of Management

This policy recognises and is consistent with the Victorian Government Youth Strategy 2022-2027: Our Promise, Your Future, which identifies a set of guiding principles and six priority areas:

- Young people are healthy and well.
- Young people are safe and secure.
- Young people achieve their goals through education, training and employment.
- Young people are respected and involved in decisions in their communities.
- Young people are confident and strong in their identity and cultura and are supported in their community.
- Services are coordinated, responsible and accessible.
-

This policy will guide Council decisions and actions within the scope As defined above. It aims to provide opportunities for the voice of young people to be considered and heard, to enable them to make positive and informed decisions and access Council and community services, supports and facilities for their enjoyment and ongoing development as valued community members. It also encourages meaningful consultation and engagement with young people on matters that relate to or are likely to significantly impact on or affect them. The functional areas are:

- **Coordination, Contribution and Support of the Youth Services Sector**

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Responsible Division	Community Services	Approved Date	6 November 2023	Review Date	1 November 2027
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Youth Policy

This includes convening the Latrobe Youth Network, providing letters of support for funding applications to address identified gaps and needs in youth services; supporting new initiatives.

- **Increased Educational and Employment Opportunities**
This includes delivery of intern programs, work experience placements; provision of training and development opportunities for staff; work preparedness training for young people of all abilities; mentor programs; support for local educational institutions and their programs, including infrastructure development; job creation programs for young people experiencing disadvantage.
- **Engagement, Advocacy and Impacting Council Decisions**
This includes consulting, co-design and engagement with diverse and representative cohorts of young people, including Youth Council when formulating Council strategies and plans, inclusive of investigating the need for a youth specific strategy. Additionally, it includes advocating to other levels of government on key issues relevant to Latrobe's youth community; opportunities for direct discussions with Councillors; and advocacy for increased, impactful and evidence-based programs and facilities for young people.
- **Providing Information, Increasing Leadership Capacity, Volunteerism and Civic Participation**
This includes the annual Youth Council program or relevant youth ambassador program; building capacity and engagement with the service system to increase access; increasing volunteer opportunities across the municipality; participating in civic activities.
- **Access to Safe Places and Experiences**
This includes providing appropriate places for young people to gather and connect; providing opportunities for young people to network; building and maintaining infrastructure for young people; international exchanges in areas such as education, music, and sport; special rates for young people to access Latrobe City services such as recreation and leisure programs; provision of activities, events and programs that are inclusive, accessible and culturally relevant; access to youth focused resources at Latrobe City libraries and service centres; providing community grants to support a wide range of community development and recreational opportunities benefitting young people.

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

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Responsible Division	Community Services	Approved Date	6 November 2023	Review Date	1 November 2027
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Youth Policy

5.1. Council

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

5.2. Chief Executive Officer

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

5.3. General Manager Community Services

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

5.4. Manager Community Development

- Develop frameworks and procedures in compliance with this policy.
- Enforce responsibilities to achieve compliance with frameworks and procedures.
- Provide appropriate resources for the execution of the frameworks and procedures.

5.5. Employees, Contractors and Volunteers

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

6. Evaluation and Review

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

7. Definitions

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Responsible Division	Community Services	Approved Date	6 November 2023	Review Date	1 November 2027
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Youth Policy

Young people refers to people aged 12 to 25 years, as per the State and Federal Government definitions of youth.

8. Related Documents

Latrobe City Council Plan 2022-2025; Living Well Latrobe 2022-25; Latrobe City Community Access and Inclusion Policy; Latrobe City Volunteer Policy; Latrobe City Child Safe Policy; Latrobe City Child Safety and Wellbeing Operational Policy.

9. Reference Resources

Victorian Youth Strategy 2022-2027: Our Promise, Your Future

10. Appendices

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Responsible Division	Community Services	Approved Date	6 November 2023	Review Date	1 November 2027
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CULTURAL DIVERSITY ADVISORY COMMITTEE TERMS OF REFERENCE REVIEW

PURPOSE

To seek approval from Council to dissolve the Cultural Diversity Advisory Committee (CDAC) and establish a Cultural Diversity Community Engagement Group.

EXECUTIVE SUMMARY

- The CDAC was established in 2004 and was originally known as the Latrobe City Cultural Diversity Reference Committee. It has continued to meet since its establishment and has reviewed its Terms of Reference (ToR) and membership at the expiration of each member term, which is every three years. Membership of the CDAC can comprise up to 15 members; there are currently 11 members as co-opted members have not been appointed.
- The current Committee members' term of appointment expired on Thursday, 3 August 2023. Their term has been extended until December 2023 to allow Council to consider options for future engagement with Latrobe City's culturally diverse community.
- Three options are presented for consideration:
 1. Dissolve the CDAC and establish a Cultural Diversity Community Engagement Group.
 2. Adopt updated CDAC ToR (Attachment 1) and proceed with a public EOI process to recruit a new Committee.
 3. Dissolve the CDAC and request a future report outlining options for engaging with Latrobe City's culturally diverse community.
- The three options were discussed with the Committee members at the CDAC meeting on Thursday, 16 November 2023. Whilst there were a range of opinions across the membership, there was broad support for transitioning to a less formal structure for Council's engagement with Latrobe City's culturally diverse community.

OFFICER'S RECOMMENDATION

That Council:

1. **Dissolve the Cultural Diversity Advisory Committee;**
2. **Notify the current committee members and other stakeholders of the decision; and**
3. **Note the development of a Cultural Diversity Community Engagement Group, in replacement of the Cultural Diversity Advisory Committee.**

BACKGROUND

The CDAC provides Council with advice about issues for people from culturally diverse backgrounds including accessing information, services and facilities in Latrobe City. It was established in 2004 and was originally known as the Latrobe City Cultural Diversity Reference Committee. It has continued to meet since its establishment and has reviewed its ToR and membership at the expiration each three-year term.

The CDAC currently comprises 11 members as follows:

- Up to two Councillors.
- Up to five representatives from culturally diverse social groups or agencies that support culturally diverse communities in Latrobe City.
- Two representatives from peak/major organisations that service and support Latrobe City's culturally diverse communities.
- Two community members with an interest in cultural diversity.

The ToR include up to four co-opted members, as determined by the Committee, when required. Co-opted members have not been appointed to the current CDAC.

A Council Officer provides support to the CDAC in an ex-officio capacity. Membership requirements within the CDAC can be reviewed by Council as the need arises.

The CDAC does not have any decision-making authority, its objectives and function are operationally focused and, as such, the CDAC will assist with the development and monitoring of a new Latrobe City Cultural Diversity Action Plan.

ANALYSIS

As the current term of appointment for CDAC members expired on Thursday, 3 August 2023, it is timely for Council to consider the most appropriate and effective method for engaging with Latrobe City's culturally diverse community.

Three options are provided for Council's consideration:

1. Dissolve the CDAC and establish a Cultural Diversity Community Engagement Group.
2. Adopt updated CDAC ToR and proceed with a public EOI process to recruit a new Committee.
3. Dissolve the CDAC and request a future report outlining options for engaging with Latrobe City's culturally diverse community.

Dissolve the CDAC and establish a Cultural Diversity Community Engagement Group.

While, historically, formal Advisory Committee structures have been used to engage key stakeholders, in the past two years several priority population groups identified in *Living Well Latrobe* have been engaged through a Community Engagement Group structure. This structure is less formal than an Advisory Committee and has a focus on informing operational matters such as the delivery of programs and services.

Officers and group members report that the existing Community Engagement Groups, for the Positive Ageing and Disability population groups, deliver tangible positive outcomes and are a model suitable for replication with other priority population groups.

A ToR for the group would be developed in line with the ToRs for the existing groups and would not require formal endorsement by Council.

Community Engagement Group meetings are managed on a quarterly basis, however additional engagement opportunities are offered to members of these committees when subject specific opportunities arise throughout the year. This enables the committees to be efficient and have a more meaningful influence where relevant.

Membership would be in line with the existing Community Engagement Groups focussing on people who identify as culturally diverse or with an interest in cultural diversity.

Agencies and peak organisations would not be represented on the group; however, members may hold membership or be affiliated with an agency or peak organisation. Councillors would not be members of the group but are able to attend meetings as desired.

The CDAC would be dissolved by Council resolution and a public EOI process undertaken to recruit members to the new Cultural Diversity Community Engagement Group.

Adopt updated CDAC ToR and proceed with a public EOI process to recruit a new Committee.

The CDAC ToR have been reviewed and updated to ensure the objectives are current and the proposed membership adequately reflect the breadth of experiences of our culturally diverse communities. Updated CDAC ToR are provided in Attachment 1.

Changes to the revised TOR include:

- 1.1 Reference to the *Local Government Act 2020* included.
- 3.2 Length of appointment and Committee member term updated to three years.
- 3.10 Peak/major organisations who service and support Latrobe City's culturally diverse communities or culturally diverse social groups, ethnic associations or agencies that support culturally diverse communities in Latrobe City may nominate a delegate if the nominated representative is unable to attend a Committee meeting.

The EOI process would be promoted in the Latrobe Valley Express, through Council’s social media platforms, on Council’s website, via email to stakeholders and networks with a focus on cultural diversity, community groups with a focus on cultural diversity and to members of the current CDAC. Hard copies of the EOI documents will be available at Council’s Libraries and Service Centres, Visitor Information Centre and Leisure Centres or by request. Consistent with the ToR, some organisations and groups will be targeted with a personal invitation to join.

Dissolve the CDAC and request a future report outlining options for engaging with Latrobe City’s culturally diverse community.

Council could dissolve the CDAC and request a future report. The report would outline options for ongoing engagement with Latrobe City’s culturally diverse community.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>SERVICE DELIVERY Goodwill is lost if culturally diverse community members do not have input into the delivery of culturally appropriate services, activities and engagement methods.</p>	<p>High <i>Likely x Moderate</i></p>	<p>Provide opportunities for members of the CDAC, culturally diverse community members, networks, and the Latrobe City community to have input into the delivery of culturally appropriate services, activities and engagement methods.</p>
<p>STRATEGIC Failure to recruit enough people who are interested in being part of the CDAC.</p>	<p>Medium <i>Likely x Minor</i></p>	<p>Continue to promote the recruitment of the CDAC by promoting the EOI process broadly to culturally diverse community members, networks and the Latrobe City community.</p> <p>The CDAC member selection processes ensures that the CDAC membership represents our culturally diverse communities.</p>

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Failure to develop a new Cultural Diversity Action Plan will result in community backlash, diminishing Council’s reputation within the community.</p>	<p>Medium</p> <p><i>Likely x Minor</i></p>	<p>Provide opportunities for members of the CDAC to have input into the development and delivery of Council’s new Cultural Diversity Action Plan.</p>

CONSULTATION

The current CDAC has been consulted in the review of the existing ToRs at CDAC meetings throughout 2023. The options presented in this report for consideration were discussed with the Committee at the 17 November 2023 CDAC meeting.

COMMUNICATION

If Council resolved to dissolve the CDAC further communications would be required to inform the current CDAC of Council’s decision and opportunities for ongoing engagement.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The Cultural Diversity Action Plan outlines Council's intent to build social cohesion through supporting culturally diverse community members to engage with Council services and programs. The three options provided for consideration are to ensure that Council engages effectively with culturally diverse community members.

Cultural

Appropriate engagement is required to ensure Council services and programs are responsive to the needs of culturally diverse community members. Council engagement needs to consider a variety of methods and channels to ensure it is effective. This includes for example, not relying on written material and utilising existing community networks for the dissemination of information.

Health

Living Well Latrobe identifies cultural diversity community members as a priority population group. This is in recognition of the increased challenges facing their health and wellbeing and the need for bespoke interventions to ensure their needs are better understood and planned for.

Environmental

Not applicable.

Economic

Not applicable.

Financial

The three options identified in the report are all able to be delivered within existing department budgets.

Attachments

1. Draft Cultural Diversity Advisory Committee Terms of Reference

6.6

Cultural Diversity Advisory Committee Terms of Reference Review

1	Draft Cultural Diversity Advisory Committee Terms of Reference	133
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Cultural Diversity Advisory Committee

Terms of Reference



Revised Draft - October 2023





CONTENTS:

1. **Establishment of the Committee**
2. **Objectives**
3. **Membership**
 - Composition of the Committee
 - Length of appointment
 - Selection of members and filling of vacancies
 - Co-option of members
 - Attendance at meetings
 - Resignations
4. **Proceedings**
 - Chair
 - Meeting Schedule
 - Meeting procedures
 - Quorum
 - Voting
 - Minutes
 - Reports to Council
5. **Review of Committee and Duration of the Committee**
6. **Authority and Compliance Requirements**



1. Establishment of the Committee

- 1.1. The Cultural Diversity Advisory Committee (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of *the Local Government Act 2020*.
- 1.2. The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

2. Objectives

- 2.1. The Committee’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The Committee is an advisory committee only and has no delegated decision-making authority.
- 2.3. The Committee is established to:
 - 2.3.1. To provide advice to Council on issues for people from culturally diverse backgrounds accessing information, services and facilities.
 - 2.3.2. To provide advice to Council on issues relating to cultural diversity within the Latrobe City community.
 - 2.3.3. To receive reports on progress of the development and implementation of the Latrobe City Cultural Diversity Action Plan.
 - 2.3.4. To review the Cultural Diversity Action Plan and make recommendations to Council.
 - 2.3.5. To promote cultural diversity within the Latrobe City community.
 - 2.3.6. To provide networking, information sharing and partnership opportunities for committee members and invited guests.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:
 - 2.4.1. Review progress of actions in the Action Plan.
 - 2.4.2. Invite guest speakers identified in the Action Plan or by Committee members.



2.4.2.1. To provide information/increase the Committee members awareness of issues for Culturally Diverse community members

2.4.3. Policy and Strategy Development

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

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

3. Membership

Composition of the Committee

3.1. The Committee shall comprise of 15 members, being:

3.1.1. Up to two Councillors;

3.1.2. Up to five representatives nominated from culturally diverse social groups, ethnic associations or agencies that support culturally diverse communities Latrobe City.

3.1.3. Two representatives from peak/major organisations who service and support Latrobe City's culturally diverse communities.

3.1.4. Two community members (individuals) with an interest in cultural diversity.

3.1.5. Up to four co-opted members, as deemed appropriate by the Committee to help fulfil/meet the objectives and address any specific areas or gaps. Co-opted members could be from an organisation, sector or community.

3.1.6. Latrobe City Council Officers (ex-officio).

Length of appointment

3.2. The Committee shall be in place for a period of three years or as long as Latrobe City Council sees fit, and the appointment of members shall be for a three-year period.

3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.



Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a Committee based on expressions of interest received from members of the community and nominations received from organisations.
- 3.5. The Committee may fill any vacancies that occur within the determined period of appointment, subject to the approval of the General Manager of the relevant division and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

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

Attendance at meetings

- 3.7. All Committee members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.
- 3.10. Peak/major organisations who service and support Latrobe City's culturally diverse communities or culturally diverse social groups, ethnic associations or agencies that support culturally diverse communities in Latrobe City may nominate a delegate if the nominated representative is unable to attend a Committee meeting.

Resignations

- 3.11. All resignations from members of the Committee are to be submitted in writing to the General Manager of the relevant division, Latrobe City Council, PO Box 264, Morwell VIC 3840.

4. Proceedings

Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable, he/she shall delegate to the other nominated Councillor to chair the meeting.



- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting.

Meeting schedule

- 4.4. Meetings of the Committee will be held quarterly or as may be deemed necessary by Latrobe City Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held on an as-needs basis. The duration of each Committee meeting should generally not exceed two hours.

Meeting procedures

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

Quorum

- 4.9. A majority of the members constitutes a quorum.
- 4.10. If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting

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



Minutes of the Meeting

- 4.12. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.13. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee (see appendix two for the minutes template).
- 4.14. The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).
- 4.15. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.16. A copy of the minutes shall be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

- 4.17. With the approval of the Chair, a report to Council may be tabled on the Committee's progress towards the objectives included in this Terms of Reference.
- 4.18. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.19. Reports to Council will be co-ordinated through the General Manager of the relevant division that the Committee falls under.

5. Review of Committee and Duration of the Committee

- 5.1. The Committee will cease to exist by resolution of the Council, or once the objectives at item 2.3 are demonstrated to have been met, whichever occurs first.
- 5.2. A review of the Committee will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:



- 5.4.1. The Committee's achievements;
- 5.4.2. Whether there is a demonstrated need for the Committee to continue;
and
- 5.4.3. Any other relevant matter.

6. Authority and Compliance Requirements

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



Appendix 1: Agenda Template



<p>[Name] Advisory Committee</p> <p>Meeting Day, XX Month Year Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p>			
AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Declarations of Interest <i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>	All	
4.	Confirmation of Minutes <i>Confirmation of the previous minutes of the meeting.</i>		
5.	Matters arising from previous meeting <i>Review of action progress from previous meetings</i>	All	
6.	Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i> <ul style="list-style-type: none"> • • • • 		
7.	General Business <ul style="list-style-type: none"> • • • 	All	



Appendix 2: Minutes Template



No.	Item	Responsible Person	Timeframe
<p>MINUTES [Name] Advisory Committee Minutes</p> <p>Meeting Day, XX Month Year Time Commenced: 00:00am/pm Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p> <p>Meeting Chair: < Name ></p>			
1.	Present		
2.	Apologies		
3.	Interest Disclosures		
	<p><i>Members of the Committee declare any Conflicts of interest or Interests in matters discussed at the meeting.</i></p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p>		

STATE AND COMMONWEALTH GOVERNMENT BUDGET SUBMISSIONS

PURPOSE

To seek endorsement of Latrobe City Council's draft 2024/2025 Victorian State and Commonwealth budget submissions.

EXECUTIVE SUMMARY

- Prior to the State and Commonwealth elections Council agreed on a range of priorities which formed the basis of our advocacy campaigns. These priorities have carried through to our 2024/2025 budget submissions, reinforcing our commitment to these projects with both levels of government. This consistent approach has helped us identify projects that will support our community and aid our ongoing economic transition.
- The draft submissions for the 2024/2025 budgets build on our existing priorities and align with the Council Plan 2021-2025, Community Vision and *Our Transition* Plan. A detailed list of our advocacy priorities can be reviewed in Attachment 1 – State Budget Submission 2024/2025 and Attachment 2 – Commonwealth Budget Submission 2024/2025.
- Within the budget submissions officers have maintained Council's focus on the Traralgon Football Netball Club Flood Recovery and Resilience project. We acknowledge the support received from the Victorian State Government and continue to advocate for further assistance in this vital project.
- In recent months, our advocacy efforts have increased, particularly in relation to the Hydrogen Energy Supply Chain (HESC) project, led by a Japanese consortium. This project remains a top priority for Latrobe City, aligning with our pursuit of new energy opportunities for Latrobe, aligning with Our Transition plan.

OFFICER'S RECOMMENDATION

That Council endorse Latrobe City's draft 2024/2025 Victorian State and Commonwealth budget submissions.

BACKGROUND

In our ongoing commitment to advancing the economic transition of Latrobe City and enhancing the liveability of our region, we remain steadfast in our advocacy for projects that align with these objectives and key corporate Council documents including the Council Plan 2021-2025 and Community Vision.

Latrobe City's transformation to a more diversified economy is a key priority for Council as outlined in *Our Transition* plan. We continue to advocate for projects that will support this transition by attracting new industries, fostering innovation and creating job opportunities for our community.

We recognise the essential role that major infrastructure investments play in driving economic development. These investments are the key to unlocking our region's economic potential and ensuring that Latrobe City thrives as a dynamic and progressive Regional City.

State Submission (Attachment 1) Priorities:

- Latrobe New Energy Future
- Victorian Aerospace Technology Precinct (VATP)
- Flood Recovery and Resilience
- Inter-Township Trail Network
- Residential Development Precincts
- Latrobe's Education and Health Clinic
- Traralgon Bypass
- Traralgon East West Link
- Moe Revitalisation Stage 3
- Transport

Commonwealth Submission (Attachment 2) Priorities:

- Latrobe New Energy Future
- Victorian Aerospace Technology Precinct (VATP)
- Flood Recovery and Resilience
- Inter-Township Trail Network
- Residential Development Precincts
- Latrobe's Education and Health Clinic

These projects provide a balanced mix of investments that will contribute to both economic growth and enhanced liveability within our community. They are integral to securing a prosperous and sustainable long-term future for Latrobe City.

ANALYSIS

The projects included in our budget submissions are a direct reflection of the priorities that have been previously endorsed by Council. These priorities have served as the foundation for our advocacy efforts in State and Commonwealth elections, past budget submissions and our ongoing engagement at both levels of government.

Our priority projects support our community's ongoing transition. This commitment focuses on investments in industry, the creation of new job opportunities and the enhancement of liveability. Importantly, these projects align with State and Commonwealth Government's policy and direction, encompassing vital areas such as zero emissions, circular economy, health and wellbeing, housing, transport, education and health. Furthermore, our priorities seamlessly align with the objectives outlined in our Council Plan, Community Vision and Our Transition Plan.

Valuable insights from various advocacy meetings with State and Commonwealth government representatives consistently emphasised the importance of targeting grant programs to secure project funding. This guidance has led us to increase our efforts in grant applications, resulting in successfully securing funding over the past 18 months.

Beyond grant applications, our ability to secure funding has been supported by the solid relationships we have established with Government departments and advisors. This relationship-driven approach has resulted in significant successes, including funding for projects such as car park projects and the Gippsland Logistics Precinct. We remain steadfast in our commitment to nurturing and expanding these connections to advance our advocacy efforts for our priority projects.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Council not making a submission to the Victorian State and Commonwealth Budget submission process</p>	<p>Low</p> <p><i>Unlikely x Moderate</i></p>	<p>Council to endorse and submit our priority projects to the Victorian Treasurer and Commonwealth Government budget submission process, and relevant portfolio Ministers.</p>

CONSULTATION

The priority projects have been the focus for Council's State and Commonwealth election campaigns and have been socialised, communicated and discussed with various Government Ministers over the past twelve months. The priority projects reflect the direction of the Council Plan and therefore the direction of the community.

COMMUNICATION

The 2024/2025 budget submission will be communicated to the Victorian Treasurer and relevant Government Ministers, notably Ministers Gayle Tierney, Harriet Shing, Lily D'Ambrosio and Melissa Horne. The budget submission will also be available on Council's website and communicated through appropriate Council communication channels.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Securing funding for the priority projects through the Victorian State and Commonwealth Government budget processes will further support Latrobe City's ongoing transition through investment in jobs, the economy and the liveability of the region.

Financial

Securing funding from Government will enable the identified priority projects to proceed and reduce the financial burden on Council.

Attachments

1. Investment Prospectus Budget Submission Federal Government
2. Investment Prospectus Budget Submission State Government

6.7

State and Commonwealth Government Budget Submissions

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LatrobeCity Council Submission
Federal Budget
2024/25



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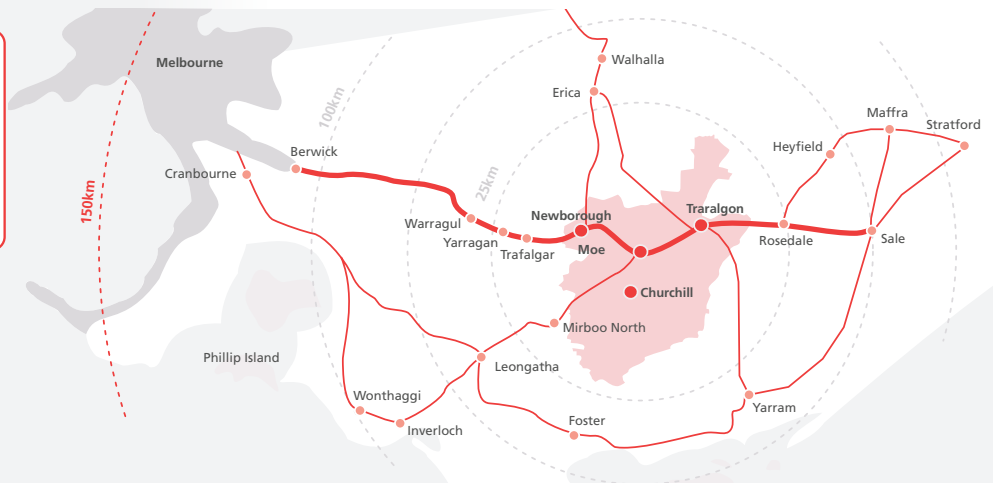
Inter-Township Trail Network



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Flood Recovery and Resilience





Latrobe City is one of Victoria’s major Regional Cities, located 135 km east of Melbourne, with a population of approximately 75,500. The municipality comprises several major urban centres, is the primary service and cultural centre for the Gippsland region, and hosts regional headquarters for government, private and education entities.

Latrobe City is undergoing a significant economic transition, as it shifts towards a more sustainable and diverse economy.

The region has long been known for its traditional industries, having served as the centre of power generation in Victoria for over 100 years.

The global transition to cleaner sources of energy to address climate change has seen the owner/operators of the region’s coal fired power stations and mines announce their closure dates.

The confirmation of these timelines has led to Latrobe City developing ‘Our Transition’ plan which seeks to build on our strengths and support the region’s economic transition and transformation.

The plan supports the equitable diversification of Latrobe City’s economic base and transition towards a low emission future through attracting investment, upskilling to meet needs, skilled workforce promotion, understanding future job opportunities, providing business support and promoting Latrobe City.

Latrobe City has 4,442 businesses, employing approximately 32,300 people. With a Gross Regional Product (GRP) is valued at \$5.8 billion, Latrobe City makes a significant contribution to the Victorian economy.

Overall, electricity, gas, water and waste services are the most valuable industries in Latrobe City, yielding over \$3 billion in regional output. Other important industries include manufacturing, construction, rental, hiring and real estate services, and healthcare and social assistance.

We have now reached a critical point in our transition, with the 2028 closure of the Yallourn Power Station and the recently announced early closure of Loy Yang in 2035, combined with increasing priorities of government policy and investment in renewable energy.

While there has been significant government investment in Latrobe City, we recognise that private sector investment is a key element in guiding the future economic growth in our city and will further underpin opportunities to create long-term employment. Our region will continue to evolve as part of this ongoing economic transformation and Council is seeking investment in industries and job creation that contribute to our economic diversification.

Council believes that major infrastructure investment continues to be critical to our economy and is key to progressing the region’s potential as a strong, progressive and fast growing Regional City.

Council will continue to work on attracting investment in key industries, including working towards net zero emissions energy generation (renewables), engineering, manufacturing, advanced air mobility, hydrogen, education and health services through the delivery of Council’s investment roadmap.

Latrobe City Council welcomes the opportunity to provide its budget submission to the Federal Budget 2024/25. This submission presents Latrobe City’s projects that are identified as high priority due to their potential to create jobs, support economic growth and bring about social outcomes.

LatrobeCity

LATROBE CITY'S NEW ENERGY FUTURE

Well-positioned to harness opportunities in renewable energy and hydrogen to create:

- New jobs and career pathways
- Local private investment and procurement



FEDERAL BUDGET 24/25 PROPOSAL #1:

LATROBE CITY'S NEW ENERGY FUTURE

Council will collaborate with all levels of government to ensure that the region is a beneficiary of a clean energy economy and well positioned to harness opportunities in hydrogen and renewable energy to create jobs and attract new cutting-edge industry in the region.

Why Latrobe City?

Latrobe City and the broader Gippsland region are at the forefront of the renewable energy transformation. There are several large-scale solar, onshore and offshore wind projects and large-scale batteries in planning or construction phases across the region.

In November 2020, the Victorian Government announced a \$1.6 billion clean energy package through the 2020/21 State Budget to invest in renewables, grid infrastructure, energy efficiency and decarbonisation projects,

including \$540 million to establish six Renewable Energy Zones (REZs), including the Gippsland REZ.

The spare hosting capacity of the Gippsland REZ presents a partnership opportunity to decrease the marginal cost of investing in energy storage and renewable energy projects within Latrobe City.

The Hydrogen Energy Supply Chain (HESC) project in Latrobe City has trialed the production of liquefied hydrogen, from the region's brown coal resource, to be transported to Japan for use in hydrogen fuel cell vehicles and power generation.

Carbon Capture and Storage (CCS) is required to produce low emission hydrogen from brown coal. The Gippsland Basin has the largest carbon storage potential of any east coast basin which is proposed to be developed through the Victorian Government's CarbonNet project and/or the South East Australia carbon capture hub which is under consideration by ExxonMobil.

Employment potential:
300-500 ongoing FTE

Partner with us to achieve

Latrobe City Council is seeking Government support for:

- ✓ Hydrogen pathways and supply chains in the region - both blue and green.
- ✓ HESC project commercialisation in Latrobe City.
- ✓ CarbonNet to proceed, including required funding.
- ✓ Development of new renewable energy generation and transmission infrastructure in Latrobe City.
- ✓ Fast track approvals to realise the \$41bn investment in Off Shore Wind.
- ✓ Ensure policy framework exists to maximise local procurement and job opportunities.
- ✓ Develop in partnership with local government and stakeholders community benefit schemes.

Outcomes and community benefit

- ✓ Establish new energy industries in Latrobe City to support the region's economic transformation and new energy future.
- ✓ Attract alternative and new energy technology research and investment in Latrobe City.
- ✓ Deliver positive outcomes for the Latrobe community through environmental and social benefits, and creation of new jobs and career pathways.

LatrobeCity

LATROBE AEROSPACE TECHNOLOGY PRECINCT AT LATROBE REGIONAL AIRPORT

Victorian Centre for Advanced Air Mobility
(AAM) at Latrobe Regional Airport.



FEDERAL BUDGET 24/25 PROPOSAL #2:

LATROBE AEROSPACE TECHNOLOGY PRECINCT AT LATROBE REGIONAL AIRPORT

Latrobe City Council is positioning the Latrobe Regional Airport to be a Victorian Centre for Advanced Air Mobility (AAM). The development of AAM will create new industry and employment at the Airport.

Employment potential:

Total estimated employment is 60+ positions within 1-3 years

Commencement date:

February 2023

Proposed Government investment:

\$1.5 million

To enable development of the Latrobe Aerospace Technology Precinct (LATP), a new taxiway and upgrades to existing taxiways will be required. Infrastructure such as electric charging stations and broadband will also be required.

Employment

The estimated employment for systems developers is up to 30 positions within three years, many of which will be high skills positions. The total estimated employment is 60+ positions within one to three years.

Industry investment

The industry proposals for systems development have estimated an initial investment of approximately \$2 million. Investment by manufacturers/ product developers is unknown at this time.

Our activities to date:

- ✓ Established a dedicated aerospace/ AAM precinct at Latrobe Regional Airport. Named the precinct the Latrobe Aerospace Technology Precinct (LATP). Area includes building and airside access.
- ✓ Working with Invest Victoria – AAM Team to position our precinct as a key focus in Victoria for AAM investment.
- ✓ Discussions with Thales and Nova Systems in relation to systems development at LATP. Both companies have presented proposed systems projects.
- ✓ Discussions with product manufacturers – Airbus, Quickstep, Dronamics, Textron Systems Australia, Wisk re manufacturing/ product development at LATP.
- ✓ Discussions with technology developers and maintenance – Dovetail, Microflite. These companies are looking to retrofit existing aircraft with electric technology and maintenance of Electric Vehicle Take Off and Landing (eVTOL respectively).
- ✓ Partnering with Swinburne University of Technology to conduct tests and trials for electric and hydrogen drones in Latrobe City. Objective is to test, trial and demonstrate to CASA capability of airspace control.

LatrobeCity

RESIDENTIAL DEVELOPMENT PRECINCTS

Action existing plans for essential infrastructure at Lake Narracan, Morwell North West and Traralgon North to:

- Unlock Latrobe City's growth
- Respond to land shortage



FEDERAL BUDGET 24/25 PROPOSAL #3:

RESIDENTIAL DEVELOPMENT PRECINCTS

Latrobe City Council calls on the Federal Government to establish an Infrastructure Fund to address the limited capacity and availability of enabling infrastructure and utility services to support industrial, commercial and residential growth.

Commencement date:
Immediate

Proposed Federal Government investment:
\$35 million

Since 2004 Latrobe City Council has undertaken significant urban growth area planning across large and small townships; completing Structure and Development Plans which subsequently enabled 800ha of residential land releases across the municipality in the 2012/2013 financial year.

An additional 600ha of land was later released in 2015 as part of the Lake Narracan Precinct.

Council has been active in the preparation of Development Plans, Development Contribution Plans, Precinct Structure Plans and associated planning permits to ensure land is available for growth and new investment. It is considered that there are sufficient zoned and approved planning permits to address current land supply demands for at least the next 10 to 15 years.

Despite Council undertaking the aforementioned land use planning activities, current and future growth opportunities across key precincts continue to be delayed, and in some instances prevented due to the absence or capacity of critical services (i.e. sewer, gas, electricity, arterial road connections etc.).

The realisation of residential and industry growth opportunities is therefore determined not by market demand, interest or opportunity, rather it is inadvertently being restrained by the capacity or extent of utility services and infrastructure.

It is acknowledged that the requirement for an individual developer or business to fund necessary infrastructure is common and accepted. However, within Latrobe City and many other regional areas there are a number of instances where the cost and benefit of infrastructure extend well beyond any reasonable nexus with an individual development.

Investment in priority utility services and infrastructure is considered paramount to Latrobe City's capacity to grow its economy, employment and population.

The necessary utility services could be most effectively delivered if a rolling Infrastructure Fund was in place, supported by Federal Government funding.

While the Government's financial contribution to the Gippsland Logistics Precinct is a welcome first step, further Government support is needed to enable larger scale residential and industrial investment in Latrobe City across the region's greenfield development sites:

- ① Lake Narracan Precinct Structure Plan.
- ② Traralgon North Development Plan and Development Contribution Plan.
- ③ Morwell North West Development Plan and Development Contribution Plan.

LatrobeCity

LATROBE'S EDUCATION AND HEALTH CLINIC

Partner with Latrobe Regional Health
and Federation University to:

- Enhance knowledge capital and employment pool
- Provide convenient access to healthcare
- Support growing healthcare sector



FEDERAL BUDGET 24/25 PROPOSAL #4:

LATROBE'S EDUCATION AND HEALTH CLINIC

Helping education providers such as Federation University and TAFE Gippsland to grow student numbers and match skills with current and future demand is key to Latrobe City's economic transformation.

Proposed State Government investment:
\$9 million

The Latrobe Regional Health and Federation University Partnership – Health and Education Clinic aims to support jobs and education in the region's growing health sector. The Health and Education Clinic, proposed for Latrobe Regional Health, has two core purposes:

- ① To promote convenient access, including out of hours access to primary healthcare services for patients while reducing demand for Emergency Department (ED) services; and
- ② To provide student training and clinical placements for nursing and allied health students to expand the pipeline of local, highly skilled healthcare professionals in the region.

The clinic will have strong links to community-based General Practitioners (GPs) and primary health and mental health services, and will refer patients for ongoing management to community-based primary healthcare services.

The clinic will also have public health nurses to manage testing and vaccinations.

Partner with us to achieve

Latrobe City Council is seeking Government support for:

- ✓ Direct support for Federation University to address skills shortages in the health sector in Latrobe City, including for the \$4.5 million Health and Education Clinic at Latrobe Regional Health.

Outcomes and community benefit

- ✓ Enhance the knowledge capital, employment pool and economic transformation in Latrobe City.
- ✓ Address workforce needs in high demand sectors such as health care.
- ✓ Significant social benefits and career pathways.

LatrobeCity

INTER-TOWNSHIP TRAIL NETWORK

Connect all Latrobe City towns via rail trails and shared paths to create:

- An attractive tourism offering
- Enhanced social, economic and wellbeing benefits
- A connected Regional City



FEDERAL BUDGET 24/25 PROPOSAL #5:

LATROBE CITY INTER-TOWNSHIP TRAIL NETWORK

Latrobe City Council calls on the Federal Government to support the Inter-Township Trail Network through \$3 million for planning and detailed design and a \$40 million investment in construction.

This project will connect all Latrobe City towns via Rail Trails and Shared Paths presenting an opportunity to generate significant community connectivity, recreational, social, tourism and economic outcomes for the region.

Employment potential:

Construction phase: 25 jobs
Ongoing: 50 jobs

Commencement date:

Immediate

Proposed Federal

Government investment:

\$3 million for Planning and Detailed Design; and
\$40 million for Construction

The Latrobe City community is calling for inter-township walking and cycling trails that link our major townships. Council has developed a draft inter-township trails network plan as a preliminary plan to guide strategy development. These trails would provide improved opportunities for various forms of exercise and movement through Latrobe City; enhance health and wellbeing outcomes for the community; improve the physical and sense of place connection within the community and boost the tourism offering and visitation numbers of Latrobe City by linking these main townships to the existing Gippsland Rail Trail and the Grand Ridge Rail Trail. Funding is needed to develop some of the primary routes into deliverable projects.

The Latrobe City community has voiced its collective support for the creation of attractive, well-serviced and connected communities. These are known core drivers for growing community connectedness; a sense of belonging which is essential for good mental health outcomes; and for vitalising social and cultural life in a city.

Community connectivity is an important factor for people considering a move to regional areas when choosing a place to live and work. Liveable cities have attractive neighbourhoods that are accessible, make people feel comfortable and safe, combine a diverse and resilient local economy and have stimulating public spaces that transcend all demographic profiles, encourage outdoor activity and support community cohesion.

Connected Regional City - Latrobe City Inter-Township Trail Network

This project constructs the following trail connections:

- Boolarra (Grand Ridge Rail Trail) to Yinnar.
- Yinnar to Churchill.
- Churchill to Morwell.
- Morwell to Moe.
- Traralgon CBD to the Gippsland Plains Rail Trail.
- Traralgon to Tyers.
- Traralgon to Traralgon South.

Competitive advantages



INVESTMENT READY:

Council has recently completed the Traralgon to Morwell Shared Path and have refined a structured process to ensure success for future major shared path/trail construction projects.



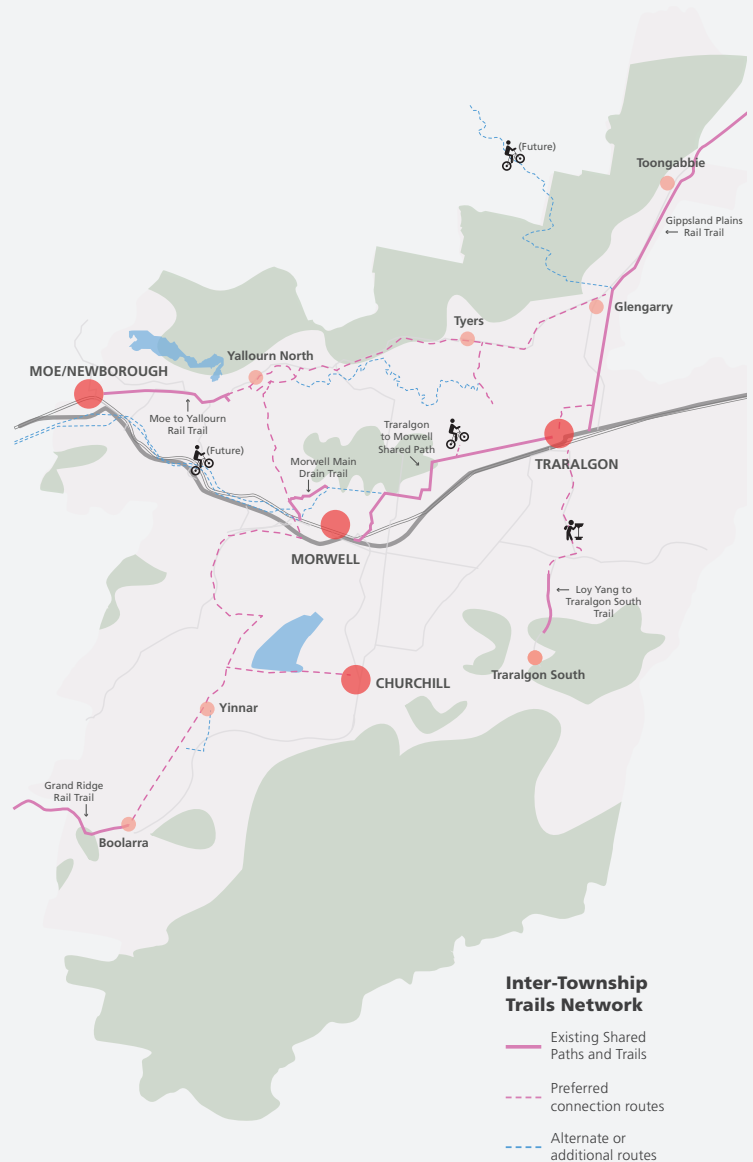
COUNCIL OWNED LAND IN PRIME LOCATION:

The Latrobe City community has voiced its collective support for enhanced liveability and the creation of attractive, well-served and connected communities.



OUTSTANDING COMMUNITY ASSET WITH MANY BENEFITS:

These trails will bring about opportunities for various forms of exercise; enhance health and wellbeing outcomes for the community; improve the physical and sense of place connection within the community, and boost the tourism offering and visitation numbers of Latrobe City.



LatrobeCity

FLOOD RECOVERY AND RESILIENCE

Build a multi-use pavilion and community group hub to:

- Recover existing infrastructure
- Create social and community benefits
- Future-proof facilities



FEDERAL BUDGET 24/25 PROPOSAL #6:

FLOOD RECOVERY PROJECT

The 2021 storm and flood event caused major damage to the Traralgon Recreation Reserve. The extent of this disaster was extreme, with several buildings beyond repair. An opportunity exists to develop infrastructure that accommodates flood recovery and mitigates the impact of future flood events.

Employment potential:
Construction phase: 50 jobs (estimate)

Commencement date:
Within 6 months of funding

Proposed Federal Government investment:
\$4.6 million

On 9 and 10 June 2021, parts of Victoria experienced a severe weather event that had widespread flood impacts across Latrobe City.

As a result of the significant floods in Traralgon and surrounds, many buildings and user groups within the Traralgon Recreation Reserve were impacted and require their building to be relocated and/or reconstructed.

Latrobe City Council acknowledges the Victorian Governments

commitment of \$4.75 million towards part of this overall project, as well as the support provided through the Recovery Support Program.

However financial support of an additional \$4.6 million is required to construct a suitable Multi-Use Pavilion capable of supporting multiple sporting groups, as well as to relocate and reconstruct facilities for community user groups.

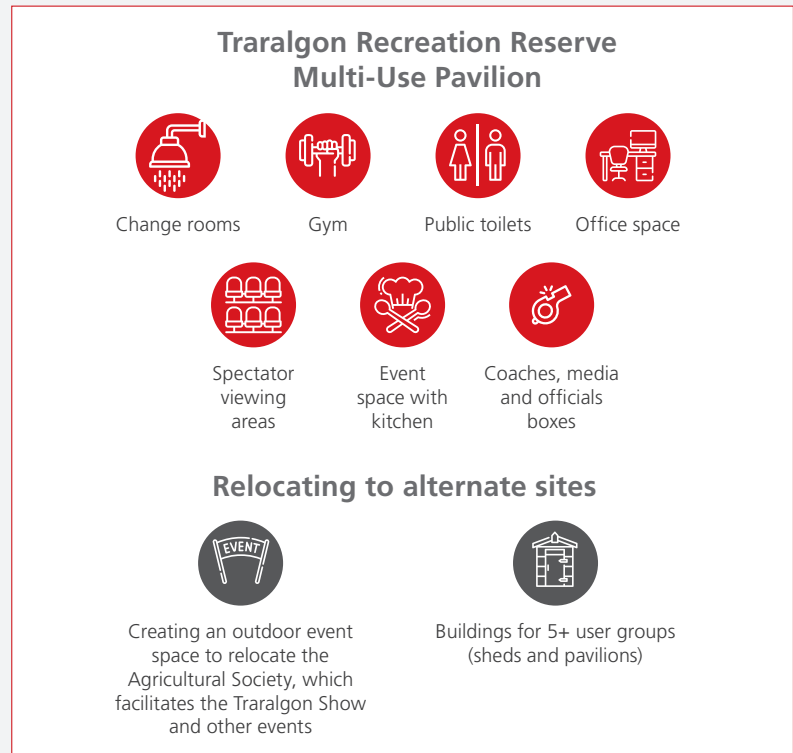
Partner with us to achieve two primary developments:

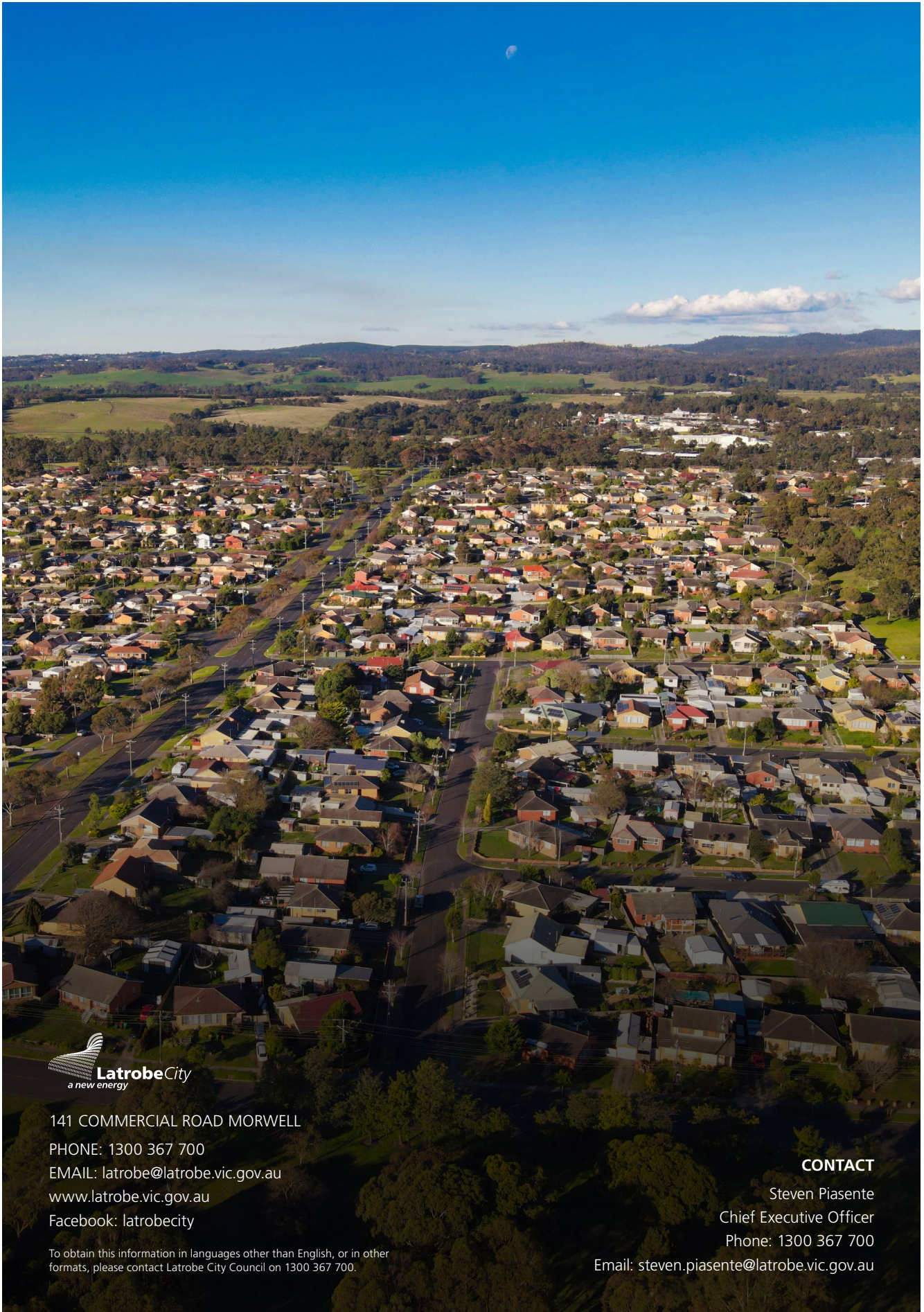
MULTI-USE PAVILION (\$1.7 MILLION)

Construct a new pavilion within the Recreation Reserve, above flood levels which incorporates facilities suitable for supporting the multiple sporting clubs/groups impacted by the flood.

COMMUNITY HUB (\$2.9 MILLION)

Relocate the community groups, Men's Shed, Agricultural Society, etc, who do not rely on the sporting facilities within the Recreation Reserve by constructing new buildings at alternate locations, within Traralgon, that are not flood affected.





141 COMMERCIAL ROAD MORWELL

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Facebook: [latrobecity](https://www.facebook.com/latrobecity)

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

CONTACT

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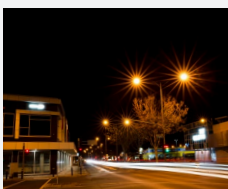
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Flood Recovery and Resilience



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Traralgon Bypass



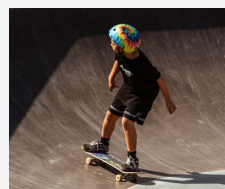
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Traralgon East West Link



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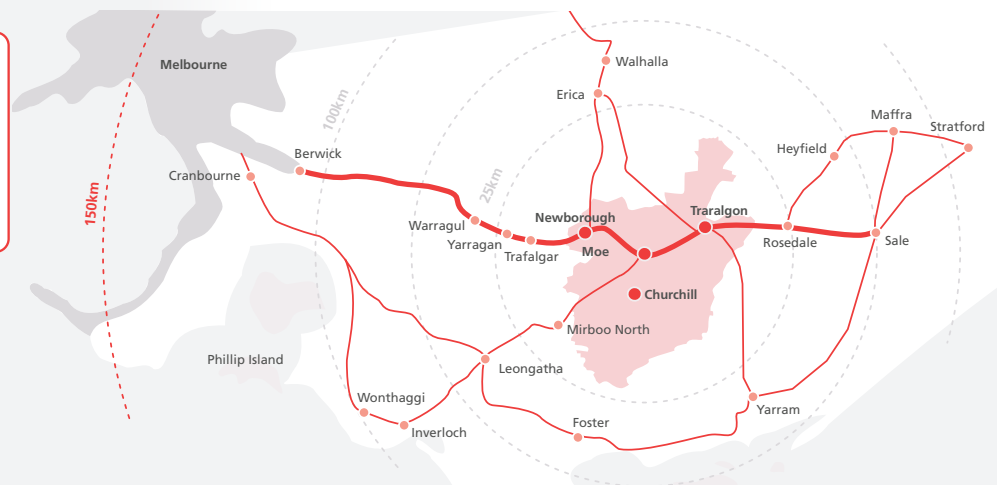
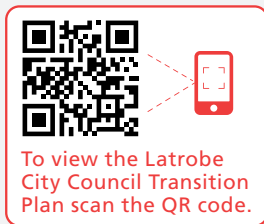
Moe Revitalisation Project - Stage 3



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Infrastructure Transformation





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The region has long been known for its traditional industries, having served as the centre of power generation in Victoria for over 100 years.

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While there has been significant government investment in Latrobe City, we recognise that private sector investment is a key element in guiding the future economic growth in our city and will further underpin opportunities to create long-term employment. Our region will continue to evolve as part of this ongoing economic transformation and Council is seeking investment in industries and job creation that contribute to our economic diversification.

Council believes that major infrastructure investment continues to be critical to our economy and is key to progressing the region's potential as a strong, progressive and fast growing Regional City.

Council will continue to work on attracting investment in key industries, including working towards net zero emissions energy generation (renewables), engineering, manufacturing, advanced air mobility, hydrogen, education and health services through the delivery of Council's investment roadmap.

Latrobe City Council welcomes the opportunity to provide its budget submission to the State Budget 2024/25. This submission presents Latrobe City's projects that are identified as high priority due to their potential to create jobs, support economic growth and bring about social outcomes.

LatrobeCity

LATROBE CITY'S NEW ENERGY FUTURE

Well-positioned to harness opportunities in renewable energy and hydrogen to create:

- New jobs and career pathways
- Local private investment and procurement



STATE BUDGET 24/25 PROPOSAL #1:

LATROBE CITY'S NEW ENERGY FUTURE

Council will collaborate with all levels of government to ensure that the region is a beneficiary of a clean energy economy and well positioned to harness opportunities in hydrogen and renewable energy to create jobs and attract new cutting-edge industry in the region.

Why Latrobe City?

Latrobe City and the broader Gippsland region are at the forefront of the renewable energy transformation. There are several large-scale solar, onshore and offshore wind projects and large-scale batteries in planning or construction phases across the region.

In November 2020, the Victorian Government announced a \$1.6 billion clean energy package through the 2020/21 State Budget to invest in renewables, grid infrastructure, energy efficiency and decarbonisation projects,

including \$540 million to establish six Renewable Energy Zones (REZs), including the Gippsland REZ.

The spare hosting capacity of the Gippsland REZ presents a partnership opportunity to decrease the marginal cost of investing in energy storage and renewable energy projects within Latrobe City.

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Carbon Capture and Storage (CCS) is required to produce low emission hydrogen from brown coal. The Gippsland Basin has the largest carbon storage potential of any east coast basin which is proposed to be developed through the Victorian Government's CarbonNet project and/or the South East Australia carbon capture hub which is under consideration by ExxonMobil.

Employment potential:
300-500 ongoing FTE

Partner with us to achieve

Latrobe City Council is seeking Government support for:

- ✓ Hydrogen pathways and supply chains in the region - both blue and green.
- ✓ HESC project commercialisation in Latrobe City.
- ✓ CarbonNet to proceed, including required funding.
- ✓ Development of new renewable energy generation and transmission infrastructure in Latrobe City.
- ✓ Fast track approvals to realise the \$41bn investment in Off Shore Wind.
- ✓ Ensure policy framework exists to maximise local procurement and job opportunities.
- ✓ Develop in partnership with local government and stakeholders community benefit schemes.

Outcomes and community benefit

- ✓ Establish new energy industries in Latrobe City to support the region's economic transformation and new energy future.
- ✓ Attract alternative and new energy technology research and investment in Latrobe City.
- ✓ Deliver positive outcomes for the Latrobe community through environmental and social benefits, and creation of new jobs and career pathways.

Latrobe*City*

LATROBE AEROSPACE TECHNOLOGY PRECINCT AT LATROBE REGIONAL AIRPORT

Victorian Centre for Advanced Air Mobility
(AAM) at Latrobe Regional Airport.



STATE BUDGET 24/25 PROPOSAL #2:

LATROBE AEROSPACE TECHNOLOGY PRECINCT AT LATROBE REGIONAL AIRPORT

Latrobe City Council is positioning the Latrobe Regional Airport to be a Victorian Centre for Advanced Air Mobility (AAM). The development of AAM will create new industry and employment at the Airport.

Employment potential:

Total estimated employment is 60+ positions within 1-3 years

Commencement date:

February 2023

Proposed Government investment:

\$1.5 million

To enable development of the Latrobe Aerospace Technology Precinct (LATP), a new taxiway and upgrades to existing taxiways will be required. Infrastructure such as electric charging stations and broadband will also be required.

Employment

The estimated employment for systems developers is up to 30 positions within three years, many of which will be high skills positions. The total estimated employment is 60+ positions within one to three years.

Industry investment

The industry proposals for systems development have estimated an initial investment of approximately \$2 million. Investment by manufacturers/product developers is unknown at this time.

Our activities to date:

- ✓ Established a dedicated aerospace/AAM precinct at Latrobe Regional Airport. Named the precinct the Latrobe Aerospace Technology Precinct (LATP). Area includes building and airside access.
- ✓ Working with Invest Victoria – AAM Team to position our precinct as a key focus in Victoria for AAM investment.
- ✓ Discussions with Thales and Nova Systems in relation to systems development at LATP. Both companies have presented proposed systems projects.
- ✓ Discussions with product manufacturers – Airbus, Quickstep, Dronamics, Textron Systems Australia, Wisk re manufacturing/ product development at LATP.
- ✓ Discussions with technology developers and maintenance – Dovetail, Microflite. These companies are looking to retrofit existing aircraft with electric technology and maintenance of Electric Vehicle Take Off and Landing (eVTOL respectively).
- ✓ Partnering with Swinburne University of Technology to conduct tests and trials for electric and hydrogen drones in Latrobe City. Objective is to test, trial and demonstrate to CASA capability of airspace control.

LatrobeCity

RESIDENTIAL DEVELOPMENT PRECINCTS

Action existing plans for essential infrastructure at Lake Narracan, Morwell North West and Traralgon North to:

- Unlock Latrobe City's growth
- Respond to land shortage



STATE BUDGET 24/25 PROPOSAL #3:

RESIDENTIAL DEVELOPMENT PRECINCTS

Latrobe City Council calls on the Victorian Government to establish an Infrastructure Fund to address the limited capacity and availability of enabling infrastructure and utility services to support industrial, commercial and residential growth.

Commencement date:

Immediate

Proposed State
Government investment:

\$35 million

Since 2004 Latrobe City Council has undertaken significant urban growth area planning across large and small townships; completing Structure and Development Plans which subsequently enabled 800ha of residential land releases across the municipality in the 2012/2013 financial year.

An additional 600ha of land was later released in 2015 as part of the Lake Narracan Precinct.

Council has been active in the preparation of Development Plans, Development Contribution Plans, Precinct Structure Plans and associated planning permits to ensure land is available for growth and new investment. It is considered that there are sufficient zoned and approved planning permits to address current land supply demands for at least the next 10 to 15 years.

Despite Council undertaking the aforementioned land use planning activities, current and future growth opportunities across key precincts continue to be delayed, and in some instances prevented due to the absence or capacity of critical services (i.e. sewer, gas, electricity, arterial road connections etc.).

The realisation of residential and industry growth opportunities is therefore determined not by market demand, interest or opportunity, rather it is inadvertently being restrained by the capacity or extent of utility services and infrastructure.

It is acknowledged that the requirement for an individual developer or business to fund necessary infrastructure is common and accepted. However, within Latrobe City and many other regional areas there are a number of instances where the cost and benefit of infrastructure extend well beyond any reasonable nexus with an individual development.

Investment in priority utility services and infrastructure is considered paramount to Latrobe City's capacity to grow its economy, employment and population.

The necessary utility services could be most effectively delivered if a rolling Infrastructure Fund was in place, supported by Victorian Government funding.

While the Government's financial contribution to the Gippsland Logistics Precinct is a welcome first step, further Government support is needed to enable larger scale residential and industrial investment in Latrobe City across the region's greenfield development sites:

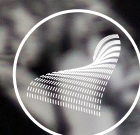
- ① Lake Narracan Precinct Structure Plan.
- ② Traralgon North Development Plan and Development Contribution Plan.
- ③ Morwell North West Development Plan and Development Contribution Plan.

LatrobeCity

LATROBE'S EDUCATION AND HEALTH CLINIC

Partner with Latrobe Regional Health
and Federation University to:

- Enhance knowledge capital and employment pool
- Provide convenient access to healthcare
- Support growing healthcare sector



STATE BUDGET 24/25 PROPOSAL #4:

LATROBE'S EDUCATION AND HEALTH CLINIC

Helping education providers such as Federation University and TAFE Gippsland to grow student numbers and match skills with current and future demand is key to Latrobe City's economic transformation.

Proposed State Government investment:
\$9 million

The Latrobe Regional Health and Federation University Partnership – Health and Education Clinic aims to support jobs and education in the region's growing health sector. The Health and Education Clinic, proposed for Latrobe Regional Health, has two core purposes:

- ① To promote convenient access, including out of hours access to primary healthcare services for patients while reducing demand for Emergency Department (ED) services; and
- ② To provide student training and clinical placements for nursing and allied health students to expand the pipeline of local, highly skilled healthcare professionals in the region.

The clinic will have strong links to community-based General Practitioners (GPs) and primary health and mental health services, and will refer patients for ongoing management to community-based primary healthcare services.

The clinic will also have public health nurses to manage testing and vaccinations.

Partner with us to achieve

Latrobe City Council is seeking Government support for:

- ✓ Direct support for Federation University to address skills shortages in the health sector in Latrobe City, including for the \$4.5 million Health and Education Clinic at Latrobe Regional Health.

Outcomes and community benefit

- ✓ Enhance the knowledge capital, employment pool and economic transformation in Latrobe City.
- ✓ Address workforce needs in high demand sectors such as health care.
- ✓ Significant social benefits and career pathways.

LatrobeCity

INTER-TOWNSHIP TRAIL NETWORK

Connect all Latrobe City towns via rail trails and shared paths to create:

- An attractive tourism offering
- Enhanced social, economic and wellbeing benefits
- A connected Regional City



STATE BUDGET 24/25 PROPOSAL #5:

LATROBE CITY INTER-TOWNSHIP TRAIL NETWORK

Latrobe City Council calls on the Victorian Government to support the Inter-Township Trail Network through \$3 million for planning and detailed design and a \$40 million investment in construction.

This project will connect all Latrobe City towns via Rail Trails and Shared Paths presenting an opportunity to generate significant community connectivity, recreational, social, tourism and economic outcomes for the region.

Employment potential:

Construction phase: 25 jobs
Ongoing: 50 jobs

Commencement date:

Immediate

Proposed State

Government investment:

\$3 million for Planning and Detailed Design; and
\$40 million for Construction

The Latrobe City community is calling for inter-township walking and cycling trails that link our major townships. Council has developed a draft inter-township trails network plan as a preliminary plan to guide strategy development. These trails would provide improved opportunities for various forms of exercise and movement through Latrobe City; enhance health and wellbeing outcomes for the community; improve the physical and sense of place connection within the community and boost the tourism offering and visitation numbers of Latrobe City by linking these main townships to the existing Gippsland Rail Trail and the Grand Ridge Rail Trail. Funding is needed to develop some of the primary routes into deliverable projects.

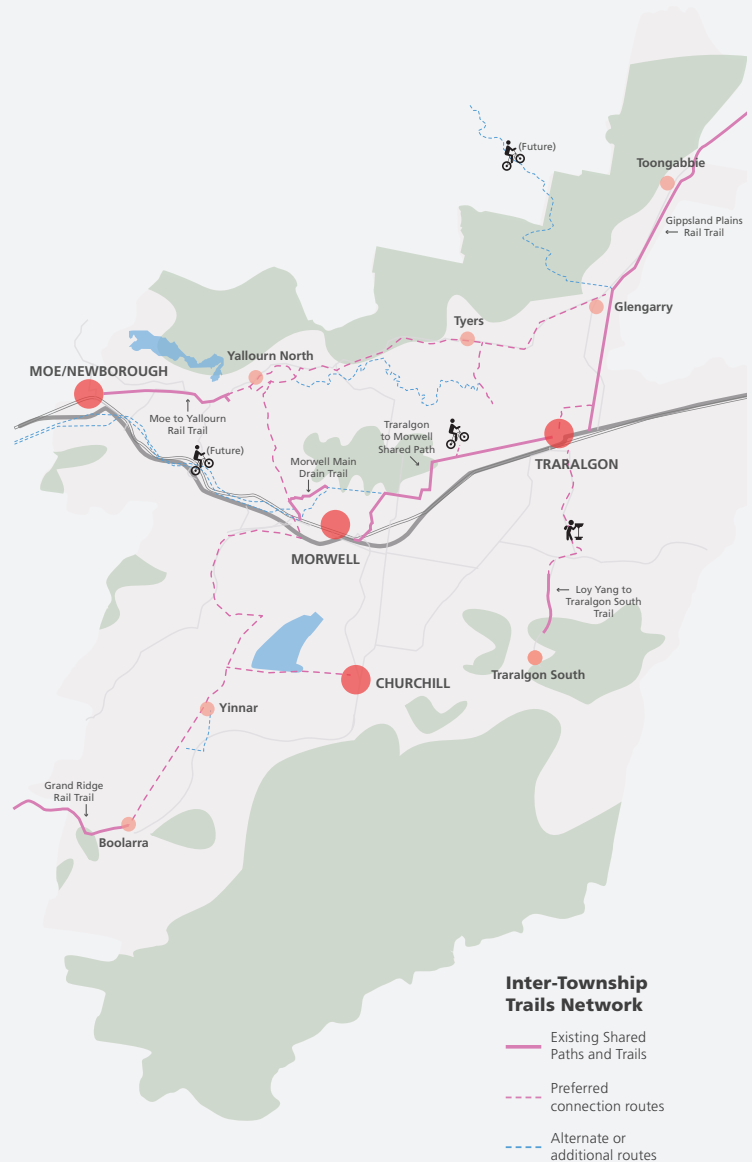
The Latrobe City community has voiced its collective support for the creation of attractive, well-serviced and connected communities. These are known core drivers for growing community connectedness; a sense of belonging which is essential for good mental health outcomes; and for vitalising social and cultural life in a city.

Community connectivity is an important factor for people considering a move to regional areas when choosing a place to live and work. Liveable cities have attractive neighbourhoods that are accessible, make people feel comfortable and safe, combine a diverse and resilient local economy and have stimulating public spaces that transcend all demographic profiles, encourage outdoor activity and support community cohesion.

Connected Regional City - Latrobe City Inter-Township Trail Network

This project constructs the following trail connections:

- Boolarra (Grand Ridge Rail Trail) to Yinnar.
- Yinnar to Churchill.
- Churchill to Morwell.
- Morwell to Moe.
- Traralgon CBD to the Gippsland Plains Rail Trail.
- Traralgon to Tyers.
- Traralgon to Traralgon South.



Competitive advantages



INVESTMENT READY:

Council has recently completed the Traralgon to Morwell Shared Path and have refined a structured process to ensure success for future major shared path/trail construction projects.



COUNCIL OWNED LAND IN PRIME LOCATION:

The Latrobe City community has voiced its collective support for enhanced liveability and the creation of attractive, well-served and connected communities.



OUTSTANDING COMMUNITY ASSET WITH MANY BENEFITS:

These trails will bring about opportunities for various forms of exercise; enhance health and wellbeing outcomes for the community; improve the physical and sense of place connection within the community, and boost the tourism offering and visitation numbers of Latrobe City.

LatrobeCity

FLOOD RECOVERY AND RESILIENCE

Build a multi-use pavilion and community group hub to:

- Recover existing infrastructure
- Create social and community benefits
- Future-proof facilities



STATE BUDGET 24/25 PROPOSAL #6:

FLOOD RECOVERY PROJECT

The 2021 storm and flood event caused major damage to the Traralgon Recreation Reserve. The extent of this disaster was extreme, with several buildings beyond repair. An opportunity exists to develop infrastructure that accommodates flood recovery and mitigates the impact of future flood events.

Employment potential:
Construction phase: 50 jobs (estimate)

Commencement date:
Within 6 months of funding

Proposed State Government investment:
\$4.6 million

On 9 and 10 June 2021, parts of Victoria experienced a severe weather event that had widespread flood impacts across Latrobe City.

As a result of the significant floods in Traralgon and surrounds, many buildings and user groups within the Traralgon Recreation Reserve were impacted and require their building to be relocated and/or reconstructed.

Latrobe City Council acknowledges the Victorian Governments

commitment of \$4.75 million towards part of this overall project, as well as the support provided through the Recovery Support Program.

However financial support of an additional \$4.6 million is required to construct a suitable Multi-Use Pavilion capable of supporting multiple sporting groups, as well as to relocate and reconstruct facilities for community user groups.

Partner with us to achieve two primary developments:


MULTI-USE PAVILION (\$1.7 MILLION)

Construct a new pavilion within the Recreation Reserve, above flood levels which incorporates facilities suitable for supporting the multiple sporting clubs/groups impacted by the flood.

COMMUNITY HUB (\$2.9 MILLION)

Relocate the community groups, Men’s Shed, Agricultural Society, etc, who do not rely on the sporting facilities within the Recreation Reserve by constructing new buildings at alternate locations, within Traralgon, that are not flood affected.


Traralgon Recreation Reserve Multi-Use Pavilion


Change rooms



Gym


Public toilets


Office space



Spectator viewing areas


Event space with kitchen


Coaches, media and officials boxes

Relocating to alternate sites


Creating an outdoor event space to relocate the Agricultural Society, which facilitates the Traralgon Show and other events


Buildings for 5+ user groups (sheds and pavilions)

LatrobeCity

TRARALGON BYPASS

Support the construction of the bypass of Traralgon to:

- Improve road safety and connectivity
- Mitigate floods
- Enhance liveability and major transport route



STATE BUDGET 24/25 PROPOSAL #7:

TRARALGON BYPASS

The Traralgon Bypass has long been identified as a priority project to remove heavy vehicles and passing traffic from an increasingly busy town centre.

The bypass will provide a safe and efficient traffic link for Gippsland's growing communities, heavy vehicles and visitors and support the region's economic growth.

Commencement date:

Subject to Victorian Government planning

Proposed State

Government investment:

In-principle support

Traralgon is the largest town in Gippsland without a bypass. Gippsland is a freight driven region and producers need the competitive opportunity to bring their products closer to market. The bypass could also assist with Traralgon flood mitigation with the inclusion of a retarding basin and dam.

Significant work was carried out by VicRoads in the 2000s that included a preliminary road design for the bypass route, as well as flora, fauna, economic, land use and cultural heritage assessments.

The routing was formalised in the Latrobe Planning Scheme in 2009 before the Victorian Government announced \$1.4 million for bypass planning in 2017.

Regional Roads Victoria conducted a planning study including community feedback on the route and interchange locations.

The study investigated the economic, environmental, social and traffic impacts of the bypass. The project has since been on hold due to the route's proximity to the Loy Yang mine which may impact rehabilitation options.

Partner with us to achieve

In-principal support; subject to completed planning, design and community consultation by the Victorian Government.

Outcomes and community benefit

- ✓ Improve road safety, connectivity and flood mitigation.
- ✓ Support for the region's economic growth and productivity.
- ✓ Create jobs.
- ✓ Reduce congestion and improve liveability in Traralgon.
- ✓ Enhance Gippsland's major transport route.

LatrobeCity

TRARALGON EAST WEST LINK

This transformative project promises benefits including:

- The continued growth of Traralgon as regional centre
- Enhanced connectivity of the community
- Reduced congestion



STATE BUDGET 24/25 PROPOSAL #8:

TRARALGON EAST WEST LINK

With new land lots ready to come online to the north of Traralgon, Council seeks government investment to construct a second crossing of the Traralgon Creek.

Proposed State Government investment:
Estimated \$28 million

In anticipation of new land lots ready to support the growth in the north of Traralgon, Latrobe City Council is extending an invitation for government investment in a transformative project - the Traralgon East West Link.

As we embrace a vision of Traralgon's continued growth as a regional hub, it's imperative that our long-term planning aligns with the concept of a networked city. Currently, a significant road network choke point threatens to impede this potential, making it essential to address this challenge.

Presently, there are no viable east-west connections to the north of our town. The majority of traffic is funnelled into the Central Business District or directed toward the Princes Highway, resulting in severe congestion at the intersections of Kay Street and Princes Highway, particularly at Breed Street. This not only disrupts the flow of vehicles but also jeopardises the safety of pedestrians and cyclists.

This project paves the way for the continued growth of Traralgon as a vital regional centre with a focus on enhancing the connectivity of our community.

Partner with us to achieve

The construction of a second crossing of Traralgon Creek to facilitate an east west connection to the north of Traralgon to support growth.

Outcomes and community benefit

- ✓ Enables Traralgon's growth as a regional centre.
- ✓ Supports Council's networked city concept.
- ✓ Eases congestion at the Breed Street intersections of Kay Street and Princes Highway.
- ✓ Enhances pedestrian and cyclist safety.

Latrobe*City*

MOE REVITALISATION PROJECT - STAGE 3

A visionary project set to transform Moe's town centre by:

- Enhancing the visual aesthetics of Moe
- Creating an inviting environment for local businesses to grow
- Ensuring the safety and convenience of pedestrians



STATE BUDGET 24/25 PROPOSAL #9:

MOE REVITALISATION PROJECT - STAGE 3

Moe Revitalisation Project – Stage 3 aims to create a vibrant Moe town centre with an appealing streetscape and street for businesses, commuters and pedestrians. It will include the redevelopment of Moore Street, between George Street and Albert Street, along with the construction of a commuter car park at the eastern end of George Street Moe.

Employment potential:
Construction phase:

55 direct and indirect jobs

Ongoing:

38 direct and indirect jobs

Proposed State
Government investment:

\$7.56 million

Moe Revitalisation Project (MRP) - Stage 3 provides an opportunity to enhance Moe as a more attractive place to live through improvement of its city centre, to respond to the community need through a connected mall area, to improve community connections and social inclusion by increasing safety of the city area and to encourage city growth by improving overall amenity.

This project will also address aspects of disadvantage and improve quality of life for Moe residents, and round out the overall project by improving the appearance of the town centre with Stages 1 and 2 complete.

This stage is the third and final phase of the MRP and will tie directly into Stage 2, which is currently funded by a Community Infrastructure Loan Scheme (CILS) to Council and officially opened in September 2023.

Partner with us to achieve

The development of the Moe Revitalisation Project – Stage 3 , Moore Street shared zone and construction of car park.

Outcomes and community benefit

- ✓ Enhancement of Moe as a more attractive place to live through improvement of its city centre.
- ✓ Improved community connections and social inclusion by increasing safety and connectedness of the city area.
- ✓ Enhanced city growth by improving the overall amenity.
- ✓ Positive community outcomes to address disadvantage and improve quality of life for Moe residents.
- ✓ Increase in regional income generated by the project is estimated at \$7.334 million.
- ✓ Potential economic output: \$39.9 million over 10 years.

LatrobeCity

INFRASTRUCTURE TRANSFORMATION

This project promises benefits including:

- Faster rail services between Latrobe City and Melbourne Central Business District
- Completion on the Regional Rail Revival Program
- Improved on time performance of rail services



STATE BUDGET 24/25 PROPOSAL #10:

INFRASTRUCTURE TRANSFORMATION

Infrastructure Victoria's '30 Year Infrastructure Strategy' highlights the urgent need for reliable, cost-effective freight networks to support the diverse industries that drive our economy, including agriculture, fishing, forestry, manufacturing, mining and energy.

The growth in our freight task, coupled with the increasing size of heavy vehicles, has placed immense pressure on our road infrastructure, including the local road network. The inefficiencies in our freight network are hindering the potential economic growth of Gippsland and is a challenge we must address.












One issue the region faces is the reliability, speed and accessibility of the Gippsland Rail Line. Currently, only 1% of commuters opt for rail travel to work, despite 17% of Gippsland's population working outside the region. Additionally, freight trains compete for access with passenger services, affecting the reliability, accessibility and efficiency of freight transport.

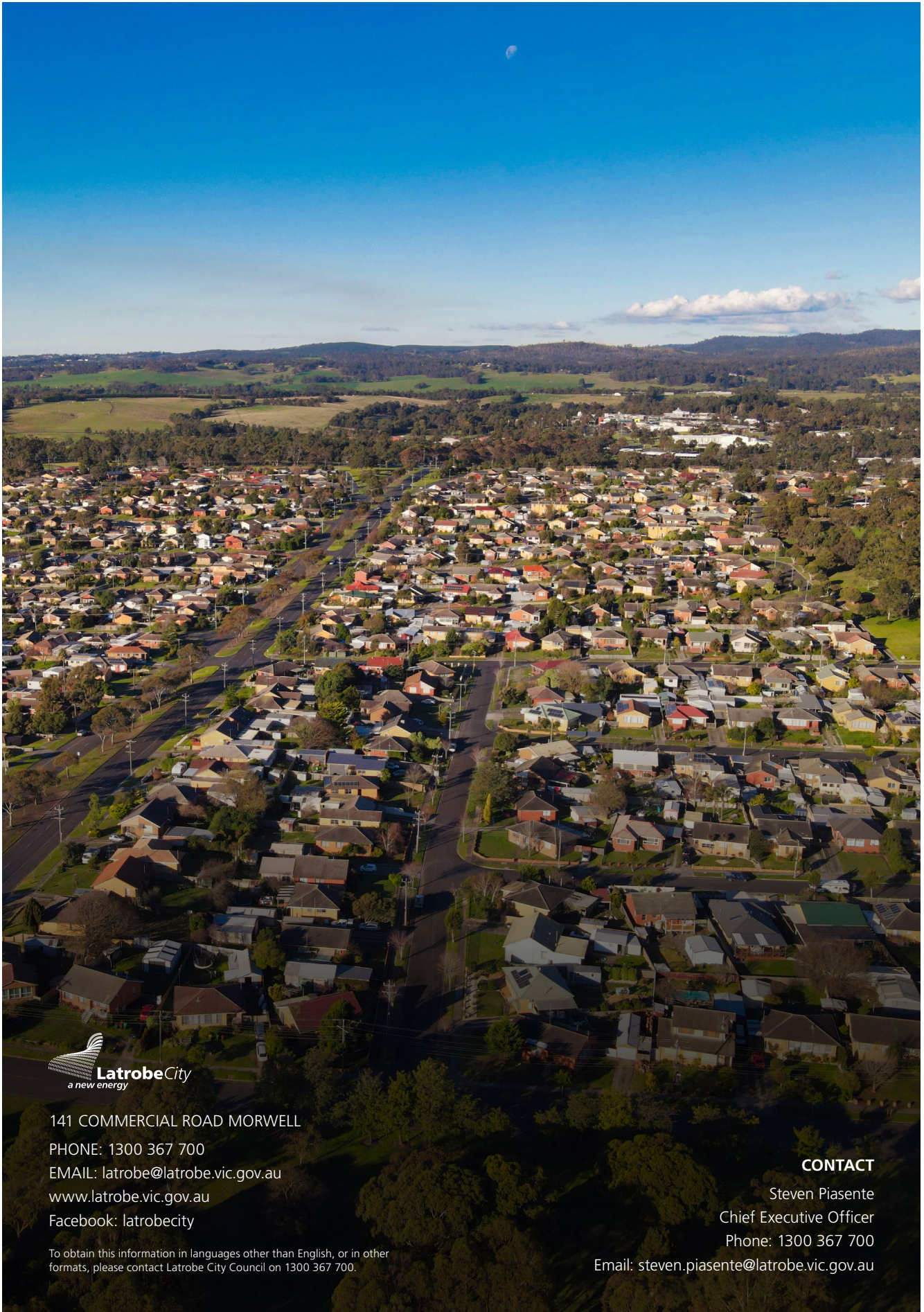
The demand for rail travel has surged, accelerated by the impacts of the global pandemic COVID-19, with more metro residents relocating to regional Australia. It is now imperative that we enhance both our public transport access and freight networks to facilitate sustainable growth in the Gippsland region.

Freight train services along the Gippsland Line are in high demand, but passenger trains are given priority on the network, limiting or delaying freight operations. To exacerbate matters, there is currently no holding or stopping point for freight trains approaching metro Melbourne at Pakenham East, further worsening delays and reliability issues while also affecting passenger services.

Partner with us to achieve

The transformation of rail services that will reshape the future of Gippsland.

-  **Faster Rail Services:**
Achieve a travel time of no more than 90 minutes between Traralgon and Flinders Street station, Melbourne.
-  **Investigate 'Passing Loops':**
Explore the feasibility of 'Passing Loops' to allow Gippsland services to overtake slow suburban services.
-  **Complete Regional Rail Revival:**
Ensure the completion of current works under the Regional Rail Revival Program.
-  **Full VLocity Service:**
Provide a full VLocity train service to Gippsland, enhancing connectivity.
-  **Enhance On-Time Performance:**
Improve the 'on-time' performance of all rail services and pre-plan upgrades to ensure service continuity.
-  **Track Duplication:**
Duplicate tracks and bridges between Bunyip and Longwarry and between Moe and Traralgon to enable more reliable service provision.
-  **Track Upgrades:**
Progressively upgrade the track between Traralgon, Sale and Bairnsdale to enhance connectivity.
-  **Freight Passing Loop:**
Develop a freight passing loop at Sale or Wurruk, promoting efficiency.
-  **Northern Track Upgrades:**
Upgrade the northern tracks to improve travel times and extend track duplication to Morwell.
-  **Protect Freight Routes:**
Upgrade and maintain routes from Gippsland to Melbourne Ports and Intermodal Hubs, ensuring future demand is met. This includes preserving freight service 'slots' on the Gippsland line.
-  **Intermodal Freight Hub:**
Establish a dedicated intermodal freight hub to serve Gippsland businesses utilising the Gippsland line.



141 COMMERCIAL ROAD MORWELL

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

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STATUTORY PLANNING

7. STATUTORY PLANNING

Agenda Item: 7.1

Agenda Item: **Proposed Amendment C144 (Traralgon West Development Plan Overlay) - Authorisation**

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the draft Traralgon West Issues, Opportunities and Options Report provided at Attachment 1 for public exhibition as part of Amendment C144;**
- 2. Request authorisation from the Minister for Planning to prepare and exhibit Amendment C144 to the Latrobe Planning Scheme, in accordance with section 8A of the *Planning and Environment Act 1987*;**
- 3. Prepare Amendment C144 to the Latrobe Planning Scheme to insert a Development Plan Overlay to the Traralgon West Precinct, subject to Ministerial Authorisation; and**
- 4. Place Amendment C144 on exhibition in accordance with the requirements of section 19 of the *Planning and Environment Act 1987*, subject to Ministerial Authorisation.**

EXECUTIVE SUMMARY

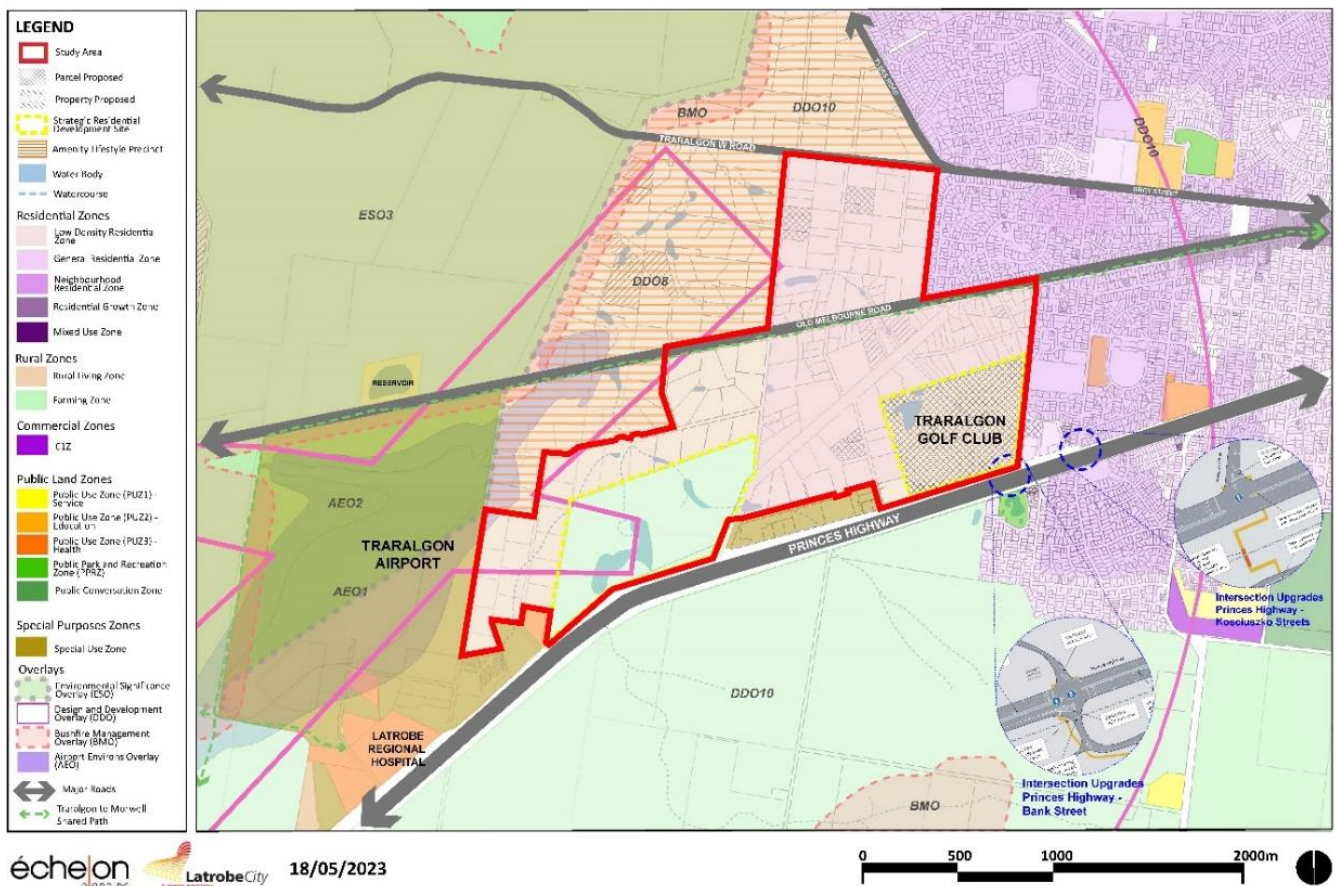
- The Traralgon West Precinct is 331 hectares of land comprising 205 land holdings in the Low Density Residential Zone (LDRZ), Rural Living Zone Schedule 1 (RLZ1) and Farming Zone Schedule 1 (FZ1) zones.
- The precinct has been identified in the Morwell to Traralgon Structure Plan as being suitable for future residential land in the Latrobe Planning Scheme since 2017.
- The precinct continues to have a high number of enquiries and subdivision planning permit applications. While this is discouraged through the planning scheme and the Traralgon West Interim Infrastructure Council adopted policy, the precinct has seen an additional 78 lots created since 2005. This is significant as the land continues to fragment which will make it more difficult in the future to development for a greater residential density.
- Echelon Planning were appointed in April 2023 to undertake an Issues, Opportunities and Options Report for the Traralgon West Precinct to determine whether the land was still suitable for the development of a greater residential density.

- The report recommends the following:
 - Stage 1 (required now) – Planning Scheme Amendment to introduce the Development Plan Overlay to the land. This will restrict subdivision and development opportunity on the land until such time a Development Plan is prepared and approved. This will stop the continued fragmentation of the land;
 - Stage 2 (2024 to June 2026) – Prepare a Development Plan (including all relevant background reports) and a Development Contribution Plan to inform the future rezoning of the land. The estimated cost to Council could be \$500,000 to complete all the necessary technical reports.
 - Stage 3 (July 2026+) – Prepare a Planning Scheme Amendment to rezone the land to an appropriate residential zone and introduce a tool to implement the Development Contribution Plan. This rezoning would then allow the future subdivision and development of the land at a greater residential density.
- Undertaking the work above will not stop Planning Scheme Amendment requests being lodged and considered. The work proposed to be undertaken will provide support and justification for any future rezonings.
- Traralgon has a sufficient land supply of approximately 12–15 years (with the recent rezoning of land north of Baldwin Road, Traralgon) that this approach to residential land release will be done at the appropriate time.
- Consideration of this report was deferred from the Council Meeting held on Monday, 6 November 2023. The content of the report and the Officer's recommendation are unchanged.

BACKGROUND

The Traralgon West Precinct (see Figure 1 below) is a 331 hectare area comprising 205 properties between the Latrobe Regional Area and the urban area of Traralgon which is currently zoned Low Density Residential Zone (LDRZ), Rural Living Zone Schedule 1 (RLZ1) and Farming Zone Schedule 1 (FZ1).

Figure 1 – Traralgon West Existing Zones and Overlays (red line outlines the extent of the precinct)

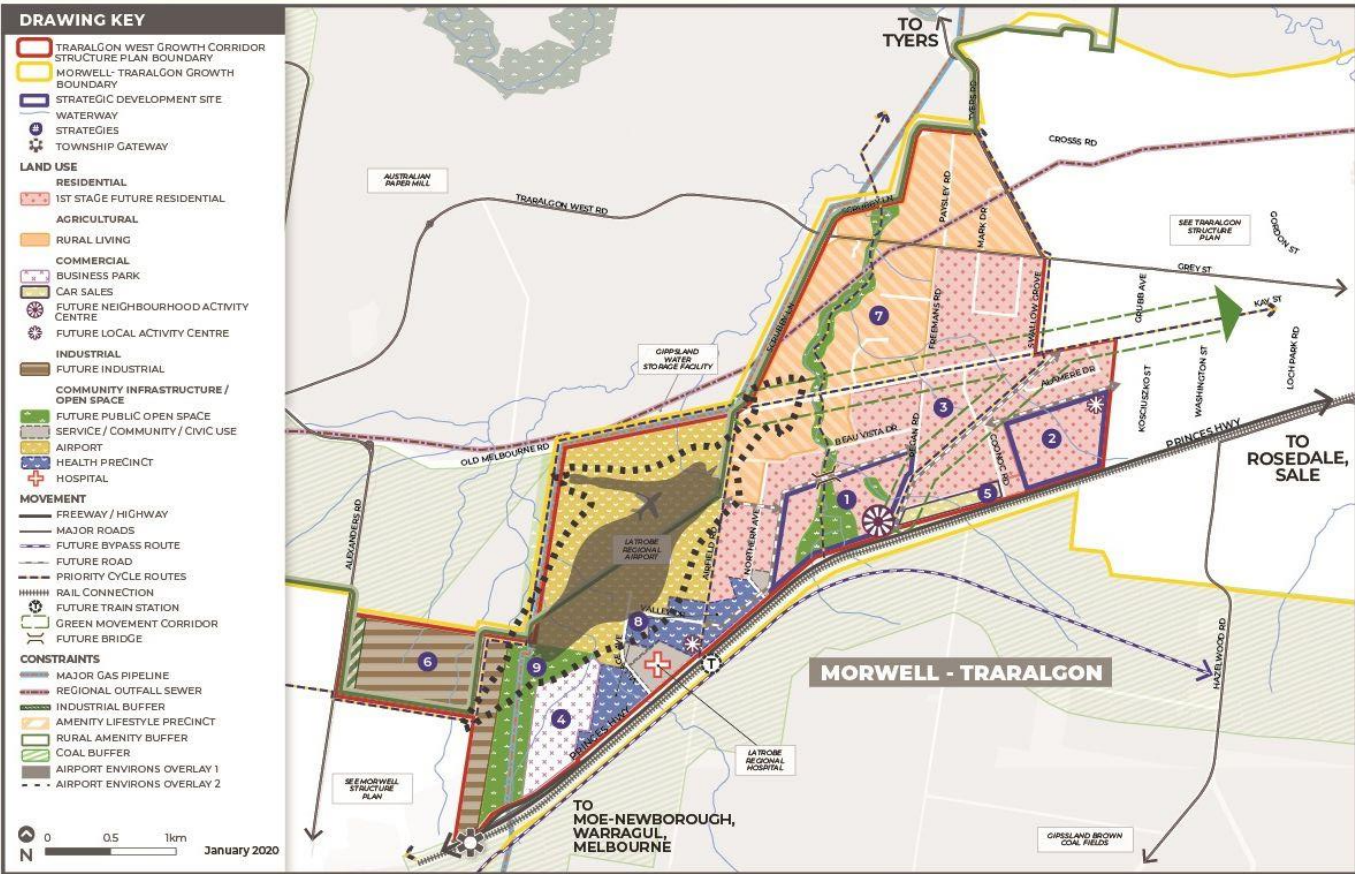


The Traralgon West Precinct is shown in the Morwell to Traralgon Structure Plan at Clause 11.03-2L as future residential land. This change was first identified as part of the Traralgon Growth Areas Review and implemented into the Latrobe Planning Scheme through Amendment C87 in 2017. Amendment C115 Morwell – Traralgon Employment Corridor made some minor changes to the Structure Plan in 2020, but the key direction for future residential has remained the same (see figure 2).

The Traralgon West Precinct is subject to numerous and ongoing enquiries from landowners, prospective purchasers, real estate agents and consultants about the development potential for subdivision. The majority of enquiries are received for the land zoned LDRZ due to the land having subdivision potential in the current zone. In most instances, due to the policy in the Latrobe Planning Scheme to achieve a greater density and the Traralgon West Interim Infrastructure Council adopted Policy, subdivision of the land needs to meet specific requirements (i.e. only two lot subdivision to excise an existing dwelling, drainage, building envelopes, future subdivision pattern etc).

Subdivision is currently discouraged due to the Planning Scheme’s longer-term objective of achieving a greater residential density of approximately 11 dwellings per hectare, but there is already a significant number of landholders and fragmentation in this precinct. Since 2005, an additional 78 lots have been created. If this fragmentation continues it will only increase the difficulty in developing the land in the future. The Traralgon West Issues, Opportunities and Options report was commissioned to understand whether, due to the fragmentation the land, the land is still viable for a greater residential density and, if so, provide options for the progression of the precinct.

Figure 2 – Morwell to Traralgon Structure Plan



ANALYSIS

Due to the increasing fragmentation of the land, the number of enquiries being received and interest in the development of the Traralgon West Precinct, Council Officers wanted to get an understanding of the issues, opportunities and options for the progression of the Traralgon West Precinct for a greater residential density.

In April 2023, Echelon Planning were appointed to prepare an Issues, Opportunities and Options Report (the report) for the Traralgon West area. The report is provided at Attachment 1.

Specifically, the report:

- Provides background on the history of the precinct;
- Analyses on the existing zones;

- Analyses key features of the precinct (native vegetation, drainage etc);
- Details of the stakeholder engagement undertaken;
- Analyses issues and constraints for the precinct;
- Analyses the opportunities for the precinct;
- Provides a detailed option assessment on appropriate Planning Scheme tools to enable the area to develop.

Following an analysis of the key issues, opportunities and options, the report recommends that the Traralgon West Precinct can still achieve the future residential outcome as identified in the Morwell to Traralgon Structure Plan. However, there needs to be planning tools implemented in the Latrobe Planning Scheme which restricts further fragmentation of the land to allow planning for the precinct to be undertaken.

Specifically, the report recommends the following:

Stage 1 (required now) – Prepare a Planning Scheme Amendment to introduce a Development Plan Overlay to the Traralgon West Precinct. The Development Plan Overlay will identify the requirements for the preparation of the Development Plan. In addition to the standard requirements, the Traralgon West Area Development Plan Overlay should include staging development and neighbourhood character assessments to determine appropriate zoning. Flexibility will be included in the Development Plan Overlay to allow staging of development to happen. The Development Plan Overlay will restrict subdivision and development opportunity on the land until such time a Development Plan is prepared and approved. This will stop the continued fragmentation of the land and allow further work to be undertaken in Stages 2 and 3.

Stage 2 (2024 – June 2026) – Prepare a Development Plan (including all relevant background reports) and a Development Contribution Plan which will detail infrastructure items and collection of contribution for items which are required to be delivered for the precinct. The estimated cost of completing this work is approximately \$500,000 to complete all the necessary technical reports. It is proposed that a funding bid will be included as part of a mid-financial year or 2024/2025 or budget planning process. There are no available funding opportunities through the State Government since the closure of the Victorian Planning Authority's (VPA) Streamlining for Growth Program. However, Council Officers will investigate other external funding options. There is also an opportunity for the cost of these items to be re-couped through the Development Contribution Plan.

Stage 3 (July 2026+) - Prepare a Planning Scheme Amendment to rezone land and introduce an appropriate development contribution tool to implement the Development Contribution Plan.

Council Officers recommend that Stage 1 of the report commence with the preparation of a Planning Scheme Amendment to apply a Development Plan Overlay to the Traralgon West Precinct.

The report identified that progressing a single lot rezoning request outside of this process could be problematic for the development of the entire precinct. Therefore, if any landowner wishes to progress ahead of the timeframe indicated above for Stages 1-3, then a Development Plan and Development Contribution Plan for the entire Traralgon West Precinct must be completed as part of their proponent led Planning Scheme Amendment request.

COMMUNICATION

As part of the report, consultation with key agencies, authorities and landowners was undertaken. On Thursday, 18 May 2023, letters were sent to landholders inviting them to make submissions by Friday, 9 June 2023 on what they considered to be the issues, opportunities and options to progress the Traralgon West area. A total of 13 written submissions were received, officers also had four 1:1 meetings and responded to ten telephone calls.

Discussions were also had in May and June with key servicing agencies and authorities to ensure issues and opportunities for development considered these requirements.

This engagement is summarised in sections five and six of the report.

Further engagement will be undertaken with landowners, agencies, authorities and stakeholders as part of the proposed C144 Planning Scheme Amendment process.

Proposed Amendment C144 is subject to the prescribed process in accordance with the public notice and consultation requirements of section 19 of the *Planning and Environment Act 1987*.

An engagement plan will be developed to ensure appropriate engagement activities are undertaken for the Amendment. This will include:

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

FINANCIAL IMPLICATIONS

Amendment C144 will be undertaken with the Strategic Planning BAU budget for the 2023/2024. This includes costs associated with the Planning Panel (if required); this could be around \$20,000 based on similar size amendments.

RISK ASSESSMENT

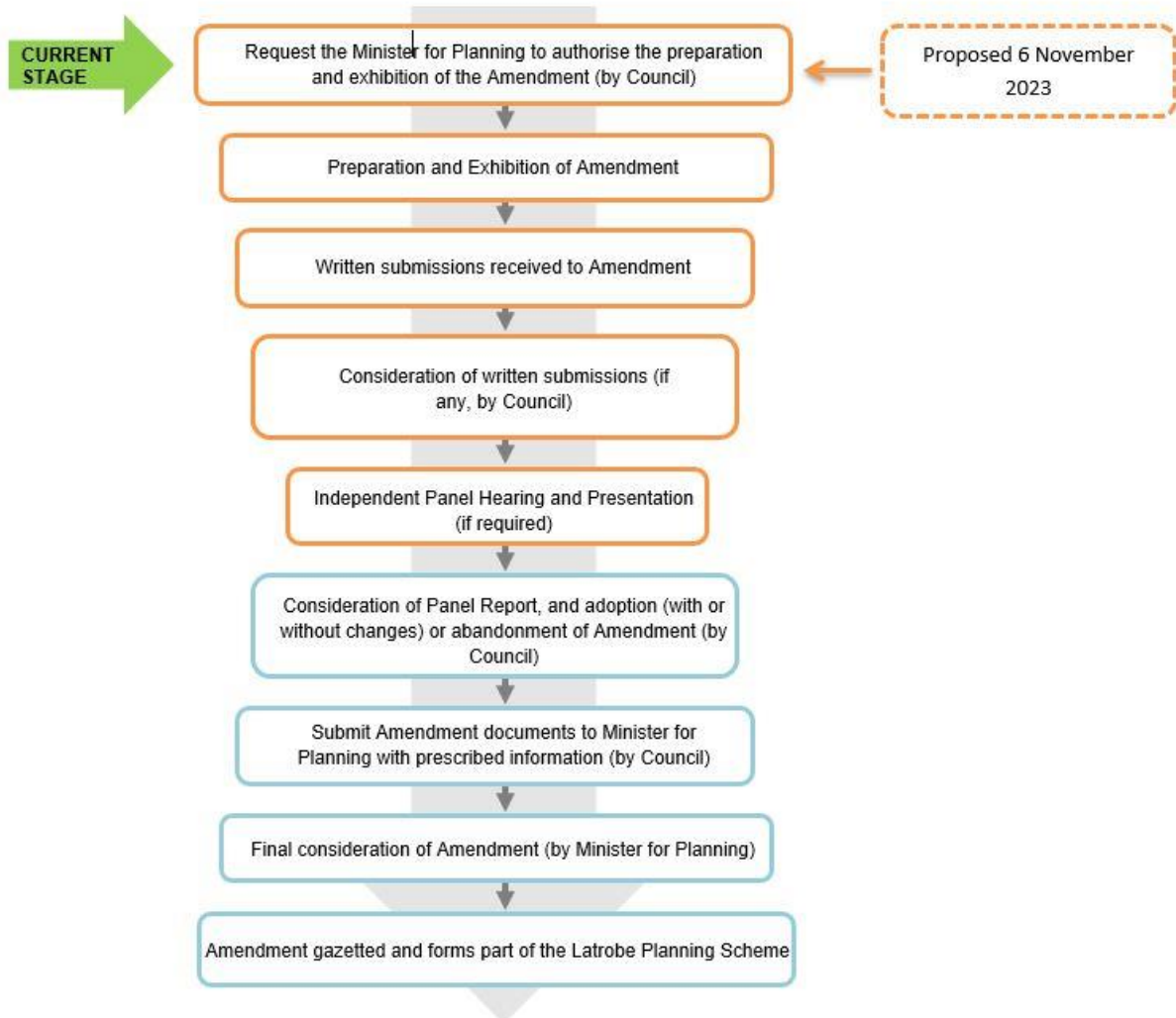
RISK	RISK RATING	TREATMENT
<p>SERVICE DELIVERY</p> <p>Land continues to be fragmented reducing viability of rezoning the Traralgon West Precinct.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Prepare a Planning Scheme Amendment to implement the Development Plan Overlay on the land. The Development Plan Overlay requires a Development Plan to be approved prior to issue of any planning permit.</p>
<p>STRATEGIC</p> <p>Not all landowners supportive of the 'future residential' designation and progression of a Planning Scheme Amendment.</p>	<p>Low</p> <p><i>Possible x Minor</i></p>	<p>The Planning Scheme Amendment process will provide all landowners with the opportunity to make a submission to the Amendment. If submissions cannot be resolved, Council can resolve to appoint an independent planning panel to hear all submissions on the Amendment. The Planning Panel then makes recommendation on how to process with the Amendment.</p>

RISK	RISK RATING	TREATMENT
STRATEGIC Some landowners who may wish to move quicker than timelines proposed by council officer for rezoning of land.	Low <i>Possible x Minor</i>	An option to progress with a rezoning outside the process outlined by the report can be considered. However, any landowner wishing to progress sooner will be required to complete a Development Plan and Development Contribution Plan for the entire precinct.

LEGAL AND COMPLIANCE

The planning scheme amendment process is shown in in Figure 3 below, which identifies the current stage Amendment C144 is at in the process:

Figure 3 – Amendment C144 Planning Scheme Amendment Process



In accordance with section 8A of the *Planning and Environment Act 1987* (“the Act”), the Minister for Planning may authorise Council to prepare an amendment to State and local provisions of the Latrobe Planning Scheme.

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

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

Council has had regard to section 12(2) of the Act and considers Amendment C144 to be consistent with these requirements.

COMMUNITY IMPLICATIONS

There has been uncertainty around development opportunities for the Traralgon West Precinct for several years. The progression of a Planning Scheme Amendment as part of Stage 1, then subsequent completion of Stages 2 and 3 will provide certainty for landowners who are wishing to develop, remain on the land or sell their land.

HEALTH IMPLICATIONS

Not applicable.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

DECLARATIONS OF INTEREST

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

Attachments

1. Traralgon West Issues, Opportunities and Options Report (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. This report contains information that if prematurely released would affect land values and development outcomes.

Agenda Item: 7.2

Agenda Item: Proposed Proponent Led 96A Planning Scheme Amendment C141 (Philip Parade, Churchill) - Authorisation

Sponsor: General Manager, Regional City Planning and Assets

Proposed Resolution:

That Council:

- 1. Agree to consider Permit Application 2023/254, provided at Attachment 3, concurrently with the preparation of Amendment C141, having received a request pursuant to section 96A of the *Planning and Environment Act 1987*;**
- 2. Request authorisation from the Minister for Planning to prepare Amendment C141 to the Latrobe Planning Scheme and exhibit it with Permit Application 2023/254, in accordance with section 8A of the *Planning and Environment Act 1987*;**
- 3. Prepare Amendment C141 to the Latrobe Planning scheme to rezone 3.5 hectares of Commercial 1 Zone to Residential Growth Zone Schedule 4 and make minor changes to the Churchill Structure Plan, Town Centre Plan and Housing Framework Plan, generally in accordance with the documentation provided at Attachment 1 and 2, subject to Ministerial Authorisation;**
- 4. Prepare a proposed permit for Permit Application 2023/254 for a multi-lot subdivision and removal of native vegetation, generally in accordance with the document provided at Attachment 1 and 3; and**
- 5. Place combined Amendment C141 and Permit Application 2023/254 (including proposed permit) on exhibition in accordance with the requirements of section 96C of the *Planning and Environment Act 1987*.**

Executive Summary:

- A combined Planning Scheme Amendment and Planning Permit Application was lodged by Millar Merrigan on behalf of the Gippsland Development Group for land in Philip Parade, Churchill, being lot C PS 849090.
- The Amendment proposes to:
 - Rezone approximately 3.5 hectares of the land from Commercial 1 Zone (C1Z) to Residential Growth Zone Schedule 4 (RGZ4), the remaining 0.7 hectares will remain C1Z;

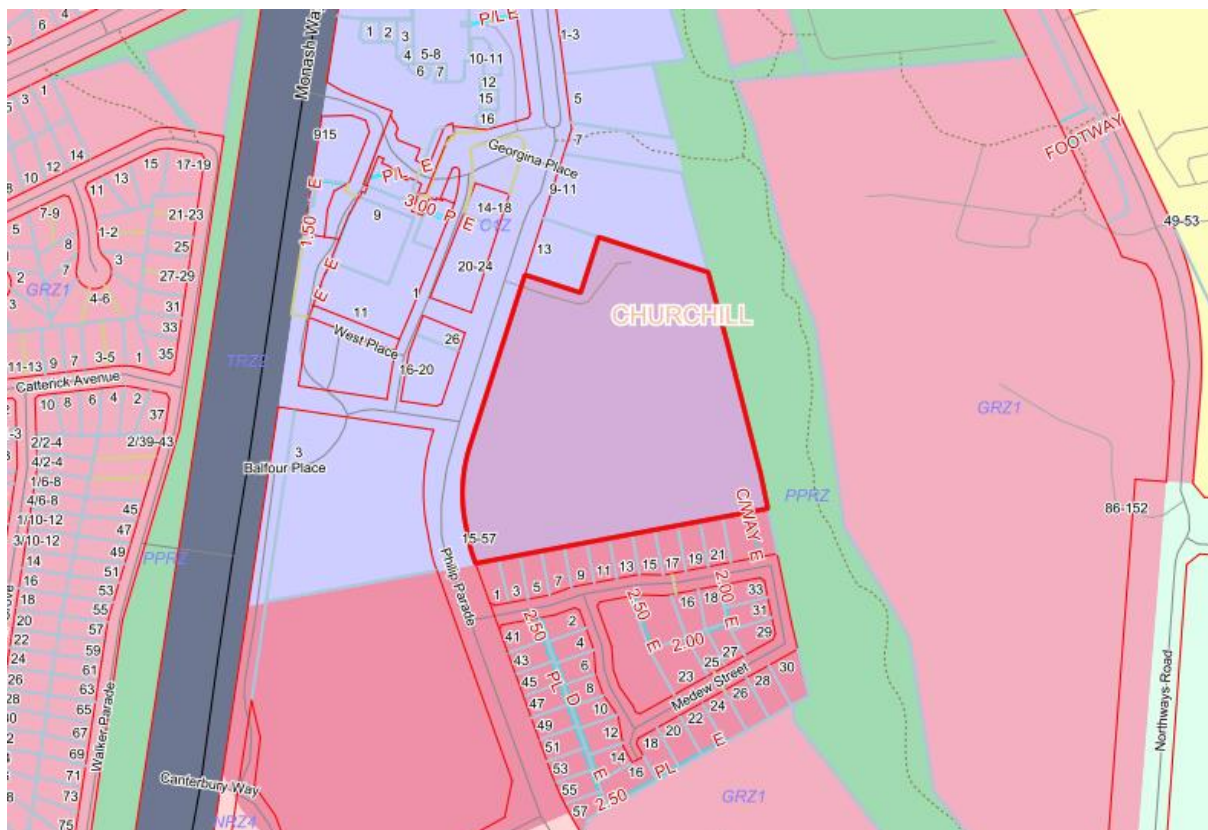
- Update the Churchill Structure Plan at Clause 11.01-1L, Churchill Town Centre Plan at Clause 11.03-1L and Housing Framework Plan at Clause 16.01-1L to reflect the rezoning;
- The planning permit application is for the development of a multi-lot (32 lots) subdivision and removal of native vegetation.
- Proposed Amendment C141 has adequate strategic justification to support the rezoning of the land, including detailed analysis on effects the proposal has on both Commercial and Residential Land supply. There are no negative impacts on the proposed Amendment for land supply.
- The planning permit application is consistent with the objectives and requirements of the Latrobe Planning Scheme.

Background:

Millar Merrigan, on behalf of Gippsland Development Group, lodged a combined Planning Permit and Planning Scheme Amendment request (section 96A request) for land in Philip Parade, Churchill, being lot C PS 849090.

The land in Philip Parade, Churchill, is 4.2 hectares in size and is zoned C1Z and no overlays apply to the land, see Figure 1 below.

Figure 1 – Philip Parade, Churchill



Issues:

The Amendment proposes to:

- Rezone approximately 3.5 hectares of the land from C1Z to RGZ4, the remaining 0.7 hectares will remain C1Z;
- Update the Churchill Structure Plan at Clause 11.01-1L, Churchill Town Centre Plan at Clause 11.03-1L and Housing Framework Plan at Clause 16.01-1L to reflect the rezoning;

The rezoning application has provided all relevant strategic justification to support the amendment, this includes:

- Economic analysis for commercial and residential land supply. The Latrobe City Council Retail Strategy 2019 states that Churchill has an oversupply of Commercial land. The economic analysis prepared for the application supports the reduction of the commercial land and increase in residential land supply.
- Preliminary Site Investigation to consider the potential for contamination of the land;
- Bushfire Assessment which addresses Clause 13.02 of the Latrobe Planning Scheme; and
- Other documents such as stormwater and environmental assessments which support the rezoning and planning permit application.

A copy of all application documents is provided at Attachment 1.

A copy of all proposed Amendment documents including Explanatory Report, Instruction Sheet, maps are provided at Attachment 2.

The Planning Permit application is for a multi lot subdivision and removal of native vegetation to facilitate both residential and commercial development, see Figure 2.

Figure 2 – Proposed Subdivision



The proposed planning permit application meets the following requirements:

- Municipal Planning Strategy;
- Planning Policy Framework;
- Residential Growth Zone Schedule 4;
- Commercial 1 Zone;
- Clause 52.17 – Native Vegetation
- Clause 53.01 and Schedule – Public Open Space Contribution and Subdivision;
- Clause 53.18 – Stormwater Management in Urban Development;
- Clause 56 – Residential Subdivision;
- Churchill Town Centre Plan (2007);
- Churchill Structure Plan (2007)
- Infrastructure Design Manual;
- Latrobe City Council Housing Strategy (2019);
- Latrobe City Council Retail Strategy (2019);
- Urban Design Guidelines (March 2020);

- Public Open Space Strategy (2013); and
- Relevant Incorporated documents
 - Guide to Residential Streets and Paths (Publication C&CCA T51-2004, Cement and VC26 Concrete Association of Australia, 2004)
 - Guide to Road Design, Part 6A: Pedestrian and Cycle Paths (Austroads, 2021)
 - Pavement Design - A Guide to the Structural Design of Road Pavements (Austroads, 1992)

The proposed Planning Scheme Amendment and Planning Permit application were referred to relevant internal departments, agencies and authorities for comment and conditions.

Draft planning permit conditions (see Attachment 3) have been prepared for Exhibition as part of the Planning Scheme Amendment process to allow the subdivision of the land.

Communication

Amendment C141 and Permit Application 2023/254 will be subject to the prescribed process in accordance with the public notice and consultation requirements of section 96C of the *Planning and Environment Act 1987* (the Act).

An engagement plan will be developed to ensure appropriate engagement activities are undertaken for Amendment C141 and Permit Application 2023/254. This will include:

- Exhibition of Amendment C141 and Permit Application 2023/254 (including a proposed permit) for a minimum of 1 calendar month;
- Documents available on Latrobe City Council's website
- Have Your Say page created;
- Letters / emails notifying affected owners and occupiers, agencies, public authorities and Ministers believed to be materially affected by Amendment C141 and Permit Application 2023/254. or prescribed under the Act;
- Notices in the Latrobe Valley Express; and
- Notice in the Government Gazette;
- Council officers will be available during the exhibition period to discuss the proposal.

Financial Implications

As Amendment C141 is to be prepared at the request of Millar Merrigan on behalf of Gippsland Development Group, the proponent will be required to pay Council the fees prescribed at Regulation 6 of the *Planning and Environment (Fees) Regulations 2016* for each stage of the amendment process. They have also been required to pay Council the fees at Regulation 14 for Permit application 2023/254.

Stage 1 fees for the Planning Scheme Amendment C141 and Planning Permit application 2023/254 were paid.

Further fees for stages 2, 3 and 4 will be required as the Amendment moves through the planning permit process. If the Amendment proceeds to a Planning Panel, full fee recovery will be required from the applicant.

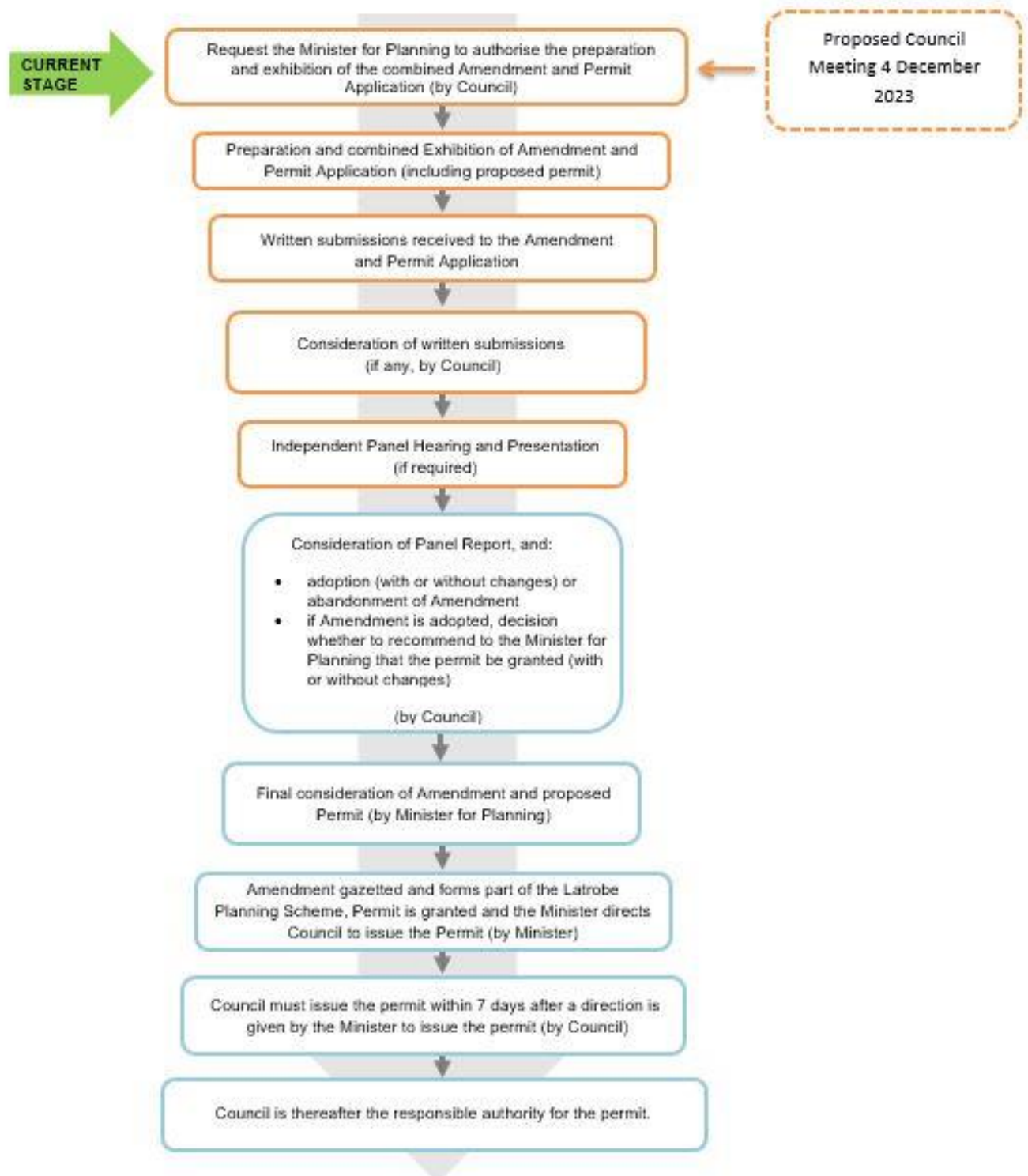
RISK ANALYSIS

RISK	RISK RATING	TREATMENT
STRATEGIC An affected landowner does not receive notice of the amendment and is unable to be involved in the process.	Low <i>Rare x Minor</i>	A range of engagement activities will be undertaken to ensure that landowners and the community are aware of the proposal.
STRATEGIC A landowner does not agree with the amendment and objects to it.	Medium <i>Possible x Minor</i>	Planning officers will respond to any submissions received. If the submission cannot be resolved, Council has the option to refer the Amendment to an independent planning panel to be considered.

Legal and Compliance

The combined planning scheme amendment and permit application process provided for under sections 96A-96N of the Act is shown in Figure 3 below, which identifies the current stage Amendment C141 and Permit Application 2023/254 are at in the process.

Figure 3 – Amendment C141 Planning Scheme Amendment Process



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

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

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

Council has had regard to section 12(2) of the Act and considers Amendment C141 to be consistent with these requirements.

Community Implications

Not applicable.

Health Implications

Not applicable.

Environmental Implications

All environmental matters have been considered as part of the Amendment C141 and Permit Application 2023/254 draft documentation. Relevant Planning Permit conditions have been placed on the planning permit to address native vegetation removal, bushfire consideration and stormwater considerations.

Other

No Cultural Heritage Management Plan is required as part of the planning permit application as the land is not within an area identified as cultural heritage sensitivity.

Declaration of Interests:

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

Attachments

1. Combined Application (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. All amendment documents will be formally exhibited as part of a future Planning Scheme Amendment and any land speculation should be discouraged until such time as documentation may change.

2. Amendment Documents (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. All amendment documents will be formally exhibited as part of a future Planning Scheme Amendment and any land speculation should be discouraged until such time as documentation may change.

3. Draft Planning Permit Conditions (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. All amendment documents will be formally exhibited as part of a future Planning Scheme Amendment and any land speculation should be discouraged until such time as documentation may change.

Agenda Item: 7.3

Agenda Item: **Amendment C132 (Technical Corrections) -
Authorisation**

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

Proposed Resolution:

That Council:

- 1. Request authorisation from the Minister for Planning to prepare and exhibit Amendment C132 to the Latrobe Planning Scheme, in accordance with section 8A of the *Planning and Environment Act 1987*;**
- 2. Prepare Planning Scheme Amendment C132 to correct anomalies contained in the Latrobe Planning Scheme, generally in accordance with the documentation provided at Attachment 1 and 2, subject to Ministerial Authorisation; and**
- 3. Place Amendment C132 on exhibition in accordance with the requirements of section 19 of the *Planning and Environment Act 1987*, subject to Ministerial Authorisation.**

Executive Summary:

- Amendment C132 is a routinely administered Technical Corrections Amendment to the Planning Scheme, led by Council to correct Schedules and maps to Zones, Overlays and Particular Provisions throughout the municipality. The amendment has a positive effect on 8,439 properties by removing unnecessary planning permit triggers, removing barriers for development and facilitating development more efficiently.
- The amendment proposes zone changes to reflect current and future use of land, overlay map changes to remove and change redundant and inaccurate areas and schedule changes to update details and correct errors.
- The Amendment has considered advice from authorities and agencies along with Council Officer prepared assessments to guarantee strategic justification of all proposed changes.

Background:

Proposed Amendment C132 is the first Technical Corrections Amendment to the Latrobe Planning Scheme since Amendment C112 which was Gazetted in November 2018. Technical correction amendments are led by Councils and are essential to maintain accuracy in the Local Planning Scheme.

Amendment C132 includes ten separate planning matters to be corrected, these have been identified by landowners and Council officers. The land affected is located throughout the municipality and applies to multiple properties.

As Planning Scheme Amendments require strategic justification each matter has been reviewed in detail and justified in the site documents. These site assessments include details on history of sites, assessment of current land use, relevant policy, ministerial directions and practice notes that support proposals.

The Amendment proposes to:

- Rezone land to reflect current and future land use including:
 - Changes to alternative Residential Zones, Public Park and Recreation Zone to Council owned land.
 - Rezone Council owned land to Public Park and Recreation Zone from current redundant zoning.
 - Rezone land to Rural Living Zone Schedule 4(1 hectare minimum lot size) to allow development in accordance with the Acreage Development Plan.
 - Rezone land in Ellavale Estate, Traralgon from Neighbourhood Residential Zone 3 to Neighbourhood Residential Zone 4 to be consistent with current land sizes.
- Changes to Overlay Mapping:
 - Removal of Development Plan Overlay Schedule 5 from the Franklin Place Estate Traralgon due to subdivision being completed.
 - Removal of Environmental Audit Overlay to Morwell sites that have satisfied audit requirements.
 - Amend Development Plan Overlay Schedule 5 in the Morwell West Development Plan to correct boundary location.
- Modifications to Schedules:
 - Amend Public Park and Recreation Zone schedule to include updated facility names in accordance with Recreation Reserves and Facilities Signage Policy.

- Amend Development Plan Schedule 1 for Morwell North-West DP and DCP in accordance with recommendations of the Latrobe City Scheme Review (2019).
- Amend Design and Development Overlay Schedules 7,8 10 and 11 to Latrobe Regional Airport to remove planning permit trigger for subdivisions.
- Update Schedule to Clause 53.01 Public Open Space Contribution and Subdivision to correct amount of contribution for North North-West in accordance with changes made to DP and DCP.

A copy of draft Amendment documents is provided at Attachment 2.

Issues:

Communication

Amendment C132 was referred to relevant agencies and authorities for comments and consent. This included:

- Environmental Protection Agency regarding potentially contaminated land
- Country Fire Authority regarding bushfire of rural living zone
- Latrobe Regional Airport Board regarding Latrobe Regional Airport Design and Development Overlays

As part of the exhibition process Amendment C132 will be subject to the prescribed process in accordance with the public notice and consultation requirements of section 19 of the *Planning and Environment Act 1987 (Act)*.

An engagement plan will be developed to ensure appropriate engagement activities are undertaken for Amendment C132. This will include:

- Exhibition of Amendment C132 for a minimum of one calendar month;
- Documents available on Latrobe City Council's website
- Have Your Say page created;
- Letters / emails notifying affected owners and occupiers, agencies, public authorities and Ministers believed to be materially affected by Amendment C132 or prescribed under the Act;
- Notices in the Latrobe Valley Express;
- Notice in the Government Gazette; and
- Appointments will be available with the planning team to discuss the changes.

Financial Implications

Amendment C132 will be undertaken with the Strategic Planning BAU budget for the 2023/2024 financial year. This includes costs of approximately \$10,000.00 associated with the Planning Panel (if required); the Planning Scheme Approval fee is increased annually, which will be approximately \$516.80.

RISK ANALYSIS

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Anomalies in planning scheme brought to landowners attention</p>	<p>Medium</p> <p><i>Possible x Minor</i></p>	<p>Engagement activities to communicate technical details and provide understanding.</p>
<p>STRATEGIC</p> <p>An affected landowner does not receive notice of the amendment and is unable to be involved in the process.</p>	<p>Medium</p> <p><i>Unlikely x Moderate</i></p>	<p>A range of engagement activities will be undertaken to ensure that landowners and the community are aware of the proposal.</p>
<p>STRATEGIC</p> <p>A landowner does not agree with the amendment and objects.</p>	<p>Medium</p> <p><i>Unlikely x Moderate</i></p>	<p>Planning officers will respond to any submissions received. If the submission cannot be resolved, Council has the option to refer the Amendment to an independent planning panel to be considered.</p>

Legal and Compliance

The Planning Scheme Amendment process is shown in in Figure 1 below, which identifies the current stage Amendment C132 is at in the process:

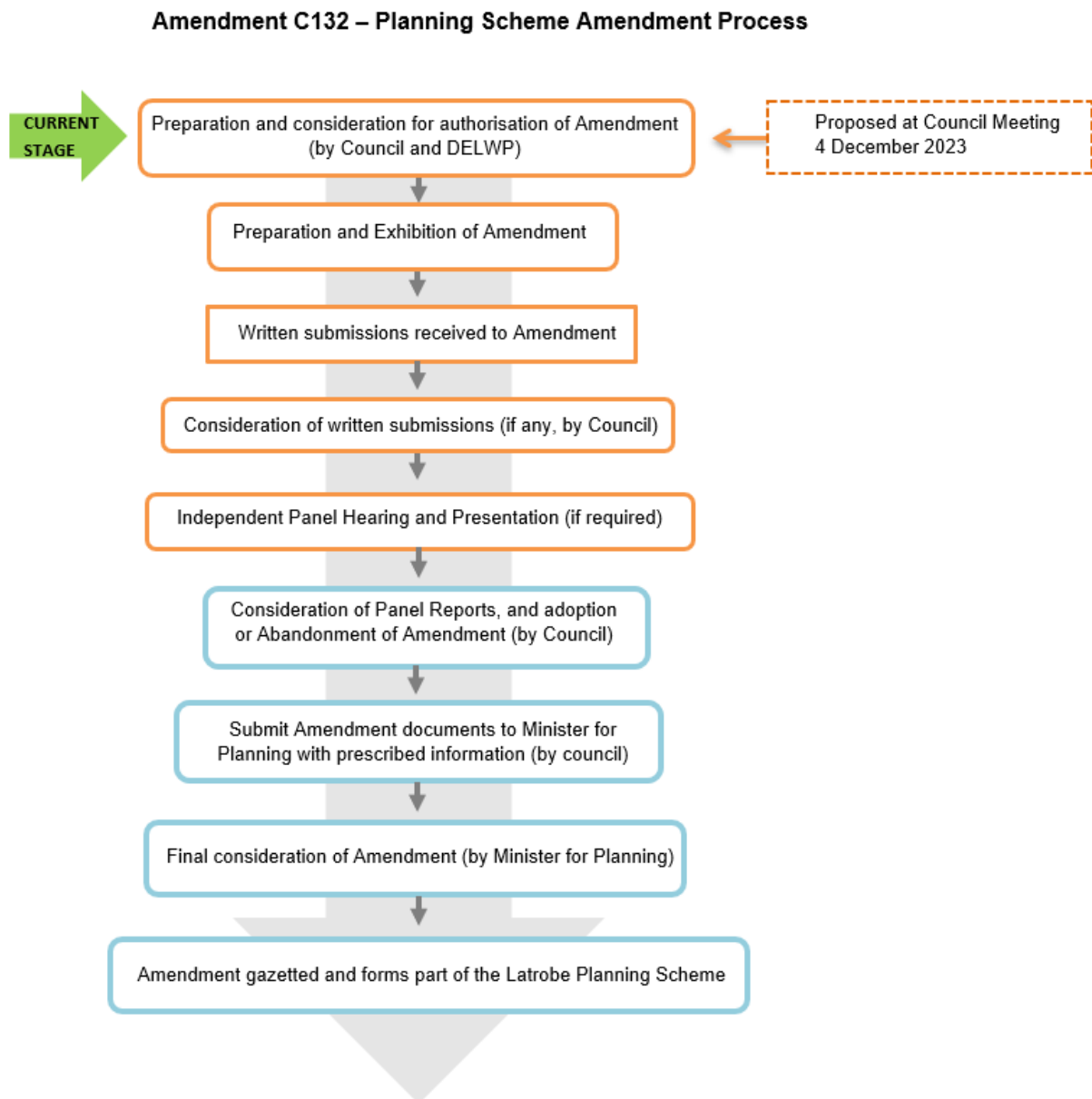


Figure 1 – Amendment C132 Planning Scheme Amendment Process

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

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

- The Minister’s directions;
- The Victoria Planning Provisions;

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

Council has had regard to section 12(2) of the Act and considers Amendment C132 to be consistent with these requirements.

Community Implications

The Amendment will be placed on exhibition to ensure any submissions from directly affected and neighbouring landowners can review the amendment to ensure positive community support. Some of the amendments have been identified by landowners which indicates support of the changes.

Environmental and Health Implications

The environmental and health implications have been addressed in detail through council officer prepared site assessments and authority referrals to EPA for potentially contaminated land and CFA for bushfire.

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 2020*.

Attachments

1. Authorisation Documents (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. Proposed zone and overlays changes may incur land value changes.

2. Combined Site Assessments (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. Proposed zone and overlays changes may incur land value changes.

CORPORATE ITEMS FOR DECISION

8. CORPORATE ITEMS FOR DECISION

Item Number 8.1 04 December 2023

Regional City Planning and Assets

SPORTS LIGHTING REPLACEMENT

PURPOSE

To present Council the findings of a structural engineer's assessment of a number of sports lighting towers within Latrobe City and seek approval to allocate the funding required to action the recommendations.

EXECUTIVE SUMMARY

- In June 2023, a structural engineer was engaged to assess the sports lighting towers at 15 recreation reserves within Latrobe City.
- The primary intent of the assessment was to identify whether these towers were structurally able to support a conversion from halogen globes, to LED panels.
- The assessment found that the towers at 11 of the 15 recreation reserves are suitable for conversion. However, the assessment also found that towers at four of the 15 reserves need to be replaced. This includes;
 - Four towers at the Yinnar Recreation Reserve (main oval),
 - Three towers at Harold Preston Reserve, Traralgon (west main pitch),
 - Two towers at Boolarra Recreation Reserve (main oval) and
 - One tower at Glengarry Recreation Reserve (main oval).
- The assessment also identified maintenance/repair tasks required at four other recreation reserves. These tasks are currently being completed within existing budgets.
- Under Council's Recreation Reserve licensing, clubs and committees are responsible for maintaining globes, fittings and switches including all wiring. However, inspections and the replacement of lighting towers/poles (as required) are the responsibility of Council.
- Officers have investigated all options available, including assessing eight old lighting towers that were removed through other lighting upgrade projects, to find that only two are suitable for re-installation.
- These eight towers are however too short to provide a medium to long term solution for any of these sites, as they cannot achieve the minimum Lux levels required by the relevant sports facilities' guidelines for training.
- Officers have also investigated the repair recommendations to find that there are no feasible repair options for Yinnar and Harold Preston. Plus, the repair options for Glengarry and Boolarra are expensive and only provide a short-term solution.

- To provide a long term and compliant lighting solution, new lighting at all four sports fields is considered the most beneficial and cost-effective solution.
- The Structural Engineering assessment has recommended that the defective towers need to be removed or repaired within 6 to 12 months of the initial report (dated 6 June 2023) to remove the risks. This removal work will be completed with existing budgets.
- The primary users of each of these venues are winter sports (AFL and Soccer), therefore lighting will be required for them to train once daylight savings ends on 7 April 2024.
- New towers will take between three and four months to procure and install, therefore a budget would need to be allocated in December 2023 to commence procurement and have new lights operational for the next winter.
- Officers investigated all external funding opportunities, however found there to be no opportunities available that could guarantee a successful outcome or would be able to be delivered in the required timeframes.
- The investigations noted above have occurred over the past four months and has led to the presentation of the report to Council at this point. It is acknowledged that the matter could have been reported to Councillors earlier however Officers had sought to explore all other available solutions prior to presentation to Councillors.
- The cost to replace the lights towers with new compliant lighting is estimated to be at least \$998,000. The current balance of the unallocated cash reserve is \$2.1 million and this funding could be utilised for this project.

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the replacement of all sports lighting at the Yinnar Recreation Reserve (Main Oval), Boolarra Recreation Reserve (Main Oval), Glengarry Recreation Reserve (Main Oval) and Harold Preston Reserve (West Pitch 1) with compliant training lighting for each surfaces primary sport; and**
- 2. Allocate \$998,000 (plus GST) from existing cash reserve accounts to deliver the projects.**

BACKGROUND

In June 2023, a structural engineer was engaged to assess existing lighting towers at 15 recreation reserves within Latrobe City.

The primary intent of this work was to identify whether these towers that currently have old halogen lights, could be converted to LED panels and how many LED panels could be installed (size and weight).

Many of the clubs are having trouble replacing the halogen light globes as they are either no longer made or are only available from overseas making them very expensive to replace. Additionally, LED panels are brighter and cheaper to run.

The assessment (Attachment 1) found that 11 of the 15 reserves are suitable for conversion, this information has been provided to the relevant clubs.

The assessment did however find that towers at four of the 15 reserves need to be replaced within the next 6 to 12 months.

The assessment also identified maintenance/repair tasks required at four other recreation reserves. These tasks are currently being completed within existing BAU budgets.

This includes all four towers at the Yinnar Recreation Reserve (main oval), three towers at Harold Preston Reserve, Traralgon (Olympians FC main pitch), two towers at Boolarra Recreation Reserve (main oval) and one tower at Glengarry Recreation Reserve (main oval).

Under Council's Recreation Reserve licensing, clubs and committees are responsible for maintaining globes, fittings and switches including all wiring. However, inspections and the replacement of lighting towers/poles (as required) are the responsibility of Council.

Since this assessment report was provided, the following has occurred:

- Officers have assessed eight old lighting towers that were replaced through other lighting upgrade projects and stored for future use, to find that only two of these towers are structurally suitable for re-installation.
- The eight towers are too short to provide a compliant lighting outcome (100 lux) and these towers are already approximately 20 years old, therefore would need to be replaced in the short to medium term.
- Officers have also investigated the repair recommendations to find that there are no feasible repair options for Yinnar and Harold Preston. Plus, the repair options for Glengarry and Boolarra are expensive and only provide a short-term solution as this would provide a temporary fix. With the towers needing further repairs and/or replacement in the short-term future.
- Officers investigated whether the repair or replacement of these towers could be claimed under insurance. This was not possible as the issues are as a result of the towers age and general wear and tear expected for such infrastructure.

- Officers requested financial assistance from the Department of Energy, Environment and Climate Action (DEECA) who own the Glengarry, Boolarra and Yinnar Recreation Reserves. They do not have any funding available and do not accept any responsibility for the use or development of these reserves.

Based on the date of the assessment report (9 June 2023), defective towers need to be removed within 6 to 12 months in line with the structural engineer's risk recommendations.

Risk Officers have advised that if something was to occur, Council would be liable. Therefore, it is recommended the risk is removed on or before 9 December 2023 as there is a chance that if something was to occur after this date that Council would not be covered by its insurers for any event.

The primary users of each of these venues are winter sports (AFL and Soccer), therefore lighting will be required for the clubs to train once daylight savings ends on 7 April 2024. As such, to avoid detrimentally impacting these community clubs these lighting towers need to be repaired or replaced before this time.

New towers typically take between three and four months to procure and install, therefore a budget would need to be allocated in December 2023 to commence procurement. This will also assist with club/community engagement when the defective towers are removed in early December 2023.

Officers investigated all external funding opportunities, however found there to be no opportunities available that could guarantee a successful outcome or would be able to be delivered in the required timeframes.

ANALYSIS

Officers have reviewed all options available to Council and believe there are two primary options available, which are detailed further in Attachment 2:

- **Option 1**

Remove all four lighting towers at each reserve and replace them with compliant lighting (100 lux).

These reserves are all in need of a lighting upgrade, as the existing lights are not bright enough and the towers are too short to achieve compliance even with an LED conversion.

Instead of spending funds patching the issue now, to then spend the same amount of funding (if not more) shortly after to make them compliant. Replace them now at current prices and provide each of these community clubs 50 years of compliant training lighting immediately.

Estimated Cost: \$998,000.

- **Option 2**

Use the two old towers suitable for re-installation at Boolarra Recreation Reserve, repair where possible (Glengarry) and replace the others (Yinnar and Harold Preston) completely as per Option 1.

This would result in all reserves having safe lighting and towers, however Glengarry and Boolarra would still have non-compliant lighting as well as towers that are likely to need further repairs and/or replacement in the short term future.

Estimated cost: \$616,000.

Option 2 would provide a short-term saving of approximate \$380,000, however Boolarra and Glengarry still require compliant training lighting eventually at a cost of approximately \$615,000 (2023 costs). Meaning that the short-term saving would be wasted in the medium to long term.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE The defective lighting towers fall over.	<p style="text-align: center;">High <i>Possible x Catastrophic</i></p>	Remove and/or repair the defective towers before the date recommended by the structural engineer.
SERVICE DELIVERY Inability for Officers to deliver the projects or an adverse impact on the overall Capital Works Program.	<p style="text-align: center;">Medium <i>Unlikely x Moderate</i></p>	As the project is risk related, Officer will prioritise this project delivery over others with longer delivery timeframes.
FINANCIAL No existing budget allocation. Issues delivering the projects for the allocated budget.	<p style="text-align: center;">High <i>Almost certain x Moderate</i></p> <p style="text-align: center;">Medium <i>Unlikely x Moderate</i></p>	Utilise unallocated cash reserves. Officers have developed the cost estimates based on recent designs and quotes.

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Removing the towers, but not replacing them. Resulting in user groups no longer being able to use the facility for training outside of daylight savings time.</p>	<p>Extreme</p> <p><i>Almost certain x Major</i></p>	<p>Replace the defective towers before daylight savings end on 7 April 2024.</p> <p>Retain the towers beyond the timeframes recommended by the structural engineer.</p>

CONSULTATION

No consultation has been undertaken externally with user groups regarding the findings of the structural engineer’s assessment report however, if Council is supportive, officers would engage with relevant user groups to advise what will be happening to address the issues.

COMMUNICATION

Officers have informed a number of the relevant clubs/reserves that the structural engineers assessment report has confirmed that their existing towers are not suitable for LED conversion, however, have not discussed any other details within the assessment report.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Removing the defective lighting towers and not replacing them would have detrimental social impacts on all the relevant user groups as they would no longer be able to train at night during the winter months.

Replacing and upgrading the lighting at these facilities would provide all clubs and user groups the opportunity to obtain a greater number of participants and in turn provide those users with a positive social experience by becoming part of a recreation club.

Cultural

Not applicable.

Health

Removing the defective lighting towers and not replacing them would have detrimental health impacts on all the relevant user groups as they would no longer be able to train at night during the winter months.

Replacing and upgrading the lighting at these facilities would improve the use of the facility, with increased participation delivering positive health impacts for those taking part in active and organised recreation, whilst an improved lighting could provide an opportunity for other passive recreation uses at the reserve as well.

Environmental

Power output from usage of lights may have a negative impact on the environment, however the use of LEDs instead of halogen globes is a long-term sustainable lighting option.

Economic

Replacing and upgrading the lighting at these facilities would create an increased opportunity for the use of these facilities for both sporting and community events such as night markets etc.

Financial

As discussed in the analysis section of this report, Pursuing Option 1 would require \$998,000 and Option 2 would require \$615,000.

Attachments

1. Structural Engineer Assessments (Published Separately)

This attachment is designated as confidential under subsection (g) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. Information withing could impact the procurement process.

2. Detailed Analysis of Options available (Published Separately)

This attachment is designated as confidential under subsection (g) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. Information withing could impact the procurement process.

LOCAL SPORTS INFRASTRUCTURE FUND APPLICATIONS

PURPOSE

To seek approval from Council for the Chief Executive Officer (CEO) to submit two applications under the 2023-24 Local Sports Infrastructure Fund and allocate the funding contribution required to apply.

EXECUTIVE SUMMARY

- Sport and Recreation Victoria (SRV) recently opened their 2023-24 Local Sports Infrastructure Fund (LSIF) which provides funding opportunities for the development of high-quality, accessible community sport and active recreation infrastructure.
- Only Local Government Authorities (LGAs) are eligible to apply.
- There are three streams under the 2023-24 LSIF: Community Facilities, Community Sports Lighting and Planning.
- Officers have identified two projects to put forward for this funding round: new sports field lighting for the main baseball pitch at Toners Lane Reserve (Community Sports Lighting stream) and updating the Recreation Reserve Masterplans (Planning stream).
- Officers investigated potential projects to put forward under the Community Facilities stream however, were unable to identify a suitable project under the eligibility criteria and available funding.
- The financial contribution required to meet the funding programs ratio of \$3:\$1 (SRV:Council) and cover additional costs exceeding the LSIF maximum amounts is \$278,930. This amount has not been budgeted for and therefore would need to be allocated from Council's existing cash reserve accounts.

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse applications being made by the CEO to the 2023-24 Local Sports Infrastructure Fund for new sports field lighting at Toners Lane Reserve (main baseball pitch), and updating the Recreation Reserve Masterplans; and**
- 2. Allocate \$278,930 (plus GST) from the existing cash reserve accounts as Council's contribution to new sports field lighting at Toners Lane Reserve (main baseball pitch) and updating the Recreation Reserve Masterplans.**

BACKGROUND

Sport and Recreation Victoria's (SRV) Local Sports Infrastructure Fund (LSIF) opened on 4 October 2023 and provides funding opportunities for the development of high-quality, accessible community sport and active recreation infrastructure as per the 2023-24 LSIF Guidelines (Attachment 1). Applications close on 13 December 2023.

Only Local Government Authorities (LGAs) are eligible to apply for this funding. Therefore, a sporting group wishing to seek funding from the program must do so under the auspice of Council.

There are three streams under the 2023-24 LSIF. The funding ratio is \$3:\$1 (SRV:Council) for 'Rural' LGA's, of which Latrobe City Council is classified.

Funding Stream	Maximum total grant amount	Project types eligible for funding
Community Facilities	\$300,000	<ul style="list-style-type: none">• Pavilions• Change rooms• Courts• Sports fields• Play spaces• Active recreation facilities• Outdoor aquatic facilities• BMX & Skate Parks• Scoreboards• Fixed equipment• Multi-sport training facilities
Community Sports Lighting	\$250,000	<ul style="list-style-type: none">• New sports lighting installations• Replacement of non-LED lamps with LED sports lighting• New active recreation lighting installations

Funding Stream	Maximum total grant amount	Project types eligible for funding
Planning	\$40,000	<ul style="list-style-type: none"> • Facility planning activities including Schematic plans, Quantity Surveyor estimates and Geo-tech investigations • Recreation and leisure strategies • Facility feasibility studies • Master planning for 3+ sites

ANALYSIS

When determining the projects to put forward for funding, Council Officers reviewed and compared the eligibility criteria and available funding of the program against the Recreation Needs Assessment (endorsed July 2023). Officers also liaised with SRV and advised which projects were being put forward for consideration. Details for these projects are as follows:

Community Sports Lighting – Toners Lane Baseball Pitch	
Club / Group	Morwell Baseball Club
Project	Installation of 300 lux infield / 200 lux outfield LED sports field lighting to the main pitch at Toners Lane (training level as per AS2560)
Cost estimate	\$516,192
Club’s contribution	\$0
Council’s contribution required	\$266,192
Recreation Needs Assessment	Yes

Planning – Update Recreation Reserve Masterplans	
Club / Group	All sports clubs across the municipality
Project	Engage a consultant to review and update large town recreation reserve masterplans and consolidate into one municipal document
Cost estimate	\$50,952
Club's contribution	\$0
Council's contribution required	\$12,738
Recreation Needs Assessment	Yes

Officers investigated potential projects to put forward under the Community Facilities stream however, were unable to identify a suitable project under the eligibility criteria and available funding.

Officers have reviewed Council's current project budgets and cannot readily identify where any surplus funds may be available to allocate the contributions required for these projects. It will therefore be recommended that Council allocates \$278,930 from existing cash reserve accounts to allow for these funding applications to be submitted.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Inability to support local clubs to increase participation due to low standard, unsafe and / or inaccessible facilities.	High <i>Likely x Moderate</i>	The delivery of these projects will improve the standard of Council sport and recreation facilities, including safety and accessibility and enable the clubs to increase participation numbers and usage of the venues.

RISK	RISK RATING	TREATMENT
<p>SERVICE DELIVERY</p> <p>Inability for Officers to deliver the projects or an adverse impact on the overall Capital Works Program.</p>	<p>High</p> <p><i>Possible x Moderate</i></p>	<p>As per the LSIF Guidelines, Council has up to two years to deliver projects. In that time, Officers will have the ability to manage projects alongside local contractors in line with previous lighting projects delivered between 2020 and 2023.</p>
<p>FINANCIAL</p> <p>Inability for Council to allocate contribution of \$278,930.</p> <p>Issues delivering the projects for the total cost of \$567,144.</p>	<p>High</p> <p><i>Possible x Moderate</i></p> <p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Use unallocated cash reserves and recoup through future budget bid if application is successful.</p> <p>Council Officers have developed cost estimates for the applications based on recent designs and quotes including 10% contingency fee.</p>
<p>STRATEGIC</p> <p>User groups at Toners Lane are unable to use the facility for the level of sport they aspire to, and only within daylight hours.</p> <p>Recreation Reserve Masterplans are outdated and unable to support current user needs and future funding applications.</p>	<p>High</p> <p><i>Likely x Moderate</i></p> <p>High</p> <p><i>Almost Certain x Major</i></p>	<p>The delivery of the lighting project will improve accessibility and safety of the facility and provide user groups the ability to increase participation numbers and usage of the venue.</p> <p>The delivery of the planning project will ensure Recreation Reserve Masterplans reflect the current needs of the community and will be able to support future funding applications.</p>

CONSULTATION

Through the Recreation Needs Assessment (endorsed July 2023) relevant user groups have been heavily engaged on these projects. Council Officers have more recently been in consultation with relevant internal teams and SRV, and have developed indicative cost estimates to inform the funding applications.

COMMUNICATION

Following approval, Officers will engage with relevant user groups to advise of the nominated projects and the application process.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Improved lighting at Toners Lane would provide clubs and user groups the opportunity to obtain a greater number of participants, and in turn provide those users with a positive social experience by becoming part of a recreation club.

Cultural

Not applicable.

Health

Improved use and participation can provide positive health impacts for those taking part in active and organised recreation, whilst an improved lighting could provide an opportunity for other passive recreation uses as well.

Environmental

Power output from usage of lights may have a negative impact on the environment, however use of LEDs is a long-term sustainable lighting option.

Economic

If the project were to be completed there may become an increased opportunity for the use of Toners Lane for regional level sporting events.

Financial

As discussed in the analysis section of the report, the funding application requires a co-contribution of \$278,930 (currently unfunded), as well as auspice by Council for any cost over runs however if successful, Officers would manage the scope of the project to ensure the project was completed within the allocation.

Attachments

1. 2023-24 Local Sports Infrastructure Fund Guidelines

8.2

Local Sports Infrastructure Fund Applications

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2023–24 Local Sports Infrastructure Fund

Guidelines

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Message from the Minister

To encourage even more Victorians to get active and participate in sport and active recreation, the Victorian Government is supporting communities by investing in local sport and active recreation infrastructure.

As the Minister for Community Sport, I'm pleased to announce applications are now open for the 2023–24 Local Sports Infrastructure Fund – backed by funding from the state budget.

With overwhelming demand for infrastructure, the fund supports projects across 3 funding streams including grants of up to \$300,000 for Community Facilities, up to \$250,000 for Community Sports Lighting, and up to \$40,000 for Planning.

Better infrastructure will allow sports clubs, facility managers and community organisations to accommodate more people, create more participation opportunities and draw more interest, creating a real buzz in the community and boosting local economies.

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

The 2023–24 Local Sports Infrastructure Fund builds on more than \$1.9 billion invested by the Victorian Government in community sport and active recreation infrastructure since 2014.

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

These investments support local economies by creating economic activity and hundreds of jobs for planners, architects, engineers, project managers, builders, carpenters, plumbers, electricians, facility managers and operational staff. Sourcing local materials will also enable many more Victorian businesses to thrive.

I look forward to seeing new and exciting projects supported through the 2023–24 Local Sports Infrastructure Fund.

THE HON ROS SPENCE MP
Minister for Community Sport

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1. The 2023–24 Local Sports Infrastructure Fund

1.1 About the Local Sports Infrastructure Fund

The Local Sports Infrastructure Fund (LSIF) is a statewide competitive Victorian Government investment program that funds the development of high-quality, accessible community sport and active recreation infrastructure.

The LSIF promotes partnerships between the Victorian Government, Local Government Authorities (LGAs), Alpine Resorts Victoria (ARV), sport leagues and associations, sporting clubs, schools, educational institutions, and community organisations.

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

1.2 Objectives

Active, healthy and thriving communities need high-quality, accessible, well-designed and sustainable infrastructure to conduct sport and active recreation activities. Developing infrastructure that supports individuals and communities who participate less, while driving local economic activity, are priorities for the Victorian Government.

The LSIF aims to achieve this by:

- investing in high-quality community sport and active recreation infrastructure to facilitate appropriate participation opportunities
- investing in infrastructure that extends capacity and encourages flexible, multi-use, shared and integrated services and facilities
- supporting forward planning for sport and active recreation infrastructure that responds to changing participation preferences
- advancing inclusive and accessible development by ensuring investments are universally designed, environmentally sustainable and strategically planned
- encouraging collaboration with sporting clubs, leagues and associations, state sporting associations, schools, service providers, facility managers and community organisations to deliver outcomes.

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Rates of participation in sport and active recreation are well below the state average for many groups of Victorians. Those that participate less include:

- women and girls
- Aboriginal Victorians
- culturally and linguistically diverse (CALD) communities
- disengaged young people
- LGBTIQ+ people
- people with a disability
- seniors (people aged 60 years and over)
- socio-economically disadvantaged communities.

The Victorian Government is committed to supporting greater opportunities for all Victorians, and the 2023–24 LSIF will prioritise projects that support participation by these groups.

1.3 Outcomes

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

The LSIF will invest in proposals that can demonstrate commitment to the following outcomes:

- more participation opportunities made available through the development of new or upgraded existing multi-use, sport, and active recreation infrastructure
- more equitable and inclusive participation of women and girls in local sport by investing in well-designed and high-quality facilities
- Improved participation of those who participate less in community sport and recreation, particularly those from communities experiencing long-term socio-economic disadvantage, growth and regional areas and areas affected by natural disaster
- improved sustainable design and planning to ensure infrastructure investment is building better and more liveable communities
- increased local economic activity through the planning, building, management, and activation of redeveloped or new infrastructure.

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1.4 Investment priorities

Priority will be given to projects that:

- support communities in areas of need that have experienced natural disasters, such as flood, bushfires and drought, or communities experiencing strong population growth or significant change in circumstances (for example, economic challenges)
- support communities experiencing socio-economic disadvantage particularly projects that support suburbs and towns within the 2 most disadvantaged deciles in Victoria as per the [Australian Bureau of Statistics Index of Relative Socio-Economic Disadvantage, 2021](#)
- demonstrate strong participation outcomes for those individuals or communities who participate less in sport and active recreation, particularly those that support participation by women and girls (as per **Section 1.2**)
- demonstrate multi-use, shared and integrated facilities including those on school land that can ensure long-term community access. Please see **Section 2.4** for information regarding facilities on school land
- demonstrate economic uplift in the form of job creation during construction and operation, non-government investment and local/regional event attraction.

1.5 Timelines

Applications open	Applications close	Outcomes announced	Grant Agreements executed
October 2023	13th December 2023	From April 2024	May/June 2024

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2. Eligibility

2.1 2.1 Eligible applicants

Only Victorian LGAs and ARV are eligible to apply to the LSIF.

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

Sport and recreation clubs, sporting associations and leagues, educational institutions, not-for-profit community organisations, businesses and individuals cannot directly apply to the LSIF.

Local clubs and organisations are advised to contact their LGA or ARV if they wish to express interest and seek support from the LSIF.

2.2 Eligible applications

To be eligible for funding through the LSIF, applications submitted by LGAs/ARV must:

- relate to a project that is eligible under the relevant funding stream
- relate to a project that will be finished within 24 months of executing a Grant Agreement with DJSIR (for successful projects)
- meet all funding limits and funding ratios for the relevant funding stream
- adequately demonstrate how the project meets the funding stream objectives and assessment criteria. Claims made against each criterion must be substantiated with evidence
- exclude activities listed in **Section 2.6**
- be submitted (including all supporting documentation) by 5:00 pm on Wednesday 13 December 2023.

Stages of a larger facility development may seek support from the LSIF, providing the stage addresses the assessment criteria and meets all other eligibility requirements.

Only eligible applications will be assessed and considered for funding by SRV.

Please refer to the relevant funding stream in **Section 4** for further details about application requirements.

Applications submitted after the closing date will not be considered eligible and will not be assessed, unless an extension has been requested and approved in writing by SRV before

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the closing date, which will only be granted under exceptional circumstances (for example, significant technology disruptions or impacts from natural disasters).

2.3 Performance

SRV will also consider an applicant's past performance and the organisation's capacity to deliver projects on-time based on recent performance or current project management capacity. Compliance with past Grant Agreements, the number of overdue milestones for existing projects, and current projects with unresolved budget shortfalls will also be considered.

2.4 Facilities on school land

LGAs/ARV are eligible to apply to the LSIF for projects located on school land.

For projects on school land, applicants must provide:

- A Community Joint Use Proposal (to the Department of Education) which is completed by the applicant and the school. Schools can access this document from the Department of Education website. Applicants must allow sufficient time to complete this document and obtain the necessary written endorsement from the Department of Education.
- A letter from the Department of Education central office that endorses the project. Applicants requesting this letter should email [Department of Education](#).
- Projects in non-government schools are also eligible for funding through LGAs/ARV and require similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.

2.5 Facilities on Crown land

LGAs/ARV are eligible to apply to the LSIF for projects located on Crown land.

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

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2.6 Types of activities that will not be funded

- Facilities where little or no public access is available.
- The purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, private land with public access rights or land held for public purposes by trustees).
- Requests for retrospective funding, where projects have started construction or are finished prior to the execution of a Grant Agreement (construction includes, but is not limited to demolition, site clearing, earthworks, building works and any form of early works).
- Buildings or equipment considered temporary or not permanent in nature or intended use.
- Metal halide lighting (only LED lighting systems will be funded) across the Community Sports Lighting and Community Facilities Streams, including as part of large projects.
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the relevant LSIF stream.
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Routine or cyclical maintenance works.
- Purchasing or maintaining recreation, entertainment, sporting, lifesaving or any other equipment (except as part of facility fit out).
- Projects previously funded by SRV, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Projects that do not meet relevant sport or Australian Standards (for example, lighting projects). Facilities that do not comply with the relevant sport standard must seek exemption from the relevant sporting organisation and supply appropriate evidence to be supported by the LSIF.
- The replacement of like-for-like surfaces (for example, synthetic surface replaced by a similar synthetic surface) are ineligible for funding. To be eligible for funding the application will need to demonstrate that additional uses are proposed and/or a multi-purpose element is being introduced. Exceptional circumstances may be considered where significant safety or compliance issues are evident, and an activity will not continue to be conducted as a result.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance. The LSIF may consider supporting applications where the scope includes elements in addition to the facility damaged.
- In general, areas designated as licensed areas within a proposed facility will not be eligible for funding. DJSIR may consider applications where a restricted club license is

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proposed or in place, provided that the restricted license does not interfere with the facility's other amenities or services, such as childcare or access by young people.

- Projects where contributions from funding partners are not confirmed in writing and by bank statement/s or underwritten by the applicant.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.
- Applications where the project beneficiary receives revenue directly from electronic gaming machines are not eligible.

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3. Funding details

3.1 Funding Streams

Funding from the LSIF is available under the following streams:

Funding stream	Community Facilities	Community Sports Lighting	Planning
Number of applications	Unlimited up to \$300,000 per LGA/ARV	Unlimited up to \$250,000 per LGA/ARV	LGAs: Up to 1 Facility or 1 Municipal ARV: Up to 5 (any combination of facility and/or municipal plans)
Maximum total grant amount per applicant	Up to \$300,000	Up to \$250,000	Up to \$40,000
Project types eligible for funding	<ul style="list-style-type: none"> • Pavilions • Change rooms • Courts • Sports fields • Playspaces • Active recreation facilities • Outdoor aquatic facilities • BMX, Skate Parks • Scoreboards • Fixed equipment • Multi-sport training facilities • Sports lighting will only be eligible through the Community Facilities stream if it forms part of a larger project. 	<ul style="list-style-type: none"> • New sports lighting installations • Replacement of non-LED lamps with LED sports lighting • New active recreation lighting installations 	<p>FACILITY</p> <ul style="list-style-type: none"> • Facility planning activities including Schematic plans, Quantity Surveyor estimates and Geo-tech investigations <p>MUNICIPAL</p> <ul style="list-style-type: none"> • Recreation and leisure strategies • Facility feasibility studies • Master planning for 3+ sites.

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3.2 Funding Ratios

Funding ratios apply to the LSIF and are outlined in the table below.

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

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

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

Applicants cannot use other State Government funding, such as funding from the Growing Suburbs Fund, as part of their local contribution throughout the delivery of the project.

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

LGA/ARV	Community Facilities	Community Sports Lighting	Planning
Metropolitan Melbourne	SRV = \$1 Local = \$1	SRV = \$1 Local = \$1	SRV = \$1 Local = \$1
Metropolitan Interface*	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1
Ballarat Greater Bendigo Greater Geelong	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1
Regional and Rural Victoria	SRV = \$3 Local = \$1	SRV = \$3 Local = \$1	SRV = \$3 Local = \$1

* Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges

Funding ratios for each funding stream consider the differing capacity of LGA/ARV types across Victoria.

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3.3 In-kind contributions

An in-kind contribution is a contribution of a good or service other than money. Examples include voluntary labour, donated goods and donated services.

Applications that include in-kind contributions must provide:

- a completed [in-kind and voluntary support form](#)
- a letter from the LGA/ARV CEO that approves and underwrites any in-kind contributions.

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4. Funding stream details

4.1 Community Facilities Stream

4.1.1 Stream objectives

The stream supports the development of a broad range of new or redevelopment of existing community sport and active recreation infrastructure ensuring all infrastructure is high-quality, multi-use and accessible to all.

4.1.2 Funding details

LGAs/ARV can submit an unlimited number of applications up to a maximum total request amount of \$300,000, and no application can exceed the maximum individual grant amount of \$300,000.

Each project requires a separate application under this stream. Bundled projects will be deemed ineligible.

Outdoor aquatic facility projects must allocate a minimum of 25% of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability.

This must be demonstrated with a specific ESD budget in the application.

Applicants must respond to assessment criteria for the Community Facilities stream outlined in **Section 4.1.5** and provide all the mandatory supporting documentation in **Section 5**. The quality of supporting documentation provided will also be considered during assessment.

Applications can claim in-kind expenses up to a maximum of 50% of the total project cost for each application. LGAs/ARV must approve and underwrite any in-kind contribution from third parties.

4.1.3 Eligible projects

The types of projects that are eligible include:

- New and/or redeveloped sports fields and sports courts
- multi-sport training facilities that are publicly accessible
- active recreation spaces such as multi-activity facilities, outdoor exercise equipment or redevelopment of indoor spaces, such as appropriate flooring for fitness classes

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- projects that result in improved facility carrying capacity, such as new drainage, irrigation and grass installations
- playspaces, skate parks, pump tracks, BMX tracks, and outdoor splash parks
- installation of new LED or redeveloping lighting that benefits community sport and active recreation spaces when forming part of a larger project. Replacement of non-LED lamps with LED Lighting Infrastructure to enable lighting standards to be met will be permitted
- redevelopment/upgrade to outdoor aquatic facilities that improve accessibility and participation such as leisure water, change rooms and energy or water efficiency upgrades, for example, heating of water spaces
- re-purposing indoor sport or recreation spaces to create new participation opportunities
- redeveloping or complementing sports facilities to include new active recreation infrastructure
- accessibility improvements for facilities where Senior Victorians participate such as ramps and change rooms
- LED electronic scoreboards and fixed equipment including but not limited to sports field behind goal safety netting and player/coaches' boxes.

Applications must demonstrate how projects will finish construction within 24 months of the executed Grant Agreement, by providing a detailed Project Management Framework and other supporting documents to evidence project readiness.

4.1.4 Stream priorities

Priority will be given to projects benefitting population groups that participate less in sport and active recreation (as per **Section 1.2**).

4.1.5 Assessment criteria

Criteria	Weighting	Questions
Project Need and Readiness	40%	<ol style="list-style-type: none"> 1. Why is the project needed? 2. Describe the project scope, including all components. 3. What project planning has been done to date? Outline what steps will be taken to finish the works within 24 months.

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Criteria	Weighting	Questions
Project Outcomes	40%	<p>4. This question does not apply to Scoreboards and Fixed Equipment projects.</p> <p>4a. Explain how the project will:</p> <ul style="list-style-type: none"> – increase participation and/or support existing participation in community sport and active recreation, including achievement of multi-use outcomes – improve participation for those individuals and communities that participate less in community sport and active recreation (as per Section 1.2) – demonstrate implementation of Universal Design principles and ESD initiatives. <p>This question applies to Scoreboards and Fixed Equipment projects only.</p> <p>4b. Explain how the project will:</p> <ul style="list-style-type: none"> – support volunteer efforts, participant safety, participant or visitor experiences – support under-represented groups and/or disadvantaged communities.
Consultation and Engagement	20%	<p>Detail:</p> <ul style="list-style-type: none"> • the consultation and engagement that has occurred with the community and other stakeholders for the project • any further consultation and engagement that will occur for the project. <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> • how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) • community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan). <p>A further guidance note related to this requirement is available at Sport Victoria.</p>

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4.2 Community Sports Lighting Stream

4.2.1 Stream Objectives

This stream supports the installation of LED sports lighting infrastructure that increases facility capacity and participation opportunities.

4.2.2 Funding Details

LGAs/ARV can submit an unlimited number of applications up to a maximum total amount of \$250,000.

Each project requires a separate application under this stream. Bundled projects will be deemed ineligible.

Applicants must respond to assessment criteria for the Community Sports Lighting Stream outlined in **Section 4.2.5** and provide all the mandatory supporting documentation listed in **Section 5**. The quality of supporting documentation provided will also be considered during assessment.

Applications can claim in-kind expenses up to a maximum of 50% of the total project cost for each application. LGAs/ARV must approve and underwrite any in-kind contribution from third parties for each applicable application.

4.2.3 Eligible Projects

Funding can only be sought for LED lighting infrastructure through this stream.

The types of projects that are eligible include:

- new lighting that provides capacity for sports fields, sports courts or playing areas to host activities
- redeveloped or additional lighting to extend capacity (usage times and coverage) of sports fields, sports courts or playing areas
- replacement of non-LED lamps with LED Lighting to enable lighting standards to be met. Should existing lighting poles and arms be retained, a report from an engineer or other suitable expert confirming that they are structurally sound must be provided
- new, redeveloped or additional lighting to extend availability and capacity of active recreation facilities
- projects that also provide active recreation benefits by facilitating use of sports facilities outside of formal sport usage or lighting adjacent spaces to facilitate active recreation usage by the community.

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Priority will be given to sports lighting applications that also provide a confirmed active recreation benefit through improved facility availability, scheduling, public access, and policy development.

Applications must demonstrate how projects will finish construction within 24 months of the executed Grant Agreement, by providing a detailed Project Management Framework and other supporting documents to evidence project readiness.

4.2.4 Stream Priorities

Priority will be given to applications that clearly demonstrate a commitment to lighting that supports community sport and active recreation usage. For example, extending lighting hours beyond training sessions or on days where training is not held, for broader community and active recreation use.

4.2.5 Assessment Criteria

Criteria	Weighting	Questions
Project Need and Readiness	50%	<ol style="list-style-type: none"> 1. Why is the project needed? 2. Describe the project scope, including all components. 3. What project planning has been done to date. Outline what steps will be taken to finish works within 24 months.
Project Outcomes	30%	<p>Explain how the project will:</p> <ul style="list-style-type: none"> • Increase participation and/or support existing participation in community sport • Increase participation and/or support existing participation in active recreation • Improve participation for those individuals and communities that participate less in community sport and active recreation (as per Section 1.2) • Demonstrate implementation of Universal Design principles and ESD initiatives.

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Criteria	Weighting	Questions
Community and Stakeholder Engagement	20%	<p>Detail:</p> <ul style="list-style-type: none"> • The consultation / engagement that has occurred with the community and other stakeholders for the project • Any further consultation and engagement that will occur for the project. <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> • How the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) • Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan). <p>A further guidance note related to this requirement is available at Sport Victoria.</p>

4.3 Planning Stream

4.3.1 Stream Objectives

The stream provides support to undertake a range of specific facility and strategic planning projects that contribute to infrastructure readiness and/or the long-term direction of facility and open space. These projects are independent, consultative and improve sport and active recreation coordination to meet demand.

4.3.2 Funding Details

LGAs can submit a maximum of one application. This may be one Facility or one Municipal Planning project.

ARV may submit up to five planning applications. This may be any combination of Facility or Municipal Planning projects and each project must be submitted in a separate application.

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Applicants must respond to relevant assessment criteria for the Planning stream outlined in **Section 4.3.5** and provide all the mandatory documentation listed in **Section 5**. The quality of supporting documentation provided will also be considered during assessment.

4.3.3 Eligible Projects

Planning Project	Types of Eligible Projects	Maximum Grant	Types of Projects Not Eligible
Facility Planning	<p>Single site facility planning only</p> <ul style="list-style-type: none"> Facility planning activities supporting project readiness. This may include Designs (minimum schematic) and/or Quantity Surveyor and/or Technical or Specialised Reports (for example, Geotech, Turf analysis, Sustainability Report, Accessibility report) Proposed facilities should be strategically significant and evidenced by master plans or strategic plans. 	Up to \$40,000	Does not include other pre-planning documents (for example, Cultural Heritage Management Plan, Facility Asset Audits) or specific facility business case, advocacy documents or management plans.
Municipal Planning	<ul style="list-style-type: none"> Strategic Planning for specific facility type/s such as playspaces, aquatic facilities, indoor stadiums, etc. Master planning across 3 or more sites Infrastructure and participation strategies for specific sports and/or active recreation activities Feasibility studies for one or more significant projects. 	Up to \$40,000	Single site master plans

Applications must demonstrate how projects will be finished within 24 months of an executed Grant Agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness. The Project Management Framework should also indicate the steps required for authorisation of the final plan supported through the funding.

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4.3.4 Stream Priorities

Priority will be given to planning projects benefitting those individuals and communities who participate less, particularly women and girls (as per **Section 1.2**).

4.3.5 Assessment Criteria

Criteria	Weighting	Questions
Project Need and Readiness	50%	<p>1. Why is the planning project needed?</p> <ul style="list-style-type: none"> • Facility Planning projects: will need to address how the proposed facility addresses a gap in single or multi-use infrastructure provision and the planning supports project readiness. • Confirm the project scope can be delivered within budget and the programs timeframe.
Project Outcomes	30%	<p>2. How will the planning project result in infrastructure delivery, system improvements, investment prioritisation, policy, management, or programmatic changes that improve the health, social and economic wellbeing of the community?</p> <p>NB: Facility Planning applications will specifically need to identify how the proposed works will develop documentation to ensure infrastructure project readiness.</p> <p>3. Explain how participation of those individuals and communities who participate less will be benefit through the completed planning project</p>
Consultation and Engagement	20%	<p>4. Detail:</p> <ul style="list-style-type: none"> • The consultation/engagement that has occurred with the community and other stakeholders for the project • Any further consultation and engagement that will occur for the project. • Facility Planning projects: will need to detail all relevant consultation in the Project Management Framework including for individuals and communities who participate less. • Municipal Planning projects: will need to detail consultation and engagement in the draft project brief methodology. This should include reference to those individuals and communities who participate less, stakeholders and project partners.

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5. Supporting Documentation

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

The quality of the documentation will be assessed in conjunction with LGAs/ARV responses to the assessment criteria for the funding stream. Refer to **Section 6** for instructions about how to submit supporting documentation for your application.

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

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Supporting documentation	Community Facilities	Community Sports Lighting	Planning
<p>Project costings:</p> <ul style="list-style-type: none"> If total project cost is \$1 million or over (excluding GST): Quantity survey, tender price or independent qualified expert report (no more than 6 months old). If total project cost is under \$1 million (excluding GST): Quotes or internal cost estimates (no more than 6 months old). 	Mandatory	Mandatory	Mandatory
<p>Evidence confirming funding required to finish the project:</p> <ul style="list-style-type: none"> Council resolution (preferred for LGAs/ARV) or Letter from CEO confirming funding amount requested from SRV and applicant's funding commitment to the project. <p>Note: SRV requires LGAs/ARV to confirm their commitment to underwrite cost escalations to deliver the scope outlined in the application. This provides further confidence that the project can proceed.</p> <ul style="list-style-type: none"> where funding is from another government department, evidence of this funding via letter or funding agreement must be provided where funding from clubs/organisations is indicated: <ul style="list-style-type: none"> a letter from that organisation's authorised officer, stating the funding amount committed current bank statement/s demonstrating the funding amount is held by the organisation. 	Mandatory	Mandatory	Mandatory
<p>In-kind and voluntary labour support form</p>	Mandatory if applicable	Mandatory if applicable	Not applicable

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Supporting documentation	Community Facilities	Community Sports Lighting	Planning
Schedule of Use	Mandatory except for active recreation projects	Mandatory	Not applicable
Fair Play Code Form for Tenants from all clubs and/or associations that are tenants of the facility and benefiting from the project.	Mandatory except for active recreation projects	Mandatory	Not applicable
Letters of support from organisations that clearly indicate how the group is involved with or benefits from the project.	Mandatory	Mandatory	Mandatory
Evidence of community and stakeholder consultation where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> • how the community has been consulted/informed about the proposed project (for example, on site consultation, letter box drop, social media posts) • community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent master plan). 	Mandatory	Mandatory	Not applicable
For projects on private land: A legally binding land-use agreement.	Mandatory if applicable	Mandatory if applicable	Not applicable

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Supporting documentation	Community Facilities	Community Sports Lighting	Planning
For projects on school land: <ul style="list-style-type: none"> • Signed Joint Use Agreement, or a Community Joint Use Proposal to enter into a Community Joint Use Agreement • letter from the Department of Education central office that indicates endorsement of the project. Applicants requesting this letter should email Department of Education 	Mandatory if applicable	Mandatory if applicable	Not applicable
Gender Impact Assessment	Desired	Desired	Desired
Project Governance Framework	Desired	Desired	Mandatory
Business or feasibility planning documents	Desired	Desired	Not applicable
Environmentally Sustainable Design report(s) and associated budget	Desired	Desired	Not applicable
Facility Management Plan	Desired	Desired	Not applicable
Soil/Geotechnical assessments	Desired	Desired	Not applicable
Access audit	Desired	Desired	Not applicable
Comprehensive draft project brief and/or request for quote and/or project proposal.	Not applicable	Not applicable	Mandatory

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6. Application Process and Closing Date

Step	Action required
1. Confirm eligibility	<p>Confirm you are an eligible applicant and meet other eligibility requirements (Guidelines Section 2).</p> <p>Confirm your project is eligible under a Local Sports Infrastructure Fund funding stream.</p> <p>Confirm grant amount sought is within the SRV funding limits (Guidelines Section 3.1).</p> <p>Confirm the funding ratio for the relevant stream (Guidelines Section 3.2).</p>
2. Contact Sport and Recreation Victoria (SRV)	<p>LGAs/ARV must discuss project ideas with their SRV representative/s prior to applying.</p> <p>LGAs/ARV will be provided with:</p> <ul style="list-style-type: none"> • high-level design feedback including alignment with relevant sporting guidelines • guidance on the development of proposals that have merit, that align with the LSIF objectives and that are ready to proceed. <p>Applicants should seek independent advice before signing a Grant Agreement.</p>
3. Prepare Application and Supporting Documents	<p>LGAs/ARV to prepare applications by addressing all assessment criteria and submitting all mandatory supporting documents for the relevant stream.</p> <p>The preparation and submission of applications are at the cost of the applicant.</p>
4. Submit application by closing date	<p>Eligible applicants must complete the application form (including responses to the assessment criteria for the relevant stream) via the SRV website by 5:00 pm on Wednesday 13 December 2023.</p> <p>An application must address all assessment criteria as per the relevant stream. Claims made against each criterion must be substantiated with evidence.</p>

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Step	Action required
5. Submit supporting documents by closing date	<p>Email all supporting documents to LSIF by 5:00 pm on Wednesday 13 December 2023. Please ensure all supporting documents are clearly named (for example, Plans – Project Name, Costs – Project Name)</p> <p>Zip all supporting documents into one compressed folder. Please see instructions below on how to zip files into a compressed folder.</p> <p>Quote your project name in the subject line of your email.</p> <p>If documentation is not provided at the time of application SRV reserves the right to deem the application ineligible.</p> <p>Please email LSIF if you experience any issues with emailing your supporting documentation.</p> <p>Compressing files into a compressed folder: Select all files using your mouse, then right click, select Send to and then select Compressed (zipped) folder. This will prompt a Save window allowing you to save all selected files into one compressed folder.</p> <p>The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into separate compressed folders and email them separately (for example, Part 1 – Project Name, Part 2 – Project Name).</p>

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7. Assessment Process

Only eligible applications submitted by eligible applicants will be assessed and considered for funding by SRV. Please refer to **Section 2** for eligibility requirements and **Section 6** for details about the application process.

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

SRV reserves the right to negotiate a lower than requested funding amount for submitted applications.

Applications will be considered against the assessment criteria by SRV staff and then reviewed by a Moderation Panel. The Moderation Panel will also consider the Investment Priorities outlined at **Section 1.4** and in each stream before making recommendations to the Minister. Consideration will also be given to ensuring an equitable distribution of funding across Victoria, including across rural, regional, interface/growth and metropolitan communities.

LGA/ARV performance and the organisation's capacity to deliver projects on time will be considered. Compliance with past Grant Agreements and the number and duration of overdue milestones (including outcome reports) for existing projects will also be considered, along with live projects with significant budget shortfalls.

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

LGAs/ARV are invited to seek feedback from SRV on unsuccessful applications.

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8. Conditions that apply to funding

8.1 Grant Agreements

Successful applicants must enter a Grant Agreement with DJSIR by May/June 2024 with initial project payments made in the 2023–24 financial year.

The Grant Agreement will include reference to the following:

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

An LGA/ARV Officer must be designated to manage the project and provide information to DJSIR according to the following key reporting requirements:

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

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

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8.2 Acknowledging the Victorian Government's support and promoting success

Successful applicants are required to acknowledge the Victorian Government's support through the 2023–24 LSIF. Acknowledgement guidelines form part of the Grant Agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases, social media posts, and promotional material, and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

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

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or DJSIRs marketing materials.

8.3 Payments

Payments will be structured with up to 90% paid upon execution of a Grant Agreement and generally 10% paid upon final acquittal.

Payments will be made conditional upon:

- the Grant Agreement having been executed by both parties
- milestones having been achieved to DJSIRs satisfaction including provision of required/requested information and reports to the satisfaction of the department
- other terms and conditions of funding continue to be met.

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

8.4 Privacy

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

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

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

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

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9. Resources and additional information

SRV has consolidated several helpful guidelines, tools and resources to assist with project and application development that can be found on the [SRV website](#).

9.1 Supporting documentation, forms and templates

Templates, forms and factsheets to support applications can be found on the SRV website.

These include but are not limited to:

[Schedule of Use](#)

[Project Management Framework](#)

[Project Governance Framework](#)

[Fair Play Code Form for Tenants](#)

For more information and copy of these forms and templates please visit: [Sport Victoria](#).

9.2 Universal Design

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. [SRV's Design for Everyone Guide](#) incorporates the Universal Design principles approach to best practice facility design.

9.3 Environmentally Sustainable Design

All projects are encouraged to consider Environmentally Sustainable Design. This must be demonstrated with a specific Environmentally Sustainable Design budget in the application. It is good practice to incorporate Environmentally Sustainable Design initiatives in all projects where possible.

A fact sheet on [Environmentally Sustainable Design Guidelines](#) is available.

9.4 Female Friendly Sport Infrastructure Guidelines

The [Female Friendly Sport Infrastructure Guidelines](#) provide information and advice on how to deliver more gender equitable environments. The Guidelines have relevance to all funding streams.

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9.5 Gender Impact Assessments

The Gender Equality Act 2020 requires certain organisations, including Local Government Authorities, to do Gender Impact Assessments (GIAs) so that all new policies, programs and services and those up for review, that directly and significantly impact the public, benefit all Victorians. Further information to help understand if a GIA is required, can be found at [Gender Equality Commission](#).

9.6 Healthy Choices

[Healthy Choices](#) is a framework for improving availability and promotion of healthier foods and drinks in community settings. Healthy Choices is part of the Victorian Government's commitment to promote healthy food and drink options in a range of public settings including sport and recreation. Sport and recreation organisations can use the framework to provide consistent health promoting messages.

9.7 Fair Play Code

All facility tenant club(s) are expected to adhere to the [Fair Play Code](#) or related state sporting association Code of Conduct.

9.8 Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018)

This tool is used and completed to determine if a [Cultural Heritage Management Plan](#) is required for the project.

9.9 Future proofing community sport and recreation facilities: a road map for climate change management for the sport and recreation facilities sector

The [guide](#) is designed to support community sports clubs in understanding their impact on the environment and to empower, equip and motivate them to take action and change behaviours within their clubs.

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10. Appendix 1 – Glossary

Term	Definition
Access audit	An access audit is an assessment that rates a building for useability and accessibility for a wide range of users, including people with a disability. It identifies barriers or potential barriers to people with a disability accessing a building and using services inside and around the building.
Commencement of Works	The undertaking of any project activities that contribute to the physical construction of new infrastructure or upgrades, improvements, refurbishment of existing infrastructure as outlined in the application and supporting information. This includes, but is not limited to, site clearing, earthworks, building works and any form of early works.
Concept Plan	A concept plan serves as a starting point in the site development process. It provides preliminary drawings that convey the concept of the project but with insufficient detail to provide a basis for project costing.
Geotechnical Report	A geotechnical report is a site analysis undertaken by a geotechnical engineer. The document communicates ground conditions including soil, rock and groundwater.
Lux Charts/ Lighting Plans	Detailed plans that outline the lux (illumination) that will be exhibited across the court/field/pitch. These requirements are sport specific.
Participation	Participation is defined as engaging, coaching, officiating or volunteering in a sport or active recreation activity.
Participation Plan	A document populated prior to project finish demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
Quantity Surveyor (QS) Report	A Quantity Surveyor report is a cost plan estimating construction costs completed by a qualified Quantity Surveyor and based on plans that are at least at a schematic level.
Schematic Plan	Refers to scaled and labelled drawings produced by a professional designer or architect of an agreed development option. These plans are used to identify the project scope in sufficient detail to enable accurate project costings.

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

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

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PROPOSED 2024 SCHEDULED COUNCIL MEETING DATES

PURPOSE

To recommend that Council adopts and gives public notice of its meeting dates, times and place for 2024.

EXECUTIVE SUMMARY

- Latrobe City Council's Governance Rules require that at or before the last meeting each calendar year, Council must fix the date, time and place of all Council Meetings for the following calendar year.
- The proposed Scheduled Council Meeting dates for 2024 are as follows:

○ 05 February 2024	○ 03 June 2024	○ 07 October 2024
○ 04 March 2024	○ 01 July 2024	○ 21 October 2024 (Presentation of the Annual Report)
○ 08 April 2024	○ 05 August 2024	
○ 06 May 2024	○ 02 September 2024	○ 09 December 2024
- The proposed location of these meetings is Kernot Hall, 50-70 Princes Drive, Morwell, as this is a central location in the municipality.
- The Council Meetings will continue to be supported via confidential briefing meetings in the two weeks prior to each Council Meeting to inform Councillors on key matters.
- Unscheduled Council Meetings may also be called where necessary in accordance with Council's Governance Rules and legislative requirements.

OFFICER'S RECOMMENDATION

That Council adopt and give public notice of the following Council Meetings for 2024, commencing at 6.00p.m. at Kernot Hall, 50-70 Princes Drive, Morwell, in a hybrid format or, where permissible and appropriate, by means of audio-visual link:

- | | | |
|--------------------|---------------------|--|
| ○ 05 February 2024 | ○ 03 June 2024 | ○ 07 October 2024 |
| ○ 04 March 2024 | ○ 01 July 2024 | ○ 21 October 2024
(Presentation of the Annual Report) |
| ○ 08 April 2024 | ○ 05 August 2024 | |
| ○ 06 May 2024 | ○ 02 September 2024 | ○ 09 December 2024 |

BACKGROUND

Latrobe City Council's Governance Rules require that at or before the last meeting each calendar year, Council must fix the date, time and place of all Council Meetings for the following calendar year.

The preparation of the proposed Council meeting dates for the 2024 calendar year has taken into consideration a number of elements including prescribed public holidays and the 2024 Council Elections.

The proposed Council Meeting dates and anticipated timeframes for the 2024 Council Election are provided as an attachment to this report in calendar format.

ANALYSIS

Should Council delay a decision on Council Meeting dates for 2024, the Council will enter the new year without any meetings scheduled. This would be inconsistent with the requirement of the adopted Governance Rules that at or before the last meeting of each calendar year, Council must fix the date, time and place of all Council meetings for the following calendar year.

Council Meeting Dates

The proposed meeting dates for 2024 have been prepared based on the current arrangement whereby Council Meetings are held on the first Monday of each month.

As the first Monday of April (Monday, 01 April 2024) falls on the Easter Monday public holiday, the Council Meeting date for April is proposed to be held on the second Monday of the month (Monday, 08 April 2024).

Due to the dates of the 2024 Council Elections, it may not be possible to schedule a November Council meeting and it may also be necessary to delay the December Council meeting until Monday, 09 December 2024 to allow sufficient time for the mandatory Councillor Induction to be completed.

In line with legislative requirements for election years, the attached calendar also proposes an additional Council Meeting to be held on Monday, 21 October 2024 to enable presentation of the Annual Report ahead of the election.

Council Meeting Location

As part of this process Council must fix the place of all Council meetings for the following calendar year. As the Nambur Wariga meeting room at the Corporate Headquarters remains unsuitable to accommodate Council meetings, it will be necessary for a new location to be set for 2024.

Prior to the move from Nambur Wariga, Council meetings have traditionally been held in Morwell as the recognised central location in the municipality. Moving the meetings to Kernot Hall would again provide a central location to hold Council Meetings.

Council Meetings during the Election (Caretaker) Period

The proposed Council Meeting Date on Monday, 07 October 2024 falls within the election period scheduled to occur from 24 September 2024 to 6pm 26 October 2024 inclusive. During the caretaker period there are particular decisions that cannot be made at a Council meeting, these are outlined in the *Local Government Act 2020* (the Act) and Council's Election Period Policy.

According to section 69(2) of the Act, each council's election period policy must prohibit decisions on the following during the election (caretaker) period:

- Appointment/remuneration of CEO (excluding acting CEO).
- Committing Council to expenditure above 1% of general rates, municipal charges and services rates and charges for the last financial year.
- A matter Council considers could be reasonably deferred until the next Council is in place.
- A matter Council considers should not be made during an election period.
- A decision that would enable use of Council's resources in a way that is intended or likely to influence election voting.

Any decision made in contravention of the above is deemed invalid under the Act.

Council's Election Period Policy endorsed on 7 September 2020 also specifically prohibits the following even if they don't fall into any of the above categories (although they often will):

- Exercise of the power to participate in a beneficial enterprise under section 110 of the Act.
- Allocating community grants or other forms of direct funding for community organisations.
- Major planning scheme amendments.
- Changes to strategic objectives or strategies in the Council Plan.
- Entering a contract that will require significant funding in future financial years or is regarded as politically sensitive.
- Decisions that have significant impacts of Council's income or expenditure or that relate to expenditure on politically sensitive matters.
- Decisions of a politically sensitive nature.
- Policy or strategy decisions.

The Election Period Policy also states that the Chief Executive Officer should, as far as practicable, avoid scheduling decisions for the Election Period and instead, ensure that significant decisions are either considered by Council prior to the Election Period, or scheduled for determination by the incoming Council.

Based on the above, while it would still be possible to hold a Council Meeting in October, there would obviously be significant limitations on the matters that could be considered, and these would need to be scheduled appropriately.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>Failure to comply with requirements of the adopted Governance Rules.</p> <p>Failure to comply with the Election Period requirements of the <i>Local Government Act 2020</i> and the Election Period Policy.</p>	<p>Low <i>Unlikely x Minor</i></p> <p>Low <i>Unlikely x Moderate</i></p>	<p>Adoption of Council Meeting schedule at Council Meeting to be held on Monday, 04 December 2023.</p> <p>Ensure that reports are scheduled appropriately during the Election Period to avoid significant decisions being made.</p>
<p>SERVICE DELIVERY</p> <p>Inability to conduct Council business in a timely and efficient manner.</p>	<p>High <i>Likely x Moderate</i></p>	<p>Adoption of Council Meeting schedule at Council Meeting to be held on Monday, 04 December 2023.</p>

CONSULTATION

No community consultation has been undertaken in the development of the attached calendar of Council meeting dates.

COMMUNICATION

If adopted, the proposed 2024 Council meeting dates will be made publicly available. In accordance with the Governance Rules, the schedule of Council meetings will be published on Council's website and made available from Council's customer service centres.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Making Council meetings a fixed central location will provide the public with opportunities for transparency and participation in decision making.

Cultural

Not applicable

Health

Not applicable

Environmental

Not applicable

Economic

Not applicable

Financial

The cost of running Council meetings is accommodated within existing budgets.

Attachments

1. Council Meeting Cycle Calendar 2024

8.3

Proposed 2024 Scheduled Council Meeting Dates

1	Council Meeting Cycle Calendar 2024	274
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2024

Council Meeting Cycle Calendar

January						
M	T	W	T	F	S	S
1	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				

February						
M	T	W	T	F	S	S
			1	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			

March						
M	T	W	T	F	S	S
				1	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

April						
M	T	W	T	F	S	S
1	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					

May						
M	T	W	T	F	S	S
		1	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		

June						
M	T	W	T	F	S	S
					1	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

July						
M	T	W	T	F	S	S
1	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				

August						
M	T	W	T	F	S	S
			1	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	

September						
M	T	W	T	F	S	S
						1
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						

October						
M	T	W	T	F	S	S
	1	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			

November						
M	T	W	T	F	S	S
				1	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	

December						
M	T	W	T	F	S	S
						1
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					

Public Holidays

1-Jan	New Years Day
26-Jan	Australia Day
11-Mar	Labour Day
29-Mar	Good Friday
30-Mar	Easter Saturday
31-Mar	Easter Sunday
1-Apr	Easter Monday
25-Apr	ANZAC Day
10-Jun	King's Birthday
27-Sep	AFL Grand Final (TBC)
5-Nov	Melbourne Cup Day
25-Dec	Christmas Day
26-Dec	Boxing Day

Council Meeting Dates

6pm Start
5-Feb
4-Mar
8-Apr
6-May
3-Jun
1-Jul
5-Aug
2-Sep
7-Oct
21-Oct
2-Dec
9-Dec

- Council Meeting
- Council Meeting - Presentation of the Annual Report
- Caretaker Mode (anticipated)
- Council Election Date
- Potential Induction
- SCM Mayor Election (anticipated)
- First Meeting (anticipated)

Adopted [Date] [Month] 2023

REVIEW OF COUNCIL DELEGATIONS

PURPOSE

To seek Council's approval of an updated *Instrument of Delegation to Members of Council Staff* ('S6 Delegation').

EXECUTIVE SUMMARY

- To allow for Latrobe City Council to operate effectively and best utilise available resources, Council is empowered, pursuant to Section 11 of the *Local Government Act 2020*, to delegate via Instrument many of its powers, duties and functions to the Chief Executive Officer and Delegated Committees.
- Various other Acts and regulations empower Council to delegate specific powers, functions or duties contained within those Acts and regulations directly to appropriate Council officers.
- A review of the Instrument of Delegation to the Chief Executive Officer (S5) was undertaken by the Governance Team and no required changes were identified.
- The Instrument of Delegation to Members of Council Staff (S6) has been reviewed by Officers, with delegated positions and powers updated as appropriate. As of July 2023, there were no legislative changes identified through Council's legislation update subscription service.
- A copy of the S6 delegation will be provided as a separate document to this agenda.
- It is imperative from an accountability, transparency and risk management perspective that Instruments of Council Delegation are legislatively compliant and accurately maintained, which requires regular reviews and updates as relevant legislation changes or there are alterations to officer roles.

OFFICER'S RECOMMENDATION

That Council:

1. **In the exercise of the powers conferred by the legislation referred to in the Instrument of Delegation at Attachment 1, resolve that:**
 - a) **there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to Members of Council staff*, the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument;**
 - b) **the Instrument comes into force immediately after the common seal of Council is affixed to the instrument;**
 - c) **on the coming into force of the Instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked; and**
 - d) **the duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

BACKGROUND

In accordance with Section 11 of the *Local Government Act 2020*, Council may delegate many of its powers, duties and functions to the Chief Executive Officer. Other Acts and regulations allow delegation of specific powers, functions, and duties to appropriate Council staff. Delegation of powers is generally considered essential to enable day-to-day decisions to be made.

The *Instrument of Delegation to Members of Council Staff (S6)* acts to delegate various Council powers, duties or functions lawfully permitted under relevant legislation or associated regulations to be delegated to and exercised by an appropriate Council Officer.

ANALYSIS

Instrument of Delegation to the Chief Executive Officer (S5)

The current *Instrument of Delegation to the Chief Executive Officer (S5)* was adopted on 4 May 2023. A review has been undertaken by the Governance Team and there were no necessary changes identified.

Instrument of Delegation to Members of Council Staff (S6)

To ensure continued compliance with the relevant Acts and regulations as they change over time, Instruments of Delegation must be reviewed regularly, and amendments made where required.

By way of assistance with the review process, Maddocks Lawyers provide councils with a bi-annual update of legislative amendments and associated recommended changes to delegations, which are provided in January and July each year via a subscription service. The most recent update takes into account any legislative changes to July 2023 (of which there were none). These changes and any updates are further reflected in the RelianSys System used by Council to manage delegations.

Effective and efficient functioning of local government would not be possible if the delegation of certain Council powers was not available. Delegations enable the performance of Council's required duties and functions, while ensuring effective oversight by Council.

Delegations facilitate the achievement of good governance for the community by empowering appropriate members of staff to make decisions on behalf of the Council. When delegations are utilised correctly, processing delays and unnecessary expenditure can be reduced, and resources are optimised.

Departments within Council have also provided operational information to assist the review process to ensure that the required positions have the correct delegations to perform their role.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>A delegation of Council is not compliant with legislation.</p> <p>An Officer of Council does not have the correct delegations to fulfill the requirements of their role and relevant legislation.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Ensuring that the review of the instruments of delegation are carried out regularly using advice provided by Maddocks in the RelianSys Delegation Management System.</p>
<p>SERVICE DELIVERY</p> <p>An Officer does not have the required delegation to fulfill their role, which may impact some service delivery.</p>	<p>Medium</p> <p><i>Possible x Minor</i></p>	<p>Ensuring that the review of the Instruments of Delegation is carried out regularly using advice provided by Maddocks in the RelianSys Delegation Management System.</p> <p>Ensuring that Management notify the Governance Team of any changes to positions/delegations required as soon as possible.</p>

CONSULTATION

Community consultation has not been undertaken as this is a statutory function required by the *Local Government Act 2020*.

COMMUNICATION

Internal organisational review has been conducted to ensure that the delegation functions and powers are recorded as being assigned to the appropriate officer/s.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

With the exception of the purchase price for the Maddocks Delegation and Authorisation Service (Council's yearly subscription fee) and the RelianSys Delegations Management System (Annual subscription fee), there is no direct cost to Council in delegating various powers, functions and duties.

Appropriate delegation assists in efficient use of resources and facilitating productivity.

Attachments

1. S6 Instrument of Delegation - Members of Staff - November 2023 (Published Separately)

2024 APPOINTMENT OF COUNCILLORS TO COMMITTEES

PURPOSE

To finalise the appointment of Councillors to various committees for 2024.

EXECUTIVE SUMMARY

- Council appoints Councillors to various committees to both support the community and to represent and advocate on behalf of the community on an annual basis.
- A review of the existing Councillor Committee appointments has been undertaken and the list of committees for 2024 is attached for Council consideration and endorsement.
- The primary changes from the 2023 Councillor Committee appointments relate to the role of the Mayor and Deputy Mayor.
- Under the terms of reference for the CEO Employment Matters Committee, the Committee shall comprise of up to five members, being the Mayor; The Deputy Mayor; Two other Councillors (appointments will generally include the immediate past Mayor, and one other Councillor); and an independent person with appropriate professional experience in employment related matters (not a Councillor or Council Staff member). Officers recommend that the past Mayor remain on the CEO Employment Matters Committee for continuity as supported by the terms or reference. The final position on the committee can be filled by any other Councillor.
- No appointments can be made through this report or resolution to the Latrobe City Trust due to its legal requirements.
- It is recommended that no appointments be made to Brayakaulung Advisory Committee due to the ongoing review of its terms of reference.
- It is recommended that the Mayor will be responsible for voting at the Australian Local Government Association (ALGA) conference, or will delegate the responsibility for voting to a Councillor as determined by the Mayor.

OFFICER'S RECOMMENDATION

That Council:

- 1. Appoint Councillors to the committees identified in the Councillor Committees Appointment List in Attachment 1 for 2024 other than for the:**
 - a) Latrobe City Trust due to its separate legal status**
 - b) Brayakaulung Advisory Committee due to the ongoing review of its Terms of Reference**
- 2. Notify the committees of those appointments.**

BACKGROUND

Governance best practice suggests that an annual review of Councillor appointments to committees should be undertaken. Having reviewed the current appointments, Council can now endorse committee appointments for 2024. The proposed Committees List for 2024 based on the review is attached (Attachment One).

ANALYSIS

Councillor representation on Council and external committees provides significant benefits to the relationship between Council and the community and aligns with the 'Connected' Strategic Direction of the Council Plan.

Various existing Council, community committees and committees from other organisations require Council delegates. The committees fall under the following committee types:

- Statutory Committees – committees Council is required to have by legislation;
- Advisory Committees – committees appointed by Council with a limited role - to provide advice and information on matters determined by Council;
- Community Asset Committees – created under the *Local Government Act 2020* for the purpose of managing community assets in the municipal district. A Community Asset Committee is able to exercise powers of Council included in an Instrument of Sub-Delegation from the Chief Executive Officer;
- Other Council Committees and Groups – involves meetings that are convened on specific matters or for specific purposes by Latrobe City Council as part of engagement initiatives;
- External Committees – ongoing strategic relationships that are community or industry based where the Council has been invited to participate in partnership or as a community advocate.

Attachment 2 provides the proposed membership of each committee by councillor for ease of reference.

Chief Executive Officer Employment Matters Committee

- Under the terms of reference for the CEO Employment Matters Committee, the Committee shall comprise of up to five members, being the Mayor; The Deputy Mayor; Two other Councillors (appointments will generally include the immediate past Mayor, and one other Councillor); and an independent person with appropriate professional experience in employment related matters (not a Councillor or Council Staff member). The Independent Person will be appointed for a two year term on terms and conditions approved by Council. There may be an option for a further two year term by mutual agreement between the Independent Person and Council. The Independent Person will be paid a fee commensurate with their skills and experience as determined by Council.
- Officers recommend the immediate past Mayor be appointed to the CEO Employment Matters Committee in line with the terms of reference and for the purpose of continuity. The final position on the committee can be filled by any other Councillor.

Australian Local Government Association (ALGA)

The Councillor Committees Appointment List in Attachment 1 for 2024 has been updated to include that the Mayor will be responsible for voting at the ALGA conference or will delegate the responsibility for voting to a Councillor as determined by the Mayor.

Brayakaulung Advisory Committee

As foreshadowed at Council on June 5, a review of the Terms of Reference is underway, with a future report to be brought to Council for consideration. The advice from officers is that Councillors not be allocated to the committee until this report with options is presented to Council in the first quarter of 2024.

Latrobe City Trust

The membership of the Latrobe City Trust is established by Deed and appointment continues until revoked. A Deed was executed in May 2023. The current Trustees are the Mayor, the CEO (position rather than individual) and Crs Clancey, Ferguson and Gibson. As the process for appointment requires a different legal process, membership is not affected by this resolution.

Risks

There are not considered to be any risks directly associated with the appointment of Councillors to committees. Should Councillor delegates not be appointed, there is a risk of failing to meet some statutory obligations and a potential negative impact on Council's reputation in terms of meeting community expectations.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to appoint Councillors to committees as required to fulfil statutory obligations.	Medium <i>Possible x Minor</i>	Appoint Councillors to committees on an annual basis.
FINANCIAL Additional resources required for Councillor committee participation.	Low <i>Unlikely x Minor</i>	Provision of resources and support as required.
STRATEGIC Failure to meet community expectations with regard to committee participation.	Medium <i>Possible x Minor</i>	Appoint Councillors to committees on an annual basis.

CONSULTATION

No public consultation is required.

COMMUNICATION

Once delegates are confirmed, each of the committees can be communicated with accordingly.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

There is a general community expectation that Councillors have involvement with committees.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

There are no financial implications in relation to this report as resources required for Councillor committee participation fall within existing duties.

Attachments

1. Draft Committee Appointments and Information 2024
2. Draft Individual Councillor Committee Appointments 2024

8.5

2024 Appointment of Councillors to Committees

1	Draft Committee Appointments and Information 2024.....	285
2	Draft Individual Councillor Committee Appointments 2024.....	291

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Primary Function
Baillie Reserve Tyers Community Asset Committee	Community Asset Committee	One Councillor	Cr Howe Cr Harriman (Alternate)	At least four per year	The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Reserve which is entrusted in the Committee's care and to undertake functions relating to the Reserve
Callignee and Traralgon South Sporting Facilities Community Asset Committee	Community Asset Committee	One Councillor	Cr Howe	At least four per year	The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Facility which is entrusted to the Committee's care and to undertake functions relating to the Facility
Crinigan Bushland Reserve Community Asset Committee	Community Asset Committee	Two councillors	Cr Middlemiss (Chair)	At least four per year	The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Crinigan Bushland Reserve which is entrusted to the Committee's care and to undertake functions relating to the Crinigan Bushland Reserve
Edward Hunter Heritage Bush Reserve Community Asset Committee	Community Asset Committee	Two councillors	Cr Gibson Cr Law	At least four per year	The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Edward Hunter Heritage Bushland Reserve which is entrusted to the Committee's care and to undertake functions relating to the Edward Hunter Heritage Bushland Reserve
George Bates Reserve Community Asset Committee	Community Asset Committee	Up to two Councillors	Cr Lund Cr Middlemiss	At least four per year	The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Reserve which is entrusted in the Committee's care and to undertake functions relating to the Reserve
Latrobe Regional Airport Community Asset Committee	Community Asset Committee	One Councillor	Cr Middlemiss (Chair) Cr Howe (Alternate)	Every two months	The purpose and role of the Board is to act as an agent of Latrobe City Council and not as an independent entity in managing the Airport which is entrusted in the Board's care and to undertake functions and duties relating to the Airport
Mathison Park Community Asset Committee	Community Asset Committee	Up to two Councillors	Cr Ferguson	At least four per year	The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Facility which is entrusted to the Committee's care and to undertake functions relating to the Facility
Morwell Centenary Rose Garden Community Asset Committee	Community Asset Committee	One Councillor	Cr Lund Cr Middlemiss (Alternate)	At least six per year	The principle purpose and role of the Committee is to manage and maintain the Rose Garden to ensure that the original aims when the Rose Garden was first established are continued
Ollerton Avenue Bushland Reserve Community Asset Committee	Community Asset Committee	Two councillors	Cr Gibson Cr Law	At least four per year	The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Ollerton Avenue Bushland Reserve which is entrusted to the Committee's care and to undertake functions relating to the Ollerton Avenue Bushland Reserve
Traralgon Railway Reservoir Conservation Reserve Community Asset Committee	Community Asset Committee	Up to three Councillors	Cr Clancey Cr Howe Cr Harriman	At least four per year	The role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Facility which is entrusted in the Committee's care and to undertake functions relating to the Facility
Yallourn North Community Housing Community Asset Committee	Community Asset Committee	One Councillor	Cr Middlemiss Cr Lund (Alternate)	At least three per year	The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in managing the Units which are entrusted in the Committee's care and to undertake functions relating to the Facility
Animal Welfare Advisory Committee	Council Committee	Up to two Councillors	Cr Gibson Cr O'Callaghan (Chair) Cr Lund (Alternate)	At least three per year	The Committee is established to: 2.3.1. Provide advice to Council on domestic animal management matters including ways in which animal welfare can be continuously improved in the Council pound. 2.3.2. Assist with the review of Council's Domestic Animal Management Plan and provide advice on the implementation of actions in the Domestic Animal Management Plan; 2.3.3. Review progress of the actions in the Domestic Animal Management Plan; and 2.3.4. Assist in promoting a positive view on options of responsible pet ownership and investigate, provide advice and recommendations relevant to programs that achieve this.
Australia Day Advisory Committee	Council Committee	Two Councillors	Cr Clancey (Co-Chair) Cr Howe (Co-Chair)	At least three per year	The Committee is established to: Provide an opportunity for a cross-functional Committee to be formed to further engage the community in both contributing to, and sharing in the success that Australia Day generates throughout our municipality each year; and To provide high level guidance, recommendations and strategic direction to ensure that community needs and expectations are represented and met.
Brayakaulung Advisory Committee	Council Committee	N/A	TBC subject to review of Terms of Reference	Bi-monthly	To advise LCC on Aboriginal Reconciliation To advise LCC on Council Policies and how they relate to the indigenous community To facilitate major events including indigenous community input and participation To promote recognition and awareness of indigenous culture in LCC and the wider community To ensure information sharing about LCC strategies, policies and programs To maximise the promotion of opportunities for indigenous people through Latrobe City Council and other programs including training and employment for young people To encourage the promotion of positive messages about indigenous people's initiatives and achievements To assist in the development of strategies for tackling identified problems To advise LCC on cultural heritage issues

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Primary Function
Centre for Australian Automotive Futures Committee	Council Committee	Three Councillors	Cr Gibson Cr Howe Cr Middlemiss	Monthly	2.4.1.to develop a feasibility study brief (brief) for the appointment of consultants to investigate the feasibility of a motorsports complex and ancillary activities within Latrobe City; 2.4.2.to assess applications received in response to the brief and make recommendations about the appointment of a suitable person or organisation (the Consultant) to undertake the feasibility study, in accordance with Council's Procurement Policy; 2.4.3.monitor and receive progress reports from the Consultant at the intervals specified in the brief; 2.4.4.assess the final report from the Consultants and make recommendations to the Council about the matters contained in that report; 2.4.5.identify funding opportunities for development of a motorsport complex or various components within it (if deemed viable); 2.4.6.At the conclusion of the feasibility study, the Committee will determine if there is an ongoing role. If it is deemed that there is a role, a report will be prepared for Council requesting that the Committee continue and implement the findings of the feasibility study.
Chief Executive Officer Employment Matters Committee	Council Committee	Mayor Deputy Mayor Two other Councillors	Mayor Deputy Mayor The other Councillor appointments will generally be the immediate past Mayor and one other Councillor	At least four per year	The Committee's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
Cultural Diversity Advisory Committee	Council Committee	Two Councillors	Cr Clancey Cr Howe	At least four per year	The Committee's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities. 2.2. The Committee is an advisory committee only and has no delegated decision making authority. 2.3. The Committee is established to: 2.3.1. To provide advice to Council on issues for people from culturally diverse backgrounds accessing information, services and facilities. 2.3.2. To provide advice to Council on issues relating to cultural diversity within the Latrobe City community. 2.3.3. To receive reports on progress of the development and implementation of the Latrobe City Cultural Diversity Action Plan. 2.3.4. To review the Cultural Diversity Action Plan and make recommendations to Council. 2.3.5. To promote cultural diversity within the Latrobe City community. 2.3.6. To provide networking, information sharing and partnership opportunities for committee members and invited guests.
Early Years Reference Committee	Council Committee	Two Councillors	Cr Clancey Cr O'Callaghan (Chair)	At least four per year	The Committee is established to: To assist in the promotion of the Latrobe City Municipal Early Years Plan 2016 -2020 to the community. To monitor the progress of the Latrobe City Municipal Early Years Plan 2016-2020. Through the chair, to inform Councillors of matters related to the needs of children and their families that may affect their participation in community life or their development into the future. To advocate in relation to areas of identified need on behalf of children and their families. To provide input into the development of future Latrobe City Council plans and strategies that have a focus on the early years.
Economic Development Advisory Committee	Council Committee	The Mayor and Deputy Mayor	Mayor (Chair) Deputy Mayor	Quarterly	2.3.The Committee is established to: 2.3.1.Support the implementation of Council's adopted Economic Development Strategy; 2.3.2.Provide input and advice in relation to any review of Council's adopted Economic Development Strategy; 2.3.3.Provide input and advice on economic development initiatives instigated by the Committee itself; and 2.3.4.Provide guidance on economic development opportunities which come to the attention of the Committee. 2.3.5.The Committee will carry out the following in order to achieve the objectives set: 2.3.6.Perform other activities related to this Terms of Reference as requested by the Council.
Gippsland Regional Indoor Sports Stadium 2023 Upgrades – Project Reference Group	Council Committee	Up to two Councillors	Cr Clancey (Chair) Cr Lund	Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. Special meetings may be held on an as-needs basis.	The PRG is established to: 2.3.1. Provide an interface between Council, the Project Steering Committee (PSC) and the wider community. 2.3.2. Provide specific feedback to the Project Steering Committee about elements of the project where members of the Gippsland Regional Indoor Sports Stadium PRG have specialist expertise. 2.3.3. Provide advice to Council on issues relating to the infrastructure upgrades at the Gippsland Regional Indoor Sports Stadium. 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders. 2.3.5. Act as advocates for the project with the wider community.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Primary Function
Gippsland Sports and Entertainment Park Redevelopment Project	Council Committee	Up to two Councillors	Cr Middlemiss (Chair) Cr Lund Cr O'Callaghan (Alternate)	Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. Special meetings may be held on an as-needs basis.	The PRG is established to: 2.3.1. Provide an interface between Council, the Project Steering Committee (PSC) and the wider community. 2.3.2. Provide specific feedback to the Project Steering Committee about elements of the project where members of the Gippsland Sports and Entertainment Park PRG have specialist expertise. 2.3.3. Provide advice to Council on issues relating to the redevelopment of the Gippsland Sports and Entertainment Park. 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders. 2.3.5. Act as advocates for the project with the wider community.
Hyland Highway Municipal Landfill Consultative Committee	Council Committee	Up to two Councillors	Cr Harriman Cr Howe	At least two per year	The Committee is established to: 2.3.1. act as an advocate and sounding board for the community and other stakeholders bringing to the attention of Latrobe City any issues of concern that may arise during the construction of works and in the operation of the premises; and 2.3.2. act as a channel of communication between the community, stakeholders and Latrobe City.
Lake Narracan Advisory Committee	Council Committee	Up to two councillors	Cr Gibson Cr Law	Bi-monthly	The Committee is established to: (a) share information between other of Lake Narracan and Latrobe City Council regarding Lake Narracan; (b) provide advice, information and feedback in relation to Lake Narracan and its surrounding area on operational and maintenance matters; (c) provide advice, information and feedback to Council in relation to the use of the Lake Narracan waterway for recreational purposes; and (d) provide advice, information and feedback to Council in relation to the Lake Narracan foreshore and surrounding areas.
Latrobe City Community Safety Advisory Committee	Council Committee	Up to two Councillors	Cr Howe Cr Law	At least four per year	The Committee is established to: 2.3.1. Create safe and secure environments for all Latrobe City residents. 2.3.2. Build and maintain strategic partnerships across key community safety stakeholders within Latrobe City. 2.3.3. Identify and work to address community safety issues through information sharing and collaboration on initiatives across jurisdictions and agencies. 2.3.4. Improve perceptions of safety within Latrobe City. 2.3.5. Reduce antisocial behaviour and street crime within identified hotspots and reduce the incidence and prevalence of damage to property. 2.3.6. Promote Responsible Serving of Alcohol in the hospitality industry, thus reducing alcohol related assaults, antisocial behaviour and other forms of crime in partnership with licensed traders. 2.3.7. Encourage the use and support of Crime Prevention Through Environmental Design principles to deal with day time and night time activities within Latrobe City, to encourage and support the use of a safer environment for all Latrobe City residents.
Latrobe City Council Rail Freight Working Group	Council Committee	Up to three Councillors	Cr Law Cr Middlemiss Cr Gibson	Monthly	2.3.The Working Group is established to: 2.3.1.To provide guidance regarding the development of rail freight infrastructure in the City. 2.4.The Committee will carry out the following in order to achieve the objectives set: 2.4.1.Gippsland Logistics Precinct 2.4.1.1.Provide advice regarding the development of the Gippsland Logistics Precinct in accordance with the adopted Project Plan, Masterplan and resolutions of Council. 2.4.2.Policy and Strategy Development 2.4.2.1. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time. 2.4.3.Perform other activities related to this Terms of Reference as requested by the Council.
Latrobe City International Relations Committee	Council Committee	Up to four Councillors	Cr Clancey (Chair) Cr Gibson Cr Harriman	Monthly	The Committee is established to: 2.3.1. provide advice to Council on matters related to all aspects of International Relations, specifically to promote economic, tourism and cultural development; 2.3.2. support Councils initiatives in respect to International Relations across the community of Latrobe City; 2.3.3. liaise where relevant with other Council committees on internal aspects of international relations
Latrobe Regional Gallery Advisory Committee	Council Committee	Up to two Councillors	Cr Clancey (Chair) Cr Lund Cr Ferguson	Quarterly	2.3.The Committee is established to: 2.3.1.research, advise and support the implementation of arts policies relevant to the Gallery; 2.3.2.ensure that arts management practice is in accordance with Council's Arts Strategy and with the highest possible arts industry standards nationally; 2.3.3.provide advice regarding cultural tourism opportunities for the Gallery; 2.3.4.provide advice in relation to the development and maintenance of a professional, innovative, economically responsible and well maintained public art program; 2.3.5.implement consistent, transparent and equitable process for the identification, commissioning, management, maintenance and decommissioning of public artworks; and 2.3.6.support the Gallery in its contribution to a sustainable and strong creative industry, so as to increase the capacity of local artists in connection with a wider national conversation.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Primary Function
Latrobe Tourism and Major Events Advisory Committee	Council Committee	Four Councillors (one from each Ward)	Cr Gibson Cr Harriman Cr Howe (Chair)	Bi-monthly	The Committee is established to: - Provide advice to Council on policies and strategies for furthering the development of tourism within Latrobe City and an avenue for consultation and exchange between Council and the tourism industry regarding issues and maximising tourism opportunities. - Consider proposals for major event selection and funding applications received and make recommendations to Council in relation to the selection and funding of such events; - Provide advice in relation to the development and submission of event funding applications; and - Provide advice to Council in relation to the planning and development of major events and major event infrastructure in Latrobe City.
Living Well Latrobe Governance Group	Council Committee	Up to Five Councillors	Cr Clancey Cr Gibson Cr Lund Cr O'Callaghan (Chair)	At least three times per year	2.3.1 Provide an opportunity for Officers involved in developing the MPHWP to connect with Councillors about progress and planned actions. This will inform the development and implementation of the plan. 2.3.2 Play an important role in collectively providing feedback and shaping the direction for the MPHWP and ultimately embedding Health and Wellbeing planning throughout the organisation.
Moe Rail Project (Stage 2) Project Reference Group	Council Committee	Up to two Councillors	Cr Gibson Cr Law (Chair)	Monthly or as deemed necessary	The PRG's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
Moe Southside Community Precinct Advisory Committee	Council Committee	Up to two Councillors	Cr Gibson Cr Law	Monthly or as necessary	The Committee is established to: (a) share information between users of the Precinct; (b) provide advice, information and feedback in relation to the Precinct and its surrounding area on operational and maintenance matters; (c) provide advice, information and feedback to Latrobe City Council in relation to amenities, facilities and events for the Precinct and surrounding areas.
Regional Carpark Fund Multi-Level Carpark Project Reference Group (2 Kay Street, Traralgon)	Council Committee	Up to two Councillors	Cr Howe (Chair) Cr Law	Monthly or as necessary	The PRG's role is to report to the Council and provide appropriate advice, information, and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities. 2.2. The PRG is an advisory group only and has no delegated decision-making authority. 2.3. The PRG is to provide strategic input for consideration, and not to provide input directed at personal benefit or against the objectives of the Project. 2.4. The PRG is established to: 2.4.1. Provide an interface between Council, the Project Control Group (PCG), the Project Assurance Group (PAG) and the wider community. 2.4.2. Provide specific feedback to the Project Assurance Group about elements of the project at a strategic level. 2.4.3. Provide advice to Council on issues relating to the development of the multi-level carpark project at 2 Kay Street, Traralgon. 2.4.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders. 2.4.5. Act as advocates for the project with the wider community.
Road and Place Name Advisory Committee	Council Committee	The Mayor and Up to three Councillors	Mayor (Chair) Cr Clancey Cr Harriman	As determined each year	The Committee is established to: 2.3.1 The Committee's primary role is to provide indicative guidance in response to road and place naming or renaming proposals and advice, information and feedback to the Council in relation to road and place naming. 2.3.2 Provide any indicative guidance to a road and place naming or renaming proposal
South Ward Community Disaster Recovery Committee	Council Committee	Up to two Councillors including the Ward Councillor	Cr Ferguson	Monthly	The Committee has been established by Latrobe City Council ("the Council") to act as the community organisation with responsibility for leading the recovery of the South Ward community following an emergency. The purpose of the CDRC is to lead community management of community recovery and re-building of affected communities.
Sporting Hall of Fame Committee	Council Committee	Up to two Councillors	Cr O'Callaghan Cr Gibson	Monthly or as deemed necessary	The Committee is established to: 2.3.1. To engage the community in both contributing to, and sharing in the success of the Latrobe City Sporting Hall of Fame. 2.3.2. Manage the nomination process, for inducing new Members and Legends into the Sporting Hall of Fame every four years, in line with the Commonwealth Games.
Ted Summerton Reserve 2023 Upgrades – Project Reference Group	Council Committee	Up to two Councillors	Cr Gibson (Chair) Cr Law	Monthly or as deemed necessary	The PRG is established to: 2.3.1. Provide an interface between Council, the Project Steering Committee (PSC) and the wider community. 2.3.2. Provide specific feedback to the Project Steering Committee about elements of the project where members of the Ted Summerton 2023 Upgrades PRG have specialist expertise. 2.3.3. Provide advice to Council on issues relating to the infrastructure upgrades at Ted Summerton Reserve. 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders. 2.3.5. Act as advocates for the project with the wider community.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Primary Function
Traralgon Flood Recovery Project Stage 1 - Project Reference Group	Council Committee	Up to three Councillors	Cr Howe (Chair) Cr Clancey Cr Harriman	Fortnightly until August 2023 Then monthly	Stage 1 of the Traralgon Flood Recovery Project (TFRP) has been funded via several streams of funding notably by Council, the State Government, and the Federal Government which includes the following projects Multi Use Pavilion at the Traralgon Recreation Reserve; and Indoor Multi Sports Hall at Glenview Park, Traralgon.
Traralgon Recreation Reserve and Showgrounds Advisory Committee	Council Committee	Up to two Councillors	Cr Howe Cr Harriman (Alternate)	Monthly or as necessary	The Committee is established to: (a) share information between other resident users of the recreation reserve and showgrounds and Latrobe City Council regarding the Traralgon Recreation Reserve and Showgrounds; (b) provide advice, information and feedback in relation to the reserve and showgrounds and its surrounding area on operational and maintenance matters; (c) provide advice, information and feedback to Latrobe City Council in relation to amenities, facilities and events for the reserve and showgrounds and surrounding areas.
Victory Park Precinct Advisory Committee	Council Committee	Up to two Councillors	Cr Clancey Cr Harriman	Monthly or as necessary	The Committee is established to: (a) share information between other users of Victory Park and Latrobe City Council regarding the Victory Park Precinct; (b) provide advice, information and feedback in relation to Victory Park and its surrounding area on operational and maintenance matters; (c) provide advice, information and feedback to Latrobe City Council in relation to amenities, facilities and events for Victory Park and surrounding areas.
Alliance of Councils for Rail Freight Development	External Committees and Associations		Cr Law Cr Middlemiss	Unknown	The Rail Freight Alliance represents the Local Government Sector in Victoria and adjoining States in freight logistics interests connecting Victoria nationally and internationally
Gippsland Reserve Committee of Management Inc. (by invitation)	External Committees and Associations		Cr Law Cr Gibson (Alternate)	Unknown	Old Gippsland was established in 1968 with the aim of preserving the heritage and telling the story of the region, through a collection of buildings and artefacts. It is an historical village with 35 relocated buildings from Gippsland and 10 others being built to complete the town.
Latrobe City Trust	External Committees and Associations		Mayor (Chair) Cr Clancey Cr Ferguson Cr Gibson	Bi-monthly	The Latrobe City Trust was settled by Loy Lang Power Management Pty Ltd in 1999 to raise funds and encourage local philanthropy to support individuals and communities across what is now Latrobe City through the distribution of grants.
Latrobe Valley Mine Rehabilitation Advisory Committee (ministerial appointment)	External Committees and Associations		Cr Middlemiss - member until Dec 2023	Unknown	The Latrobe Valley Mine Rehabilitation Advisory Committee comprises representation from a broad range of stakeholder groups with an interest in mine rehabilitation in the Latrobe Valley
Moe Yallourn Rail Trail Committee of Management	External Committees and Associations		Cr Gibson Cr Law	Monthly	TBC
Municipal Association of Victoria (MAV) Representative	External Committees and Associations		Cr Gibson Cr Ferguson (Alternate)	Unknown	The MAV is a membership association and the legislated peak body for local government in Victoria. The Mayor will be responsible for voting at the ALGA conference, or will delegate the responsibility for voting to a Councillor as determined by the Mayor.
National Timber Councils Association	External Committees and Associations		Cr Harriman Cr Gibson (Alternate)	Unknown	The National Timber Councils Association Incorporated has been formed to provide local government with a peak national body advocating from a local perspective on issues affecting local communities, industry, the environment and government in timber regions.
One Gippsland	External Committees and Associations	via membership	Mayor	At least six annually	One Gippsland a peak regional advocacy body representing this diverse region. We aim to connect the dots between government, business and community, while also collectively working together to champion the interests of our region and our people.
Resource Recovery Gippsland (formerly Gippsland Local Government Waste Forum)	External Committees and Associations		Cr Middlemiss Cr Lund (Alternate)	Unknown	The Forum is a conduit through which local government can inform and advise state government agencies on waste and resource recovery matters, issues and priorities that are important to Gippsland.
Regional Capitals Australia	External Committees and Associations	via membership	Mayor	Unknown	Regional Capitals Australia (RCA) was formed in 2012 to bring Australia's 51 regional capital cities together as one unified voice.
Regional Cities Victoria	External Committees and Associations	via membership	Mayor	Bi-monthly	RCV is an alliance of regional cities dedicated to achieving real change in regional Victoria through policy development and active implementation of those policies.
Roadsafe Gippsland Community Road Safety Council	External Committees and Associations		Cr Gibson Cr Howe	Unknown	Reducing Road Trauma
South East Australian Transport Strategy (SEATS)	External Committees and Associations		Cr Middlemiss Cr Law (Alternate)	Unknown	SEATS has developed the South East Transport Strategy which collectively identifies a number of Priority Projects that go beyond the boundaries of individual local councils and benefit the entire region and beyond.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Primary Function
Timber Towns Victoria	External Committees and Associations	Via membership and nomination	Cr Gibson Cr Harriman	Bi-monthly	Timber Towns Victoria (TTV) is an incorporated Local Government Association formed in the early 1980s, representing the interests of municipal councils in relation to forestry on both public and private land.
Victorian Farmers Federation Latrobe Working Group	External Committees and Associations	One Councillor	Cr Ferguson Cr Harriman Cr Howe	As Required	The working group allows for both parties to discuss a broad range of topics such as weed management, road and drainage issues, funding opportunities, regulation/planning changes and the effects climate change has on farming.
Municipal Emergency Management Planning Committee	Statutory Committee	At least one Councillor (as a community representative, noting the committee reports to the Regional Emergency Management Planning Committee).	Cr Lund Cr Gibson	TBC	The peak emergency management planning body in Latrobe.
Audit and Risk Committee	Statutory Committee	Two Councillors One Alternate	Cr Howe Cr Law Cr Middlemiss (Alternate)	At least four per year	The Audit and Risk Committee's purpose is to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

Draft Councillor Committee Appointments 2024

Name	Committee	Role
Cr Clancey	Australia Day Advisory Committee Cultural Diversity Advisory Committee Early Years Reference Committee Gippsland Regional Indoor Sports Stadium 2023 Upgrades – Project Reference Group Latrobe City International Relations Committee Latrobe City Trust Latrobe Regional Gallery Advisory Committee Living Well Latrobe Governance Group Road and Place Name Advisory Committee Traralgon Flood Recovery Project Stage 1 - Project Reference Group Traralgon Railway Reservoir Conservation Reserve Community Asset Committee Victory Park Precinct Advisory Committee	Co - Chair Chair Member Chair Chair Member Chair Member Member Member Member Member Member
Cr Ferguson	Mathison Park Community Asset Committee Latrobe City Trust Latrobe Regional Gallery Advisory Committee South Ward Community Disaster Recovery Committee Victorian Farmers Federation Latrobe Working Group	Member Member Member Member Member
Cr Gibson	Animal Welfare Advisory Committee Centre for Australian Automotive Futures Edward Hunter Heritage Bush Reserve Community Asset Committee Gippstown Reserve Committee of Management Inc. (by invitation) Latrobe City Lake Narracan Advisory Committee Latrobe City Council Rail Freight Working Group Latrobe City International Relations Committee Latrobe City Trust Latrobe Tourism and Major Events Advisory Committee Living Well Latrobe Governance Group Moe Rail Project (Stage 2) Project Reference Group Moe Southside Community Precinct Advisory Committee Moe Yallourn Rail Trail Committee Inc	Member Member Member Alternate Member Member Member Member Member Member Member Member Member Member Member

	Municipal Association of Victoria (MAV) Municipal Emergency Management Planning Committee National Timber Councils Association Ollerton Avenue Bushland Reserve Community Asset Committee Roadsafe Gippsland Community Road Safety Council Sporting Hall of Fame Ted Summerton Reserve 2023 Upgrades – Project Reference Group Timber Towns Victoria	Member Member Alternate Member Member Member Chair Member
Cr Harriman	Baillie Reserve Tyers Community Asset Committee Hyland Highway Municipal Landfill Consultative Committee Latrobe City International Relations Committee Latrobe Tourism and Major Events Advisory Committee Municipal Association of Victoria (MAV) National Timber Councils Association Road and Place Name Advisory Committee Timber Towns Victoria Traralgon Flood Recovery Project Stage 1 - Project Reference Group Traralgon Railway Reservoir Conservation Reserve Community Asset Committee Traralgon Recreation Reserve and Showgrounds Advisory Committee Victorian Farmers Federation Latrobe Working Group Victory Park Precinct Advisory Committee	Alternate Member Member Member Alternate Member Member Member Member Member Member Member Member
Cr Howe	Audit and Risk Committee Australia Day Advisory Committee Baillie Reserve Tyers Community Asset Committee Callignee and Traralgon South Sporting Facilities Community Asset Committee Centre for Australian Automotive Futures Chief Executive Officer Employment Matters Committee Cultural Diversity Advisory Committee Economic Development Advisory Committee Hyland Highway Municipal Landfill Consultative Committee Latrobe City Community Safety Advisory Committee Latrobe City Trust Latrobe Regional Airport Community Asset Committee	Member Co - Chair Member Member Member Mayor Member Chair Member Member Member Mayor Alternate

	Municipal Emergency Management Planning Committee Resource Recovery Gippsland Yallourn North Community Housing Community Asset Committee	Member Alternate Alternate
Cr Middlemiss	Audit and Risk Committee Centre for Australian Automotive Futures Crinigan Bushland Community Asset Committee George Bates Reserve Community Asset Committee Gippsland Sports and Entertainment Park Redevelopment - Project Reference Group Latrobe City Council Rail Freight Working Group Latrobe Regional Airport Community Asset Committee Latrobe Valley Mine Rehabilitation Advisory Committee Morwell Centenary Rose Garden Community Asset Committee Resource Recovery Gippsland South East Australian Transport Strategy (SEATS) Yallourn North Community Housing Community Asset Committee	Alternate Member Chair Member Chair Member Chair Member Alternate Member Member Member
Cr O'Callaghan	Animal Welfare Advisory Committee Chief Executive Officer Employment Matters Committee Early Years Reference Committee Gippsland Sports and Entertainment Park Redevelopment - Project Reference Group Living Well Latrobe Governance Group Sporting Hall of Fame	Chair Past Mayor Chair Alternate Chair Chair

SOCIAL MEDIA POLICY

PURPOSE

To present the Social Media Policy 2023 for adoption.

EXECUTIVE SUMMARY

- The revised Social Media Policy outlines the proper use of social media and provides a framework for use that aims to protect the reputation and integrity of each individual and the greater Latrobe City Council.
- The draft Policy builds on the principles of the current 2014 Policy and has been strengthened to reflect the growth of social media as a primary communication tool and the complexity of the online environment.
- This Policy applies to all social media communications made by staff, contractors and volunteers who are authorised to make, or be construed to make, representations on behalf of Council.
- The Policy does not apply to Councillor's personal social media pages.
- A comprehensive audit of all Council social media channels was undertaken to inform this Policy and aid in the future direction of Council's social media engagement.
- Council adopted the Social Media Strategy, inclusive of actions, at the Council Meeting held on Monday, 04 July 2022, which sets the direction for Council's social media presence, outlining how we will deliver content that is engaging, targeted and informative. The Social Media strategy and actions reflect best practices and aims to optimise Council's use of social media.

OFFICER'S RECOMMENDATION

That Council adopt the Social Media Policy 2023, with any previous versions now superseded, and make the Policy available on Council's website.

BACKGROUND

Latrobe City Council's existing Social Media Policy was adopted by Council in 2014. Since that time, Council's online presence has grown significantly across a range of platforms.

Given extensive changes in the traditional media industry, social media has become a primary source of information for our community. To ensure that Council remains a trusted source of information, the Policy has been revised to establish clear guidelines for the use of social media by all Councillors, employees, contractors and volunteers to ensure that high standards of accuracy are maintained.

Additionally, the 2022 Community Satisfaction Survey results indicated that social media remains one of the primary preferred communication methods for our community. This recognises the important role that social media serves as a customer service tool for the organisation.

ANALYSIS

The draft Policy is based on ongoing feedback from Councillors and staff and was reviewed by an external social media and marketing specialist.

The revised Policy outlines the responsibility of staff when using social media and provides clarity on the moderation of public comments including the ability of official users to remove any inappropriate content from Council's social media platforms.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Release of confidential information that would be at the detriment the personal safety of Councillors and employees.	Medium <i>Possible x Moderate</i>	Employees with access to Council's social media platforms are provided with guidelines, training and support to effectively manage social media content.
SERVICE DELIVERY Data is communicated that is in breach of laws and regulations. Privacy violations.	Medium <i>Possible x Moderate</i>	All activities on social media are closely monitored to ensure comments are moderated carefully.

RISK	RISK RATING	TREATMENT
STRATEGIC Inappropriate use of social media channels. Inaccurate information. Discriminatory or defamatory content not managed.	Medium <i>Possible x High</i>	The Policy outlines the roles and responsibilities of social media users to ensure the appropriate use, management and disclosure of information.

CONSULTATION

No external engagement is proposed for this Policy.

COMMUNICATION

When adopted, the Social Media Policy will be communicated internally to Councillors, employees, contractors and volunteers with supporting guidelines. The Policy will be made available on Council’s website.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The Social Media Policy supports Council's ongoing engagement with the community and stakeholders through effective and professional communications. This is in line with the Media Policy and the Community Engagement Policy.

Cultural

The Policy provides a framework to ensure that Latrobe City Council social media channels are respectful and open to all community members. Content that is obscene, threatening, harassing, discriminatory or hateful will not be tolerated. Content of this nature will be deleted, and users will be blocked.

Health

The Policy provides a framework to ensures that Latrobe City Council social media channels remain a safe and equitable space for community members.

Environmental

Not applicable.

Economic

Not applicable.

Financial

The Policy review process was delivered as part of the Communications and Engagement budget.

Attachments

1. Social Media Policy 2023-2027

8.6

Social Media Policy

1 Social Media Policy 2023-2027 300



Social Media Policy

Version 1

Approval Date: December 2023

Review Date: December 2027



Social Media Policy

DOCUMENT CONTROL

Responsible GM	Tim Ellis	
Division	Regional City Strategy and Transition	
Last Updated	Manager Communications and Customer Focus	2023
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	(day, month & year)	(Insert detail of change to policy)
References		
Next Review Date	December 2027	
Published on website	Yes	
Document Reference	No	

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Social Media Policy

1. Background

Social Media platforms have become an increasingly vital means of communication with our community, which now holds heightened expectations regarding the way they receive news.

Social Media allows Latrobe City Council to reach many people quickly and efficiently, update critical information live and interact directly with members of the community to raise awareness and understanding about Council policies and City activities.

Social media tools offer an opportunity for Council to connect with residents and stakeholders to communicate the positive work of the organisation, share in good news stories, find out what's happening in our region, keep in touch with changes and make enquiries.

2. Objectives

This policy outlines the proper use of social media and aims to provide a framework for use that protects the reputation and integrity of each individual, and Latrobe City Council by guiding the appropriate use of social media platforms and tools by Council staff, contractors, agents and volunteers who use social media on behalf of Latrobe City Council. This policy also applies to agencies and individuals who provide services to Latrobe City Council.

3. Scope

This policy applies to all social media communications made by Council staff, contractors, agents and volunteers who are authorised to make, or be construed to make, representations on behalf of Latrobe City Council.

The policy outlines requirements for compliance with regards to confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct Council business.

It aims to inform appropriate use of social media tools for Latrobe City Council, promote effective communication through social media, minimise miscommunication or mischievous or damaging communications and ensure that only accurate information is shared on social media platforms.

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content. The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, including blogs; bulletin boards; citizen journalism and news sites; forums and discussion boards; instant messaging facilities; microblogging sites (e.g. Twitter, Tumblr); online encyclopedias and wikis (e.g. Wikipedia); podcasts and video podcasts; social networking sites (e.g. Facebook, LinkedIn, Twitter, Instagram, TikTok, Messenger, WhatsApp, Snapchat, YouTube, Vimeo); video and photo sharing sites (e.g. Flickr, Pinterest, Periscope); emarketing software (Mailchimp or

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Social Media Policy

other), third-party event builders (Eventbrite or other) and any other websites that allow individuals to use simple publishing tools or new technologies emerging from the digital environment. The absence of a reference to a particular site or type of social media activity does not limit the application of this policy.

4. Principles of Management

Online Conduct

The behaviour of official users should be in line with the Latrobe City Council Staff Code of Conduct and Councillor Code of Conduct and the same disciplinary measures are applicable. Users are expected to demonstrate a sense of empathy and decorum with regards to all conduct online.

Personal users must not:

- Represent or speak on behalf of Latrobe City Council on any social media channel.
- Create social media assets (pages / profiles / sites / blogs) that represent an affiliation with Latrobe City Council.
- Speak inappropriately or negatively about Latrobe City Council or any staff or member of Council.

This policy is not intended to cover personal use of social media where:

- The author publishes information in their personal capacity and not on behalf of Latrobe City Council.
- No reference is made to Latrobe City Council, its Councillors, staff, policies and services, suppliers or other stakeholders or council related issues.

Official User Responsibility

The Customer Focus and Engagement Team manage and operate Council branded 'Latrobe City Council' social media channels and sub-brands accounts, including business areas, projects and interests (such as to promote Council's leisure centres, tourism and creative arts).

Authorised staff who have editor or administrative responsibilities for any of Latrobe City Council's social media channels must adhere to Council's codes of conduct, policies and procedures as relevant for internal and external communication.

Official users of social media for Latrobe City Council are required to act in the following way:

- Adhere to Latrobe City Council codes of conduct, policies and procedures.
- Ensure any information about Latrobe City Council is accurate and factual.
- Reference only publicly available information such as information that is already found on Latrobe City Council's website or publications.

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Social Media Policy

- Ensure you have adhered to any internal approval procedures prior to posting on any channel.
- Act responsibly when communicating as Council or a Council representative in community Facebook groups.
- Ensure you have read and understand the Latrobe City Council Staff Social Media Guidelines.
- Ensure any information about Latrobe City Council is not disparaging of the organisation, its Councillors, staff, volunteers, contractors, agents and their respective assignees and insurers.
- Ensure material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity is not posted or reposted (shared), or is removed as soon as reasonably practicable if posted by a user.
- Consider if comments on a post may be harmful to the reputation of Council and if warranted, remove comments or moderate as necessary in line with the rules of Council's social media channels.
- Comply with relevant laws and regulations.
- Direct individuals to official communication channels to make a request or complaint.
- Ensure you have two-factor authentication turned on for your social media accounts and the emails you use to manage them.

Latrobe City Council staff will not assist in the administration of Councillors' personal social media pages unless approved by the Chief Executive Officer. Councillors are expected to manage their personal social media channels in accordance with the Councillor Code of Conduct and Councillor Social Media Guidelines. This policy does not apply to personal social media channels, and Councillors do not require permission to post on their personal social media pages.

The Policy will apply to Councillors where they respond to posts or comments in which they have been tagged on Latrobe City Council-owned social media channels or where they choose to comment on Latrobe City Council-owned social media channels, in this instance the Social Media Policy and Councillor Code of Conduct will apply.

Councillors may choose to include a Declaration and Disclaimer on their personal social media accounts to inform users that their views are their own and do not necessarily represent the organisations they are affiliated with.

Where the Councillors personal page **does not note** they are a Councillor -

The views and opinions expressed on this social media account are my own and do not represent the official stance or views of any organisation I am professionally or personally affiliated with.

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Social Media Policy

Where the Councillors personal page **notes they are** a Councillor, this includes the name / handle of the account noting Cr (full name and/or full name and Ward) -

The views and opinions expressed on this social media account are my own and do not reflect the official stance or views of Latrobe City Council.

The following content is not permitted under any circumstances:

- Abusive, profane or sexual language.
- Content not relating to the subject matter of that channel or website.
- Content which is false or misleading.
- Announce new information unless authorised to do so.
- Comment outside their area of expertise.
- Make personal comments about a Council or organisational policy.
- Commit the City to actions or undertakings unless authorised to do so.
- Publish content in exchange for reward of any kind.
- Endorse any political affinity or allegiance.
- Confidential information about Council or third parties.
- Copyright or Trademark protected materials.
- Content that uses Council brands, logos or identifiers without permission from the Customer Focus and Engagement Team.
- Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, gender or sexual orientation.
- Illegal material or materials designed to encourage illegal activity.
- Materials that could compromise Council, staff or system safety.
- Materials which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks).
- Material that would offend contemporary standards of taste and decency.
- Material which would bring the Latrobe City Council into disrepute.
- Personal details or references to Councillors, Council staff or third parties, which may breach privacy laws.
- Spam, meaning the distribution of unsolicited bulk electronic messages.
- Statements which may be considered to be bullying or harassment.
- Council staff using their personal online profiles to comment or provide negative or trolling feedback on social media content about Council's community consultation, projects, works or Council issues.
- Fake Council or staff profiles used to distribute or comment on Council content, or content related to a Council decision.
- Personal social media accounts linked to staff email addresses or similar.

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Social Media Policy

- Posts to social media groups on behalf of Council. If a member of staff wishes to post to a local community group, they should seek approval from the Customer Focus and Engagement Team.

Creating Content

While social media content may be informal in tone as befits the medium, it is still considered official Latrobe City Council communication and must be held in the same high regard. This includes ensuring posts have gone through the appropriate levels of approval, which will differ depending on the sensitivity of the content.

Content should be developed with respect to Council brand and 'voice' as outlined in Council's social media strategy.

Content posted to social media must have permissions and legible, high quality imagery suitable for online purposes. Logos or other authorised imagery requires permission from the third-party business or organisation.

Council staff can make a request for online or social media promotion directly to the Customer Focus and Engagement Team.

Community Management and Moderation

Social media channels are monitored and updated by the Customer Focus and Engagement Team during normal business hours or as reasonably required to respond to constructive queries in a timely manner and mitigate the risk of errant commentators.

Council expects participants who enter two-way communication on social media platforms to behave in a respectful manner and has the right to turn off the comment functionality.

Latrobe City Council reserves the right to hide comments, and permanently block or ban access to anyone who violates Council's social media terms and conditions. Abusive, obscene, dishonest, exploitative or illegal behaviour will not be tolerated on Latrobe City Council's channels. Content in breach will be hidden or removed in a timely manner, and those responsible warned or blocked. Records will be kept detailing the content and user in breach, and actions taken.

These guidelines relate to all social media platforms used by Latrobe City Council. Account administrators review all postings to ensure they follow the below guidelines:

- **Be tolerant:** Respect the opinions of others and don't take disagreements personally. Don't harass, abuse, troll or threaten users on our page. Behave

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Social Media Policy

with courtesy, honesty and respect. Do not post repeat comments continuously.

- **Keep it clean:** Don't post sexually explicit material or obscene language.
- **False information:** We will hide or delete any information that we deem false or misleading.
- **Be respectful:** We will not tolerate any comments that denigrate a person or group based on their ethnicity, religion, gender, sexuality, or age or share personal details or make reference to Councillors, Council staff or third parties. Do not troll or deliberately disrupt conversation.
- **Stay on topic:** To make conversations easy to read for everyone, we ask that you keep your comments relevant to the content we share. This includes business or commercial advertisements or solicitation of donations. We may remove comments that are off topic. If you wish to raise a different matter with us, you can always contact Customer Service on 1300 367 700 or message us directly.
- **Make it legal:** We will immediately remove any comments we believe could be defamatory, incite violence or lawlessness, or encourage others to do so, including violation of Copyright laws.
- **Respect the privacy of others:** Do not post personal information of yourself or others such as addresses, email addresses or phone numbers anywhere on this page, or share other people's full names without their consent. If you need to provide your address or phone number, please do so via direct message. This includes posting photos without the permission of the photographer or people in them, and information that could compromise Councillor or Latrobe City Council staff safety, including their personal details. Doing so could be a breach of privacy related legislation. View our privacy policy online.
- **Spam ban:** We will ban spammers immediately.

Personal Social Media Use

Latrobe City Council recognises that Councillors and members of staff use social media in their personal lives.

This policy is not intended to discourage Councillors and staff from expressing their personal views or engaging in online activities. However, Councillors and staff should recognise the potential for damage to be caused (either directly or indirectly) to Latrobe City Council in certain circumstances via Personal Use of Social Media when they can be identified as a Latrobe City Council staff member whether that be by name or photo. Accordingly, staff should comply with this policy to ensure that the risk of such damage is minimised.

Where a member of staff negatively refers to Council activities, issues, policy or Council decisions in their personal use of social media, Latrobe City Council will

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Social Media Policy

consider whether the staff member in doing so has breached Latrobe City Council's Staff Code of Conduct. This policy should be read in conjunction with other relevant policies and procedures of Latrobe City Council.

In order to maintain the same integrity online and offline, staff must not disclose any private or confidential information gained in the course of their employment. This includes any comments outwardly or anonymously on any matters related to Latrobe City Council, its staff, Councillors, residents or stakeholders.

Staff are reminded of the following when using social media:

- Staff are personally responsible for the content they publish in a personal capacity on any form of Social Media platform.
- Content published on Social Media is public and potentially permanent regardless of privacy settings. Deleting material posted in a relatively secure setting on a personal Social Media account does not guarantee that it has not been copied and reproduced elsewhere on the internet.
- In the event that the Latrobe City Council is the topic of online discussion, staff must ensure that when engaging in Personal Use of Social Media, they do not:
 - Imply they speak as a representative of Latrobe City Council or that the views expressed are those of Latrobe City Council.
 - Make any comment or post that may cause reputational damage to Latrobe City Council, Staff or Councillors.
 - Disclose personal details or references to Councillors, Staff or third parties, which may breach privacy laws.
 - Use fictitious names or identities that deliberately intend to deceive, mislead or lie.
 - Participate anonymously or covertly via a third party or agency.
 - Disclose any confidential information obtained in the course of their employment at Latrobe City Council.
 - Disclose any internal Latrobe City Council discussions or decisions.
 - Disclose material which could compromise Latrobe City Council, staff or system safety; or post or 'like' material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright or is otherwise unlawful.
- This includes, but is not limited to, situations where reference is made to Latrobe City Council, its Councillors, Staff, projects, strategies, policies and services, suppliers and other stakeholders or Council related issues.
- Members of staff must ensure they do not utilise any of Latrobe City Council logos or trademarks on their personal Social Media accounts.
- Staff must not register personal Social Media accounts using their Latrobe City Council email address.

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Social Media Policy

- Staff are encouraged to like or share content from a Latrobe City Council account to their own personal accounts.

Personal use of social media sites during working hours should be kept to a minimum. Although limited personal use is allowed, staff should not monitor or continue to update a personal social media site during working hours. No use of social media sites should ever conflict with the staff member's primary business or with applicable laws and regulations. The use of social media must not interfere with the duties of employment or expose Council to significant cost or risk of liability.

Please also refer to the IT Policy and Staff Code of Conduct.

5. Definitions

Social Media

For the purposes of this policy, we refer to the Office of the Australian Information Commissioner's definition:

"Social media refers to any online social network. An online social network is a website or app that allows a user to create and share content online, for example, Facebook, Twitter or LinkedIn. This often involves sharing personal information, comments and messages, and photos and videos."

Latrobe City Council and its divisions use several social media channels in the course of marketing, communicating and customer service. These include, but are not limited to LinkedIn, Facebook, Messenger, Instagram, Twitter, YouTube and online blogs.

Council also contributes to third-party social media channels, Facebook groups, podcasts and other online channels.

Authorised User means a member of staff (employee) who has been authorised by the Engagement and Customer Focus Team to engage with the community on social media as a representative of Latrobe City Council.

This not only refers to staff, but contractors or volunteers who engages (with permission and official responsibilities) on or on behalf of a social media site that is owned or managed by Latrobe City Council. If you have not been given this responsibility as part of your role, all your social media use, with respect to this policy, is deemed personal use.

Councillors are also considered an official user when interacting with Latrobe City Council owned social media channels.

Councillor means the individuals holding the office of a member of Latrobe City Council.

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Social Media Policy

Staff means staff, students, agents, and volunteers engaged directly by Latrobe City Council as well as all contractors either engaged by Latrobe City Council or by an authorised contractor of Council.

Personal Use means using a personal Social Media account belonging to or operated by an individual staff member in their personal capacity, whether during business hours or outside of business hours. This includes a staff members personal Facebook account or their non-Latrobe City Council related business account.

Professional Use means using Social Media when acting as a representative of the Latrobe City Council.

6. Legal Considerations

Records Management

Official users should conduct all social media activities in accordance with the Records Management and Recordkeeping Responsibilities Operational Frameworks under the Victorian *Public Records Act 1973*. Approved recordkeeping steps for social media are to be included in social media procedures. This policy will be reviewed in line with the adoption of technologies that are implemented to support the effective management of social media records.

Privacy and confidentiality

Official users should respect the privacy of residents and not disclose their details on social media websites, as outlined in the *Privacy and Data Protection Act 2014 (Vic)* and the *Local Government Act 2020*. Users should not publish or report on conversations or information that is deemed confidential or classified or deals with matters that are internal in nature. Users should also monitor social media platforms for the publication of potentially private or confidential information by visitors.

Latrobe City Council social media channels will be managed with consideration of the Office of the Victorian Information Commission's (OVIC) Guide for Social Media and Privacy.

Defamation

Official users must refrain from publishing material that may cause injury to another person's, organisation's, association's or company's reputation and should seek further guidance if unsure if the material could be viewed as defamatory.

Copyright

Respect copyright, privacy and other applicable laws when publishing on social media platforms. Official users should attribute work to the original author/source wherever possible.

Breach of operational framework

A breach of this policy, including conduct which brings Latrobe City Council into

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Social Media Policy

disrepute, will be dealt with in accordance with the Counselling and Discipline Operational Framework and Staff Code of Conduct.

Councillor related use will be managed through the Councillor Code of Conduct.

7. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below:

7.1. Councillors

- Responsibility for the decision to approve this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.
- Participate in training provided by Council.

7.2. Chief Executive Officer

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy.
- Responsibility for the decision to approve this policy.
- Overall responsibility for the implementation of this policy.
- Assist Councillors in understanding their roles and responsibilities.

7.3. General Manager

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

7.4. Manager

- Develop frameworks and procedures in compliance with this policy.
- Enforce responsibilities to achieve compliance with frameworks and procedures.
- Provide appropriate resources for the execution of the frameworks and procedures.
- Provide advice in relation to matters covered by this policy.

7.5. Staff, Contractors and Volunteers

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

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Social Media Policy

- Comply with frameworks and procedures developed to achieve compliance with this policy.
- Participate in related training provided by Council.

8. Evaluation and Review

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

9. Related Documents

- Community Engagement Policy
- Media Policy
- Staff Code of Conduct
- Councillor Code of Conduct
- IT Policy

10. Reference Resources

- *Public Records Act 1973*
- *Privacy and Data Protection Act 2014*
- *Copyright Act 1968*
- *Local Government Act 2020*

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URGENT BUSINESS

9. URGENT BUSINESS

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

- 17.1 Relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 17.2 Cannot reasonably or conveniently be deferred until the next Council meeting.

REPORTS FOR NOTING

10. REPORTS FOR NOTING

Item Number 10.1 04 December 2023

Organisational Performance

CONTRACT VARIATIONS FOR THE PERIOD 1 JANUARY 2020 TO 30 JUNE 2023

PURPOSE

To provide Council with a summary of contract variations approved during the period 1 January 2020 to 30 June 2023 in accordance with the requirements of the Procurement Policy.

EXECUTIVE SUMMARY

In accordance with Latrobe City Council's Procurement Policy 22-POL-14 section 2.12 Contract Management, there is a requirement for contract variations to be reported to Council.

For the period 1 January 2020 to 30 June 2023, there were 642 contract variations approved across 92 contracts.

Additional information has been provided in relation to projects where the total cumulative value of variations exceeds 25 percent of the original contract value.

OFFICER'S RECOMMENDATION

That Council receive and note the report on contract variations for the period 1 January 2020 to 30 June 2023.

BACKGROUND

In accordance with Latrobe City Council's Procurement Policy 22-POL-14, Section 2.12 Contract Management, there is a requirement for contract variations to be reported to Council.

The period being reported follows on from the last report prepared and tabled at the Council meeting held on Monday, 02 March 2020. In the future this report will be presented to Council on a quarterly basis

ANALYSIS

During the period 1 January 2020 to 30 June 2023, 642 contract variations were processed across 92 contracts. Contract variations were submitted for the following reasons and are detailed in the attachments.

Reason for Variation	Number of Variations
Council Design Variation	336
Latent Condition	95
Design Omission	93
Design Error	27
Additional Works	26
Other Prolongation Costs	7
Other	58
Total	642

The table indicates that the majority of variations were in relation to alterations and improvements associated with design which became evident during construction.

For contracts where the total variations exceed 25% of the initial contract value, additional information has been provided in the attachments.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to comply with Council's Procurement Policy	Low <i>Possible x Insignificant</i>	Process created and documented to ensure report is prepared and submitted to Council for noting in a timely manner.

RISK	RISK RATING	TREATMENT
STRATEGIC Perception that Council is not acting in a transparent manner	Low <i>Possible x Insignificant</i>	Present report summarising list of CEO awarded contracts on a regular basis.

CONSULTATION

Not applicable

COMMUNICATION

In accordance with *Latrobe City Council's Procurement Policy 22-POL-14* section 5.2 Communication, summary information relating to contracts awarded is published on Council's eTendering Portal.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Not applicable.

Attachments

1. Contract Variations - Summary
2. Contract Variations - Details
3. Contract Variations - Additional Information (exceeding 25%)

10.1

Contract Variations for the period 1 January 2020 to 30 June 2023

1	Contract Variations - Summary	321
2	Contract Variations - Details.....	324
3	Contract Variations - Additional Information (exceeding 25%)	339

Summary of Contracts with Variations Approved between 01 January 2020 - 30 June 2023								
Contract Number	Award Date	Contract Title	Initial Contract Value	No. of Approved Variations	Total Approved Variations across contract life	Revised Contract Value	Variations as a % of Initial Contract Value	Awarded By
LCC-634	29-Apr-2020	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	\$208,202	6	\$535,488	\$743,690	257%	CEO
LCC-581	21-Jun-2019	Latrobe Creative Precinct Project Management Consultancy	\$146,000	3	\$129,212	\$275,212	89%	CEO
LCC-445	04-Jan-2018	Service of Environmental Auditor for Moe Landfill Rehabilitation Works	\$51,740	2	\$45,660	\$97,400	88%	CEO
LCC-620	28-Jan-2020	Construction and Sealing of Shoulders at Flynn's Creek Road	\$182,509	2	\$135,205	\$317,714	74%	CEO
LCC-535	09-Nov-2018	Preparation of works approval application for Hyland Highway landfill extension	\$68,365	2	\$43,771	\$112,136	64%	CEO
LCC-428	05-Dec-2017	Latrobe Creative Precinct Design and Detailed Documentation	\$1,944,280	22	\$1,182,601	\$3,126,881	61%	Council
LCC-716	25-Aug-2021	Pedestrian Operated Signalised Crossing Breed Street Traralgon	\$353,947	9	\$213,915	\$567,862	60%	CEO
LCC-597	11-Dec-2019	Dunbar Road Remediation Environmental Consulting Services	\$66,776	4	\$39,850	\$106,626	60%	CEO
LCC-619	29-Apr-2020	Yinnar District Memorial Hall - Refurbishment	\$443,412	12	\$240,809	\$684,221	54%	CEO
LCC-545	04-Jun-2019	Redevelopment of the Keegan Street Reserve, Morwell	\$439,531	10	\$237,448	\$676,979	54%	CEO
LCC-672	11-Dec-2020	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	\$487,406	18	\$246,492	\$733,898	51%	CEO
LCC-592	02-Dec-2019	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	\$422,180	9	\$179,700	\$601,880	43%	Council
LCC-561	26-Mar-2019	Hyland Highway Landfill - Installation of Gas Wells - Stage 3	\$218,659	3	\$91,617	\$310,276	42%	CEO
LCC-703	25-Jan-2022	Reconstruction of Enterprise Drive and Tramway Road, Morwell	\$804,950	2	\$280,607	\$1,085,556	35%	CEO
LCC-593-B	16-Sep-2019	Reconstruction of Beck Street, Moe and East Street, Yallourn North	\$376,498	1	\$120,917	\$497,415	32%	CEO
LCC-688	05-Mar-2021	Pedestrian Crossing at Kay Street, Traralgon	\$243,652	6	\$77,085	\$320,737	32%	CEO
LCC-752	24-Jun-2022	Gippsland Logistics Precinct Stage 1A - Water supply and wastewater construction	\$1,416,128	1	\$430,803	\$1,846,931	30%	CEO
LCC-681	27-Jan-2021	Latrobe City Council - Safe Roof Access	\$123,435	4	\$35,069	\$158,504	28%	CEO
LCC-753	24-Jun-2022	Gippsland Logistics Precinct Stage 1A - Sewer pump station construction	\$1,437,324	2	\$376,269	\$1,813,593	26%	CEO
LCC-678	26-Jan-2021	Traralgon CBD Traffic Calming Works	\$238,732	4	\$57,738	\$296,470	24%	CEO
LCC-556	06-May-2019	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	\$1,599,729	10	\$371,801	\$1,971,530	23%	Council
LCC-567	02-Sep-2019	Construction of Morwell to Traralgon Shared Pathway - STAGE 4	\$389,147	2	\$86,952	\$476,099	22%	CEO
LCC-631	24-Mar-2020	Sealing of Black Tank Road and Railway Avenue at Glengarry	\$270,406	1	\$56,200	\$326,606	21%	Council
LCC-588	25-Oct-2019	Traralgon South Sports Pavilion Extension	\$437,521	9	\$89,451	\$526,971	20%	CEO
LCC-510	01-Nov-2018	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	\$2,288,450	9	\$426,075	\$2,714,525	19%	CEO
LCC-605	22-Jan-2020	Environmental Auditor - Construction of Hyland Highway Landfill Cap - Cell 3 (Stg 2)	\$35,700	1	\$6,600	\$42,300	18%	CEO
LCC-667	13-Jan-2021	Construction of a Toilet Block at Victory Park, Traralgon	\$152,711	9	\$27,533	\$180,243	18%	CEO
LCC-593-A	16-Sep-2019	Reconstruction of Beck Street, Moe and East Street, Yallourn North	\$410,703	2	\$73,096	\$483,799	18%	CEO
LCC-759	05-Sep-2022	Toners Lane Reserve Archery Pavilion	\$1,154,836	7	\$205,306	\$1,360,142	18%	Council
LCC-609	20-Dec-2019	Design & Construct - Traralgon Sports Stadium Roof & Wall Replacement	\$420,800	2	\$68,200	\$489,000	16%	CEO
LCC-731	13-May-2022	Construction of At-Grade Car Park - Princess Drive, Morwell	\$185,734	2	\$30,028	\$215,762	16%	CEO
LCC-613	05-Dec-2019	Reconstruction of Retaining Wall at Bridges Avenue, Traralgon	\$74,614	1	\$11,651	\$86,265	16%	CEO
LCC-600	18-Feb-2020	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	\$995,280	26	\$154,644	\$1,149,924	16%	CEO
LCC-608	02-Dec-2019	Rehabilitation of Stages 2 & 3 of Moe Landfill	\$2,098,735	7	\$312,971	\$2,411,706	15%	CEO
LCC-684	25-Feb-2021	Moe / Newborough Leisure Multi-purpose Facility	\$471,980	21	\$69,765	\$541,745	15%	CEO
LCC-724	07-Oct-2021	Hazelwood South Reserve Change Pavilion	\$855,940	13	\$126,023	\$981,963	15%	Council
LCC-606	18-Feb-2020	Catterick Crescent Reserve Pavilion Construction	\$712,150	15	\$104,786	\$816,936	15%	CEO
LCC-704	18-May-2021	Toners Lane, Morwell - Reticulated Water Extension	\$250,748	4	\$35,863	\$286,611	14%	CEO
LCC-584	01-Oct-2019	Hyland Highway Landfill - Management of Gas Extraction System	\$389,301	3	\$52,654	\$441,955	14%	Council
LCC-579	07-Aug-2019	Design and Construct - New Multi-Use Change Room Facility at Apex Park, Traralgon	\$495,230	8	\$65,383	\$560,613	13%	CEO
LCC-506	30-Nov-2018	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	\$2,541,122	8	\$328,194	\$2,869,316	13%	Council

Summary of Contracts with Variations Approved between 01 January 2020 - 30 June 2023								
Contract Number	Award Date	Contract Title	Initial Contract Value	No. of Approved Variations	Total Approved Variations across contract life	Revised Contract Value	Variations as a % of Initial Contract Value	Awarded By
LCC-569	03-Jul-2019	Hydrogeological Engineering Supervision of Geothermal Bore Construction	\$252,170	5	\$31,743	\$283,913	13%	CEO
LCC-591	24-Oct-2019	Design and Construction of Car Park Monash Reserve Newborough	\$563,845	5	\$67,434	\$631,279	12%	CEO
LCC-577	07-Jun-2019	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	\$531,720	10	\$61,626	\$593,346	12%	CEO
LCC-565	03-Jun-2019	Morwell CBD Revitalisation	\$2,091,990	9	\$234,185	\$2,326,175	11%	Council
LCC-705	11-Jun-2021	Latrobe Leisure Morwell - Pool deck and surrounding wet areas re-tiling	\$270,238	1	\$30,030	\$300,268	11%	CEO
LCC-621	06-Apr-2020	Landfill Biogas Renewable Energy Project	\$1,493,645	2	\$153,455	\$1,647,100	10%	Council
LCC-529	03-Sep-2019	Latrobe Creative Precinct Construction	\$30,832,966	90	\$3,040,829	\$33,873,795	10%	Council
LCC-543	07-Jan-2019	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	\$1,135,040	12	\$107,461	\$1,242,501	9%	Council
LCC-737	17-Feb-2022	Provision of Detailed Design for refurbishment works at Kernot Hall, Morwell	\$99,540	3	\$9,290	\$108,830	9%	CEO
LCC-679	21-Dec-2020	Design and Construct - Football Oval Sports Lighting Old Trafford Reserve, Traralgon	\$253,385	3	\$22,051	\$275,436	9%	Council
LCC-664	19-Oct-2020	Construction of Flynn Community Hall	\$742,730	22	\$64,549	\$807,279	9%	CEO
LCC-478	29-Jan-2020	Traralgon to Morwell Shared Path Design & Construct of Boardwalks	\$410,000	4	\$34,396	\$444,396	8%	CEO
LCC-706	22-Jul-2021	Glengarry Mechanics Institute - Refurbishment	\$520,016	15	\$42,992	\$563,008	8%	CEO
LCC-642	05-Jun-2020	Refurbishment of the Kath Teychenne Centre, Traralgon	\$265,246	7	\$20,587	\$285,833	8%	CEO
LCC-675	08-Feb-2021	Moe CBD Traffic Safety Works	\$487,655	6	\$36,600	\$524,255	8%	Council
LCC-768	17-Nov-2022	Kernot Hall Refurbishment - Stage 1	\$2,994,570	15	\$209,572	\$3,204,142	7%	CEO
LCC-508	29-Oct-2018	Synthetic Soccer Pitch & Sports Lighting at Latrobe City Sports & Entertain Stadium	\$1,743,558	4	\$121,380	\$1,864,938	7%	CEO
LCC-666	14-Jan-2021	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	\$234,910	8	\$15,460	\$250,370	7%	CEO
LCC-629	31-Mar-2020	Construction of the Latrobe City Animal Pound Extension - Morwell	\$137,873	1	\$7,800	\$145,673	6%	CEO
LCC-599	16-Dec-2019	Hyland Highway Landfill - Construction of Landfill Cap - Cell 3 (Stage 2)	\$1,098,256	1	\$61,797	\$1,160,053	6%	Council
LCC-648	07-Sep-2020	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	\$1,048,733	6	\$57,473	\$1,106,206	5%	Council
LCC-624	10-Jan-2020	Sealing of Buckleys Road at Hazelwood North	\$363,899	7	\$19,843	\$383,742	5%	CEO
LCC-639	04-Jan-2021	Reconstruction of Downies Lane Bridge, Traralgon South	\$724,699	1	\$37,463	\$762,162	5%	CEO
LCC-590-B	20-Sep-2019	Reconstruction of Lafayette Street, Traralgon	\$516,306	3	\$25,905	\$542,211	5%	CEO
LCC-557	19-Feb-2019	Multi-Use Netball & Tennis Courts Fencing & Lighting at Monash Res Newborough	\$1,697,875	3	\$84,315	\$1,782,190	5%	Council
LCC-617	10-Jan-2020	CORRIGAN RESERVE, NEWBOROUGH – AMENITIES REFURBISHMENT	\$216,604	4	\$9,958	\$226,562	5%	CEO
LCC-707	07-Jul-2021	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	\$3,016,369	7	\$125,673	\$3,142,042	4%	Council
LCC-729	03-Jun-2022	Construction of At-Grade Car Park - George Street Moe	\$906,759	2	\$36,857	\$943,616	4%	CEO
LCC-596-A	11-Dec-2019	Traralgon Railway Reserve - Assembly Shed and Accessible Toilet	\$96,920	2	\$3,853	\$100,773	4%	CEO
LCC-507	17-Oct-2018	Design and construct of Traralgon Sports Stadium	\$15,980,890	15	\$582,436	\$16,563,326	4%	Council
LCC-502	22-Oct-2018	Gippsland Regional Aquatic Centre	\$45,088,000	40	\$1,556,250	\$46,644,250	3%	Council
LCC-512-A	21-Sep-2018	Project Management Consultancy	\$1,082,190	2	\$30,000	\$1,112,190	3%	CEO
LCC-708	17-Jun-2021	Gippsland Sports & Entertainment Park - Design & Construct Sports Lighting Project	\$300,864	2	\$8,066	\$308,930	3%	CEO
LCC-626-2	19-Mar-2020	Geotechnical & Concept Design - Land Slip Remediation in Budgeree & Grand Ridge	\$78,000	1	\$2,000	\$80,000	3%	CEO
LCC-660	25-Sep-2020	Supply and Delivery of Daily Tarpaulin Cover System for Hyland Highway Landfill	\$252,037	1	\$6,250	\$258,287	2%	CEO
LCC-662	23-Sep-2020	Design and Construct Sports Lighting - Olympic Park Moe & Harold Preston Traralgon	\$399,591	4	\$9,083	\$408,674	2%	CEO
LCC-755	24-Jun-2022	Intersection upgrade at Haunted Hills Road and Bill Schultz Drive, Newborough	\$249,434	1	\$5,000	\$254,434	2%	CEO
LCC-767	09-Nov-2022	Moe Revitalisation Project - Stage 2	\$5,418,970	6	\$105,214	\$5,524,184	2%	CEO
LCC-671	14-Nov-2020	Design and Construct Football Oval Sports Lighting at Ronald Reserve, Morwell	\$254,509	1	\$2,534	\$257,043	1%	CEO
LCC-625	10-Feb-2020	Gippsland Regional Aquatic Centre - Geothermal Implementation	\$1,507,945	3	\$12,008	\$1,519,954	1%	Council
LCC-628	02-Mar-2020	Reconstruction of Kerb Channel at Buna Street and Gona Street, Morwell	\$362,805	1	\$1,136	\$363,940	0%	CEO

Summary of Contracts with Variations Approved between 01 January 2020 - 30 June 2023								
Contract Number	Award Date	Contract Title	Initial Contract Value	No. of Approved Variations	Total Approved Variations across contract life	Revised Contract Value	Variations as a % of Initial Contract Value	Awarded By
LCC-738	23-Mar-2022	Construction and Sealing of Shoulders at Flynn's Creek Road	\$393,200	1	\$1,025	\$394,225	0%	CEO
LCC-761	03-Aug-2022	Extension of Parklands Preschool, Morwell	\$683,484	8	\$1,308	\$684,792	0%	CEO
LCC-711	19-Jul-2021	Quality Assurance Services - Construction of Hyland Highway Landfill Cell 6	\$210,681	0	\$0	\$210,681	0%	CEO
LCC-596-B	11-Dec-2019	Traralgon Railway Reserve - Assembly Shed and Accessible Toilet	\$236,659	6	(\$334)	\$236,326	(0%)	CEO
LCC-568	30-Jul-2019	Drilling and construction of geothermal bores	\$1,633,954	2	(\$4,596)	\$1,629,358	(0%)	Council
LCC-504	15-Oct-2018	Reconstruction of Vincent Road, Morwell	\$674,246	1	(\$6,010)	\$668,236	(1%)	Council
LCC-511	03-Jul-2018	Design and Construct of LED Sports Lighting at Morwell Recreation Reserve	\$374,450	1	(\$3,600)	\$370,850	(1%)	Council
LCC-680	18-Dec-2020	Morwell CBD Traffic Calming Works	\$227,892	10	(\$3,504)	\$224,388	(2%)	CEO
LCC-658-1	09-Oct-2020	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	\$305,359	4	(\$5,077)	\$300,282	(2%)	CEO
LCC-676	18-Dec-2020	Reconstruction of a Major Culvert at Scrubby Lane, Traralgon	\$278,137	2	(\$9,864)	\$268,273	(4%)	CEO
LCC-657-2	13-Oct-2020	Reconstruction East Street Yallourn Nth Stg 2 & Prince Street Moe – Kerb & Channel	\$315,039	1	(\$11,462)	\$303,577	(4%)	CEO
LCC-658-2	18-Sep-2020	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	\$429,605	1	(\$20,400)	\$409,205	(5%)	CEO
LCC-552	01-Apr-2019	Rehabilitation of Morwell Landfill Stages 1 and 2	\$3,986,825	9	(\$495,186)	\$3,491,639	(12%)	Council
			\$161,376,842	663	\$13,940,287	\$175,317,130	9%	

Details of Contract Variations 01 January 2020 - 30 June 2023							
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	5/06/2020	\$1,380	Other	Additional Building Surveyor Inspections	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	2/07/2020	\$7,250	Council Design Variation	Replace Safebridge System with Ash Grid System	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	14/07/2020	\$2,200	Council Design Variation	Deletion of Mobile Bar under Stair 5	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	14/07/2020	\$2,415	Other	Additional Building Inspections	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	14/07/2020	\$4,313	Council Design Variation	Church Street Civil Drainage Amendments	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	16/09/2020	\$830	Other Prolongation Costs	July Inspections & Lodgement Fee	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	12/11/2020	\$3,478	Council Design Variation	Lighting Value Management	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	12/12/2020	\$42,974	Council Design Variation	MacFarlane Burnet Demolition & Make-Good Detailed Documentation	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	10/05/2021	\$3,140	Council Design Variation	Mechanical Services Design for MacFarlane Burnet Area	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	10/05/2021	\$2,121	Council Design Variation	Additional Inspections & Lodgement Fees	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	10/05/2021	\$3,565	Council Design Variation	Additional Structural Engineering Inspections	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	11/05/2021	\$1,980	Council Design Variation	MacFarlane Burnet Area Render	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	20/05/2021	\$42,890	Council Design Variation	Additional Design Works for Creative Industries Training Centre	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	29/05/2021	\$95,523	Other Prolongation Costs	Extension of Construction Administration Services	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	2/07/2021	\$2,415	Other Prolongation Costs	Additional Inspections (Dec 2020 - April 2021)	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	20/09/2021	\$10,695	Council Design Variation	Structural Engineering for Creative Industries Training Centre Screen	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	1/10/2021	\$3,565	Council Design Variation	Design Additional Site Visits	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	15/10/2021	\$140	Other	Building Permit Disbursement Fee	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	30/11/2021	\$690	Other	Additional Inspections (June - October 2021)	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	30/11/2021	\$25,000	Other Prolongation Costs	Extension of Construction Services (Nov 2021 - Jan 2022)	
LCC-428	Latrobe Creative Precinct Design and Detailed Documentation	Jackson Architecture	25/03/2022	\$1,840	Other	Additional Permits	
LCC-428 Total				\$258,403			
LCC-445	Service of Environmental Auditor for Moe Landfill Rehabilitation Works	GHD	2/04/2021	\$8,725	Other	Auditor revision required	
LCC-445 Total				\$8,725			
LCC-478	Traralgon to Morwell Shared Path Design & Construct of Boardwalks	BSA Constructions	30/01/2020	\$3,600	Council Design Variation	Supply and installation of bollards to each boardwalk	
LCC-478	Traralgon to Morwell Shared Path Design & Construct of Boardwalks	BSA Constructions	23/04/2020	\$15,900	Council Design Variation	Construction of path approaches to boardwalks	
LCC-478	Traralgon to Morwell Shared Path Design & Construct of Boardwalks	BSA Constructions	11/05/2020	\$7,660	Design Omission	Additional Fill Material for Boardwalk Approaches	
LCC-478 Total				\$27,160			
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	15/01/2020	\$12,702	Council Design Variation	Consultant fees for eastern car park & mounding	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	15/01/2020	\$4,884	Council Design Variation	Changes to roof access to accommodate solar panels	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	16/01/2020	\$1,496	Council Design Variation	Revised Kitchen Design, in accordance with Design Specialist	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	31/01/2020	\$27,557	Latent Conditions	Contaminated soil removal	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	6/02/2020	(\$24,906)	Other	Credit for Asbestos removal	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	14/02/2020	\$14,330	Council Design Variation	Kindergarten fence replacement	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	4/03/2020	\$4,532	Council Design Variation	Additional anchors to starting blocks	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	19/05/2020	(\$935)	Other	Drinking Fountain credit	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	2/07/2020	\$20,184	Council Design Variation	Access control changes	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	30/07/2020	(\$7,500)	Council Design Variation	Aquaplay Colour Variation	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	30/07/2020	\$1,650	Council Design Variation	Audio Visual Provisional Sum extra over	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	20/08/2020	(\$8,000)	Council Design Variation	Manual Roller Blind	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	26/08/2020	\$14,577	Latent Conditions	25m Pool Contamination	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	16/09/2020	(\$17,600)	Other	Aluminium Submains	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	28/09/2020	\$3,774	Council Design Variation	Bi-Lock cylinders for Master Keying system	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	27/10/2020	\$7,361	Council Design Variation	Additional tiling	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	18/11/2020	\$3,449	Council Design Variation	Bench seat Armrests	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	18/11/2020	\$1,415	Council Design Variation	Intercom to Wellness Centre	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	18/11/2020	\$16,200	Council Design Variation	Perimeter palisade fencing	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	18/11/2020	\$10,762	Council Design Variation	Main entry furniture	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	9/12/2020	\$34,172	Council Design Variation	Kay St Pedestrian Path Replacement	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	9/12/2020	\$32,778	Council Design Variation	Kindergarten fence replacement	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	12/01/2021	\$25,000	Additional Works	Addition of Manager's Office	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	15/01/2021	(\$76,626)	Council Design Variation	Eastern carpark credit	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	14/02/2021	\$41,548	Council Design Variation	Additional signage costs	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	14/02/2021	\$5,940	Council Design Variation	Re-paint ceilings and walls in amenity areas for colour change	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	19/02/2021	\$23,224	Council Design Variation	Breed St Entrance Redesign	

Details of Contract Variations 01 January 2020 - 30 June 2023							
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	26/02/2021	\$3,025	Council Design Variation	Wireless HDMI connection in meeting rooms	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	17/03/2021	\$5,114	Council Design Variation	Manager's Office - Additional costs	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	29/03/2021	\$8,734	Council Design Variation	Mounding works around the 25m pool	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	29/03/2021	\$4,047	Council Design Variation	Temp fence hire	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	6/04/2021	\$6,815	Council Design Variation	Additional electrical works	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	6/04/2021	\$16,699	Council Design Variation	Lawn works to eastern carpark area	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	23/04/2021	\$19,898	Other	Contaminated soil excavation works	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	23/04/2021	\$20,690	Latent Conditions	South carpark contaminated spoil	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	23/04/2021	\$9,350	Council Design Variation	Feature & level survey of GRAC site	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	30/04/2021	(\$38,113)	Other	Credit for utility usage during construction	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	30/04/2021	(\$94,445)	Other	Unused provisional sum	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	10/06/2021	(\$8,010)	Other	Credit for gas usage during construction	
LCC-502	Gippsland Regional Aquatic Centre	ADCO Constructions	22/05/2022	\$59,776	Latent Conditions	Removal of underground storage tank and contaminated soil	
LCC-502 Total				\$185,546			
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	3/03/2020	(\$1,095)	Council Design Variation	Vehicle/Pedestrian Gate Deletion	
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	4/03/2020	\$7,971	Design Omission	94m³ of additional crushed rock	
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	4/03/2020	\$2,116	Design Omission	Swale Drain Installation	
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	4/03/2020	\$745	Council Design Variation	Removal of decommissioned pole	
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	2/04/2020	\$8,724	Council Design Variation	Additional drainage works	
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	7/10/2020	(\$12,916)	Council Design Variation	Provisional Sums (CREDIT) for Geotech Light Footing	
LCC-506	Synthetic Oval and LED Sports Lighting at Morwell Recreation Reserve	Tuff Turf N Co Pty Ltd	15/10/2020	(\$600)	Other	Cleaning of Access track	
LCC-506 Total				\$4,945			
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	3/02/2020	(\$7,204)	Council Design Variation	Cove Tiles	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	3/02/2020	\$20,755	Other	Supply and install electrical services from the Main Switchboard to new pavilion	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	21/02/2020	\$10,890	Council Design Variation	Replace doors and glazing to courts 5 and 6	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	21/02/2020	\$34,176	Council Design Variation	Stud Wall to rear of grandstand	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	24/02/2020	\$686	Council Design Variation	Joinery Extension in Kitchenette	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	12/03/2020	\$16,649	Latent Conditions	Modification to structure at west end	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	2/04/2020	\$83,566	Additional Works	Construct Half-Court Basketball Court	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	21/04/2020	(\$7,007)	Council Design Variation	Delete Concrete Paving	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	21/04/2020	\$1,859	Design Omission	Additional event GPO's	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	11/08/2020	\$2,877	Council Design Variation	Joinery Gates at points of sale	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	27/10/2020	\$24,297	Council Design Variation	Automatic Door Install and Window Alteration	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	5/03/2021	\$108,346	Council Design Variation	Court Nine Works	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	5/05/2021	\$3,421	Latent Conditions	Additional Court 9 works	
LCC-507	Design and construct of Traralgon Sports Stadium	Becon Constructions	29/05/2021	(\$195,652)	Other	Provisional sum adjustment	
LCC-507 Total				\$97,658			
LCC-508	Synthetic Soccer Pitch & Sports Lighting at Latrobe City Sports & Entertain Stadium	Turf One Pty Ltd	26/02/2020	(\$27,100)	Council Design Variation	Credit for works not undertaken	
LCC-508	Synthetic Soccer Pitch & Sports Lighting at Latrobe City Sports & Entertain Stadium	Turf One Pty Ltd	2/03/2020	\$924	Council Design Variation	Granitic Sand Path	
LCC-508	Synthetic Soccer Pitch & Sports Lighting at Latrobe City Sports & Entertain Stadium	Turf One Pty Ltd	11/03/2020	(\$17,400)	Council Design Variation	Change in 12 month maintenance period	
LCC-508 Total				(\$43,576)			
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	30/01/2020	\$12,737	Additional Works	Installation of Scoreboard	
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	2/03/2020	(\$2,090)	Other	No longer supplying water external fountain	
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	4/03/2020	\$4,356	Council Design Variation	Add Synthetic Grass & Additional Lane Netting	
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	4/03/2020	\$24,696	Council Design Variation	Speed Radar Equipment	
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	2/04/2020	\$3,102	Council Design Variation	Install Shade Mesh to External Courtyard	
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	2/04/2020	\$684	Latent Conditions	Turf Maintenance	
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	7/04/2020	\$5,236	Latent Conditions	Out of Hours Electrical Works	
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	8/09/2020	\$1,309	Council Design Variation	Storage Shed Benching	
LCC-510	Design and Construct- Cricket Centre of Excellence at Ted Summerton Reserve, Moe	Langden Constructions	27/10/2020	\$4,730	Latent Conditions	Outdoor Wicket Additional Works	
LCC-510 Total				\$54,759			
LCC-511	Design and Construct of LED Sports Lighting at Morwell Recreation Reserve	Contracting Kings	17/06/2020	(\$3,600)	Council Design Variation	Removal of supply of bollards	
LCC-511 Total				(\$3,600)			
LCC-512A	Project Management Consultancy	Coffey Services	21/05/2021	\$10,000	Additional Works	Additional external project management	
LCC-512A Total				\$10,000			
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	1/04/2020	\$73,500	Other	Demolition Works at Traralgon Service Centre	

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	27/04/2020	\$10,918	Design Error	Replacement and relocation of water main to Traralgon Service Centre
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	1/05/2020	\$39,600	Council Design Variation	Additional Scope for Syphonic Works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	7/05/2020	\$65,164	Council Design Variation	Additional Scope for Distribution Boards
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/05/2020	\$7,479	Council Design Variation	Additional Piling & Design
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2020	\$13,534	Council Design Variation	Replacement of Conventional Roof Drainage with Syphonic
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	9/09/2020	\$14,821	Latent Conditions	Excavation, disposal of Asbestos and relocation of an existing sewer line
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	9/09/2020	\$17,487	Design Omission	Alterations to 'On Site Detention' Drainage Pits & Pipes
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	9/09/2020	\$17,487	Design Omission	Alterations to 'On Site Detention' Drainage Pits & Pipes
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	12/10/2020	\$6,283	Council Design Variation	Alternative Data Links
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/10/2020	\$5,843	Council Design Variation	Additional Planter Wall
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/10/2020	\$5,843	Council Design Variation	Additional Planter Wall
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	15/10/2020	\$59,849	Council Design Variation	Upgrade to stormwater pump
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	6/11/2020	\$32,636	Council Design Variation	Additional Light Fittings & Emergency Lights
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/11/2020	\$1,614	Council Design Variation	Removal and make good of concrete ramp
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/11/2020	\$6,600	Council Design Variation	Additional Flytower Structural Modelling
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/11/2020	\$8,599	Design Omission	Additional Plasterboard & Changes to Auditorium Ceiling
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	15/01/2021	\$1,000,000	Council Design Variation	Deed of Variation created to resolve differences between the original tendered design documents & the final construction issue documents
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	19/01/2021	\$26,257	Council Design Variation	Removal of steps and build retaining wall
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/02/2021	\$1,794	Council Design Variation	Additional Data and Power Points for Office Spaces
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/02/2021	\$16,176	Design Omission	Additional Floor Waste Grates & Drainage in Podium & Loading Dock
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/02/2021	\$897	Council Design Variation	Change in Wall Type for Stair 4 Brick Walls
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/02/2021	\$6,529	Design Error	Compliant Changing Places Equipment
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	19/02/2021	\$3,055	Council Design Variation	Additional Drainage for Drinking Fountains
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	19/02/2021	\$2,552	Council Design Variation	Render Changes
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	19/02/2021	\$33,968	Council Design Variation	Vitranel Substitution instead of Compressed Fibre Cement
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/04/2021	\$19,520	Council Design Variation	Additional Data & Power to Fly Tower Roof
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/04/2021	\$12,226	Design Omission	Additional Steel for Meeting Room Operable Wall
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/04/2021	\$3,069	Design Omission	Battening and Villaboard for Kitchen East Wall
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	16/04/2021	\$24,584	Council Design Variation	MacFarlane Burnet Structural Works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/05/2021	\$7,403	Council Design Variation	Change in Trench Heater Grille Types
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	29/05/2021	\$1,903	Council Design Variation	Toilet Partition Hardware Change
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	7/06/2021	\$556	Council Design Variation	Data & Power Point for Visitor Information Centre
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/06/2021	\$3,290	Council Design Variation	Additional Data and WAP Points
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/06/2021	\$1,188	Council Design Variation	Relocation of Kitchen Water Points
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	14/07/2021	\$10,351	Council Design Variation	Custom Step Ladders for Plant Deck Areas
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	27/07/2021	\$1,300	Design Omission	Stair 16 Tactiles
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	27/07/2021	\$3,916	Council Design Variation	Additional Waste to south west Podium Corner
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	27/07/2021	\$3,575	Council Design Variation	Extra Handrail in Auditorium Balcony
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	27/07/2021	\$282,942	Council Design Variation	MacFarlane Burnet Civil & Landscape Works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/08/2021	\$24,805	Council Design Variation	Creative Industry Training Centre Facade Demolition
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	25/08/2021	\$4,563	Council Design Variation	Kitchen Automatic Gas Shut Off Valve
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	3/09/2021	(\$50,883)	Council Design Variation	Adjustment for Final Light Fittings
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	3/09/2021	\$20,814	Council Design Variation	Alternative Fascia Cladding
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	3/09/2021	\$605	Design Omission	Fire Detection to Stage Sliding Door
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	3/09/2021	\$234,239	Other	Grey Street Car Park Pavement & Kerbing
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	3/09/2021	\$7,517	Council Design Variation	Alternative Smoke Detectors in Level 1 Ceiling
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2021	\$3,948	Design Omission	Power to Basement Stormwater Pump
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2021	\$2,923	Council Design Variation	Additional Electrical Works in Dimmer Room
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2021	\$4,924	Council Design Variation	Grams per Square Meter Units for Lifts 1, 2 & 3
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2021	\$1,925	Council Design Variation	Additional Screed & Waterproofing to Podium
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	8/09/2021	\$19,349	Council Design Variation	Additional Fireman Jacking Points & Manual Call Points
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	2/11/2021	\$5,214	Design Omission	Install Additional Magnetic Door Holders

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	2/11/2021	\$528	Design Omission	Conduit Re-work in Post Tension Slab
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	2/11/2021	\$3,208	Design Omission	Supply & Install Mat to Cafe Door
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	18/11/2021	\$527,935	Council Design Variation	MacFarlane Burnet Architectural Works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$1,797	Design Omission	Additional Acoustic Door Seals
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$16,082	Design Omission	Plasterboard Above Glazed Facade for Air Sealing
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$1,253	Council Design Variation	Repaint Proscenium Arch Cladding
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$2,033	Council Design Variation	UPS Power from Comms Room to Sales Office
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$1,298	Council Design Variation	Additional Plaster Wall in Meeting Room Foyer
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$7,150	Council Design Variation	Demolish and Remove Concrete Water Tanks
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$48,951	Council Design Variation	Uplights and Paving for Feature Signage
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$2,860	Council Design Variation	MacFarlane Burnet Meeting Room Foyer Carpet
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2021	\$264,669	Council Design Variation	Creative Industry Training Centre Eastern Facade Additional Works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/02/2022	\$8,672	Council Design Variation	Supply & Install Replacement Pit Lids, Telstra Pits & Inspection Points
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/02/2022	\$573	Design Omission	Additional Data Run to Upstairs Office
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/02/2022	\$11,198	Council Design Variation	Visitor Information Centre Brochure Racks
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$12,022	Council Design Variation	Additional Landscape and Civil Works to Outdoor Area
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$1,386	Council Design Variation	Isolation Switch to Stage
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$495	Council Design Variation	Thermal Detector in Waste Room
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$961	Design Omission	Additional Handrails to Stairs 18 & 19
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$2,518	Design Omission	Additional Tactiles and Nosing to Basement and BOH Ramps
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$4,776	Design Omission	Additional Lights to Aisle Seating
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/03/2022	\$2,959	Design Error	Alteration to MacFarlane Burnet Downpipe
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	10/05/2022	\$7,592	Design Error	Anti graffiti works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	12/05/2022	\$6,963	Council Design Variation	Epoxy stone to tree surround in court yard
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/05/2022	\$7,592	Design Error	Anti graffiti works
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/05/2022	\$2,214	Council Design Variation	Additional light fittings
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	13/05/2022	\$17,776	Council Design Variation	Facade alterations to CITC
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/05/2022	\$7,315	Council Design Variation	Speed panel to ceiling in stairwell
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/05/2022	\$677	Latent Conditions	Irrigation to turf area
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/05/2022	\$7,753	Design Omission	Stair nosing to stair 7 and 8
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/05/2022	\$1,925	Design Omission	Additional angle to the balcony
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	23/06/2022	\$2,173	Other	Data link cables for IT wifi Project
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/07/2022	\$2,200	Council Design Variation	Installation of additional sub board in Creative Industry Training Centre
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/07/2022	\$7,008	Council Design Variation	Stair nosing and additional exposed concrete
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/07/2022	\$14,300	Council Design Variation	Additional downpipes and trench grate
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	26/08/2022	(\$92,932)	Council Design Variation	Provisional sum adjustment
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	22/11/2022	\$4,615	Council Design Variation	Additional flashings to Creative Industries Training Centre
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	20/12/2022	\$12,155	Council Design Variation	Render to the Creative Industries Training Centre eastern facade and paint
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	15/08/2023	\$19,757	Design Error	Door hardware adjustments throughout
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions	15/08/2023	\$3,592	Design Error	Backflow prevention device
LCC-529 Total				\$3,090,247		
LCC-535	Preparation of works approval application for Hyland Highway landfill extension	GHD	3/02/2020	\$3,770	Other	Review and prepare right to response letters to EPA
LCC-535 Total				\$3,770		
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	2/01/2020	\$830	Additional Works	Supply and Install Dishwasher
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	11/03/2020	(\$4,450)	Additional Works	Building permit
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	11/03/2020	\$3,135	Council Design Variation	Additional Joinery
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	11/03/2020	\$3,575	Council Design Variation	Re-design Paintball Shed
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	19/03/2020	\$3,515	Latent Conditions	Hire of generator
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	19/03/2020	\$2,497	Council Design Variation	Supply & Installation of (2) Aluminium seats
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	7/04/2020	\$12,254	Council Design Variation	Additional Electrical Works
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	13/08/2020	\$3,871	Council Design Variation	Construction of retaining wall
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	19/08/2020	\$1,518	Council Design Variation	Install Lighting Control switches for soccer lights into Pavilion
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	24/08/2020	\$781	Council Design Variation	Relocate PA System out of IT Cabinet

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-543	Design and Construct - Multi-Use Pavilion at Monash Reserve Newborough	Langden Constructions	2/09/2020	\$2,970	Council Design Variation	Additional Landscape works for paintball shed
LCC-543 Total				\$30,495		
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	13/01/2020	\$5,000	Council Design Variation	Supply & Install Turf Sand to design height
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	13/01/2020	\$7,239	Additional Works	Footpath to new cricket nets
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	16/01/2020	\$25,550	Additional Works	Sand capping layer to allow final trim
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	24/03/2020	\$24,315	Design Omission	Extra drainage, causeway & pedestrian crossing works
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	25/03/2020	\$2,447	Additional Works	Additional planting to oval
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	6/05/2020	\$3,575	Council Design Variation	Removal of tree roots
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	7/05/2020	(\$3,848)	Other	Removed new stormwater drainage from Morwell Recreation Reserve
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	8/09/2020	\$47,935	Council Design Variation	Pedestrian and Safety Provisions
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	18/11/2020	\$4,600	Additional Works	Additional Sprigging
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	23/11/2020	\$7,710	Other	Viewing Mound Construction
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	3/02/2021	\$9,882	Other	Turfing
LCC-545	Redevelopment of the Keegan Street Reserve, Morwell	A1 Civil Pty Ltd	26/02/2021	\$17,805	Council Design Variation	Perimeter Oval Drainage
LCC-545 Total				\$152,209		
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	31/01/2020	(\$207,252)	Other	desilting of stormwater pond, underground leachate interception drain & placement of rock in drains are to reduce ongoing and perceived risks
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	26/02/2020	\$11,259	Additional Works	additional works for the stormwater drains
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	16/04/2020	(\$193,664)	Latent Conditions	Measures to control Stormwaters and additional soil.
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	16/06/2020	\$23,431	Latent Conditions	Issues caused by erosion gullies on the prepared landfill surface.
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	29/06/2020	\$2,500	Other	enclosure for Lysimeter equipment was strengthened to make it vandal proof.
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	27/07/2020	\$12,875	Latent Conditions	Additional erosion protection works.
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	21/12/2020	\$39,473	Latent Conditions	Additional maintenance works required to address erosion issues
LCC-552	Rehabilitation of Morwell Landfill Stages 1 and 2	RTL Mining & Earthworks	27/04/2021	\$27,328	Council Design Variation	additional works to improve quality of vegetation.
LCC-552 Total				(\$284,051)		
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	20/03/2020	\$33,999	Council Design Variation	Equipment changes due to design development
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	19/04/2021	\$17,000	Council Design Variation	Supply & Install of edge of stage trough
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	3/08/2021	\$6,000	Design Omission	Stage Door Uninterrupted Power Supply Unit
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	13/08/2021	\$74,169	Council Design Variation	Digital Screen and Audio Visual Works for Outdoor Area
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	2/09/2021	\$7,500	Design Omission	Auditorium Stage Stair Covers
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	3/09/2021	\$41,700	Design Omission	Additional Cable Trays
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	30/12/2021	\$163,900	Council Design Variation	LED Screen and Shroud on Eastern Wall
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	27/02/2022	\$7,241	Design Omission	Bar - Portrait TV Displays
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	25/03/2022	\$11,832	Council Design Variation	Meeting Room Hearing Augmentation
LCC-556	Latrobe Creative Precinct - Supply and Installation of Specialist Theatre Equipment	Installation Theatrical Engineering	6/04/2022	\$8,460	Council Design Variation	Additional Electronic Theatre Controls (ETC) Source Four Lights
LCC-556 Total				\$371,801		
LCC-561	Hyland Highway Landfill - Installation of Gas Wells - Stage 3	Run Energy	11/04/2020	\$38,702	Latent Conditions	Landfill Gas flow line modification
LCC-561	Hyland Highway Landfill - Installation of Gas Wells - Stage 3	Run Energy	29/06/2021	\$52,915	Other	Operation & Maintenance of Gas Collection System and flare for 1st year
LCC-561 Total				\$91,617		
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	7/05/2020	(\$8,855)	Council Design Variation	Reduced number of smart bench seats
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	10/05/2020	\$24,850	Council Design Variation	Square Planter Boxes for Tarwin Street Gathering Space

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	10/05/2020	(\$5,000)	Other	Remove Item 1.9 From Schedule "Contingency sum for the testing of materials and work in accordance with the requirements of Clause 100.10 of the Specification".
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	15/06/2020	\$14,665	Latent Conditions	Profiling and Asphaltting beyond extent of Works on Tarwin Street
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	15/06/2020	\$7,140	Design Omission	Hub of the Valley feature paving - Tarwin Street
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	26/08/2020	(\$14,607)	Council Design Variation	Reduce Item 7.1 "Contingency" due to reductions in seating quantities
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	25/11/2020	(\$1,096)	Council Design Variation	Removal of Bollards from the schedule.
LCC-565	Morwell CBD Revitalisation	Ace Earthmoving Pty Ltd	27/05/2021	\$9,500	Council Design Variation	Asphalt reinstatement - LCC HQ carpark
LCC-565 Total				\$26,597		
LCC-567	Construction of Morwell to Traralgon Shared Pathway – STAGE 4	Quality Roads Pty Ltd	25/03/2020	\$4,770	Council Design Variation	Additional Drainage
LCC-567 Total				\$4,770		
LCC-568	Drilling and construction of geothermal bores	Drilltec	19/11/2020	(\$4,596)	Council Design Variation	Stainless steel screens
LCC-568 Total				(\$4,596)		
LCC-569	Hydrogeological Engineering Supervision of Geothermal Bore Construction	Rockwater	7/12/2020	\$4,264	Other	Pumping & injection assessment
LCC-569	Hydrogeological Engineering Supervision of Geothermal Bore Construction	Rockwater	11/02/2021	\$5,000	Other Prolongation Costs	Additional consultancy required for licencing
LCC-569	Hydrogeological Engineering Supervision of Geothermal Bore Construction	Rockwater	22/04/2021	\$5,000	Additional Works	Additional consultancy required for geothermal reporting
LCC-569	Hydrogeological Engineering Supervision of Geothermal Bore Construction	Rockwater	24/05/2021	\$17,479	Additional Works	Additional Hydrogeologist support for geothermal reporting to Southern Rural Water
LCC-569 Total				\$31,743		
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	3/02/2020	\$13,025	Latent Conditions	Blinding Concrete
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	3/02/2020	\$2,432	Council Design Variation	Additional Shower
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	24/03/2020	\$7,359	Council Design Variation	Electrical mains from existing pavilion to new pavilion
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	8/04/2020	\$19,586	Council Design Variation	Additional paving , ramps and stairs
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	25/05/2020	\$638	Latent Conditions	Additional stormwater pit to the new paving, and also engaging an external contractor to locate possible existing services within the site while undertaking sewer mains work.
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	25/05/2020	\$3,465	Latent Conditions	Design of DDA ramp
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	27/05/2020	\$5,555	Council Design Variation	Addition concrete path
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	5/06/2020	\$2,939	Council Design Variation	Pads and tactiles
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	10/06/2020	\$5,418	Council Design Variation	Fabricate and install galvanised handrails to the concrete path, stairs and ramp to the North side of the building
LCC-577	Design and Construct - Multi-Use Change Room Facility at Ronald Reserve, Morwell	Langden Constructions	18/08/2021	\$22,915	Council Design Variation	Repair to court surface - Court 9 and 10
LCC-577 Total				\$83,331		
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	23/01/2020	\$14,391	Design Omission	Installation of sewerage pump pit
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	23/01/2020	\$677	Council Design Variation	CCTV Data Cabinet
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	9/02/2020	\$842	Council Design Variation	Additional taps
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	4/03/2020	\$5,353	Council Design Variation	Salto door furniture - Supply and fit
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	14/04/2020	\$3,232	Design Omission	Extra concreting and scoria rock
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	14/04/2020	\$1,747	Design Omission	Removable Bollards
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	21/04/2020	\$540	Council Design Variation	Drop bolts to doors
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	2/06/2020	\$1,033	Design Omission	Mount and supply fixtures
LCC-579	Design and Construct – New Multi-Use Change Room Facility at Apex Park, Traralgon	Kingbuilt Homes Pty Ltd	18/06/2020	\$535	Additional Works	Salto door furniture
LCC-579 Total				\$28,349		
LCC-581	Latrobe Creative Precinct Project Management Consultancy	Ontoit Global Pty Ltd	15/05/2020	\$39,000	Additional Works	Additional cost review management
LCC-581	Latrobe Creative Precinct Project Management Consultancy	Ontoit Global Pty Ltd	15/01/2021	\$95,212	Other	Extension of Project Management Services for 2021
LCC-581	Latrobe Creative Precinct Project Management Consultancy	Ontoit Global Pty Ltd	13/05/2022	(\$5,000)	Other	Reduction in Contract Sum for Services Not Required
LCC-581 Total				\$129,212		
LCC-584	Hyland Highway Landfill - Management of Gas Extraction System	Mcmahon Services	2/03/2020	\$10,212	Additional Works	Supply of temporary flare until the new flare is installed
LCC-584	Hyland Highway Landfill - Management of Gas Extraction System	Mcmahon Services	22/10/2021	(\$4,850)	Council Design Variation	Software modification completed at change over
LCC-584 Total				\$5,362		
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	7/02/2020	\$1,720	Council Design Variation	Additional Plumbing
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	11/02/2020	\$4,840	Design Omission	Septic tank replacement
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	24/02/2020	\$2,860	Council Design Variation	Ceiling Linings
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	4/03/2020	\$67,359	Council Design Variation	Mains Fire Service
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	15/04/2020	\$761	Council Design Variation	Additional Floor Tiling

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	21/04/2020	\$2,500	Council Design Variation	Epoxy Floor Covng
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	27/04/2020	\$5,000	Council Design Variation	Existing Pavilion Window Renewal
LCC-588	Traralgon South Sports Pavilion Extension	Allchin Builders	5/06/2020	\$2,207	Council Design Variation	Additional Painting and Landscaping
LCC-588 Total				\$87,246		
LCC-590B	Reconstruction of Lafayette Street, Traralgon	MTS Excavations and Drilling	23/01/2020	\$10,000	Latent Conditions	Gas Repairs
LCC-590B	Reconstruction of Lafayette Street, Traralgon	MTS Excavations and Drilling	6/02/2020	\$4,960	Latent Conditions	Gas main proving and removal
LCC-590B	Reconstruction of Lafayette Street, Traralgon	MTS Excavations and Drilling	19/03/2020	\$8,590	Design Omission	Various upgrades to drainage and pram crossings
LCC-590B Total				\$23,550		
LCC-591	Design and Construction of Car Park Monash Reserve Newborough	Ace Earthmoving Pty Ltd	1/03/2020	\$4,440	Latent Conditions	Soft spot Rectification
LCC-591	Design and Construction of Car Park Monash Reserve Newborough	Ace Earthmoving Pty Ltd	12/03/2020	\$6,550	Council Design Variation	Construction of driveway
LCC-591	Design and Construction of Car Park Monash Reserve Newborough	Ace Earthmoving Pty Ltd	12/03/2020	(\$11,250)	Council Design Variation	Temporary Access Road
LCC-591 Total				(\$260)		
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	20/11/2020	\$31,625	Latent Conditions	Import and place 1000m3 of structural clay fill material to replace unsuitable subgrade material
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	26/02/2021	(\$8,985)	Latent Conditions	Reduction of structural clay quantity
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	5/03/2021	\$88,870	Council Design Variation	Install 350lux sports lighting on the northern courts
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	5/03/2021	\$65,906	Council Design Variation	Install cushioned playing surface to northern courts
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	17/03/2021	\$14,229	Council Design Variation	Additional geotextile bridging material to address sub grade issues
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	17/03/2021	(\$11,500)	Council Design Variation	Remove unused items from the pricing schedule
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	21/04/2021	\$8,330	Council Design Variation	Provide dedicated on court lockable switching for flood lights
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	14/05/2021	(\$9,765)	Latent Conditions	Reduce quantity of tree root barrier
LCC-592	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	A.S Lodge (VIC) Pty Ltd	3/06/2021	\$990	Design Omission	Install double gate for emergency vehicle and maintenance
LCC-592 Total				\$179,700		
LCC-593A	Reconstruction of Beck Street, Moe and East Street, Yallourn North	Eastern Construction	6/05/2020	\$9,870	Additional Works	Asphalt Works adjacent to Beck Street
LCC-593A Total				\$9,870		
LCC-593B	Reconstruction of East Street, Yallourn North	Fowlers Asphaltng	6/01/2020	\$4,000	Additional Works	Addition of recycled compost material
LCC-593B Totals				\$4,000		
LCC-596A	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Kingbuilt Homes Pty Ltd	27/05/2020	\$3,138	Latent Conditions	Change of scope to path
LCC-596A	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Kingbuilt Homes Pty Ltd	28/05/2020	\$715	Council Design Variation	Change of door furniture
LCC-596A Total				\$3,853		
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	1/04/2020	(\$6,600)	Council Design Variation	Water Tanks
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	1/04/2020	\$990	Council Design Variation	Upgrade storm water pipes
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	27/04/2020	\$3,416	Council Design Variation	Supply ceiling in main store room
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	18/05/2020	\$1,300	Council Design Variation	Supply Storm water pit to legal discharge
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	27/05/2020	\$286	Council Design Variation	Extra general power outlets and data
LCC-596B	Traralgon Railway Reservoir Conservation Reserve - Construction of Assembly Shed and Accessible Toilet	Langden Constructions	19/06/2020	\$275	Council Design Variation	Supply and install brushes to external sliding door, reducing cover gap
LCC-596B Total				(\$334)		
LCC-597	Dunbar Road Remediation Environmental Consulting Services	ADE Consulting Group	2/10/2020	\$21,000	Other	Clean fill importing and waste disposal
LCC-597	Dunbar Road Remediation Environmental Consulting Services	ADE Consulting Group	29/05/2021	\$6,780	Additional Works	Auditor close out inspection and follow up
LCC-597	Dunbar Road Remediation Environmental Consulting Services	ADE Consulting Group	23/03/2022	\$8,070	Other Prolongation Costs	Additional backfill testing - Dunbar Road
LCC-597	Dunbar Road Remediation Environmental Consulting Services	ADE Consulting Group	21/03/2023	\$4,000	Latent Conditions	Remediation works completed in May 2022
LCC-597 Total				\$39,850		
LCC-599	Hyland Highway Landfill - Construction of Landfill Cap - Cell 3 (Stage 2)	Goldsmith Civil Env	22/07/2020	\$61,797	Other	Total waste excavated and replaced within works area at rate provided at Tender
LCC-599 Total				\$61,797		
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	16/09/2020	\$814	Council Design Variation	First Aid Room Window
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	16/09/2020	\$12,568	Other	Supply and Install Joinery
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	16/09/2020	\$5,324	Design Omission	Stormwater Pit

Details of Contract Variations 01 January 2020 - 30 June 2023							
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	16/09/2020	\$4,527	Other	Replace Doors	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	30/09/2020	\$7,827	Latent Conditions	Blinding Concrete	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	5/10/2020	\$2,618	Latent Conditions	Additional Concrete	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	28/10/2020	\$1,584	Council Design Variation	Acoustic Insulation to doors	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	11/11/2020	\$8,498	Other	Door Hardware	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	11/11/2020	\$7,284	Council Design Variation	CCTV Installation	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	13/11/2020	\$34,551	Council Design Variation	Various Works - GPO's and Antenna points, Works to existing building including roofing, render, paint and guttering, install concrete paving to rear of building.	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	17/11/2020	\$5,198	Other	Floor Coverings	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	17/11/2020	(\$715)	Other	Revised Door Hardware	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	20/11/2020	\$8,140	Other	Painting the underside of the concrete stairs and grandstand seating	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	4/12/2020	\$10,197	Council Design Variation	Hand Dryers & Baby Change	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	5/01/2021	\$15,989	Council Design Variation	Additional Floor Tiling & Rubber In Lieu of Painting	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	26/01/2021	\$1,112	Council Design Variation	Relocate Networks Services	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	3/02/2021	\$5,236	Council Design Variation	Turfing	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	26/02/2021	\$5,676	Council Design Variation	Ice Baths	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	3/03/2021	(\$1,908)	Council Design Variation	Alternative Light Fittings	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	5/03/2021	(\$720)	Council Design Variation	Hydroseeding	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	17/03/2021	\$1,753	Council Design Variation	Additional asphaltting works	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	18/03/2021	\$5,808	Latent Conditions	Additional Floor Preparation	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	28/04/2021	\$1,056	Council Design Variation	Flashing to Doorways	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	30/04/2021	\$9,493	Council Design Variation	Flashing to Grandstand	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	20/05/2021	\$1,384	Design Error	Add Salto to change room door	
LCC-600	Construction of the Grandstand Change Room Facility Morwell Recreation Reserve	Langden Constructions	2/07/2021	\$1,353	Council Design Variation	Perforated Mesh to Windows	
LCC-600 Total				\$154,644			
LCC-605	The Provision of Service of an Environmental Auditor for the Construction of Hyland Highway Landfill Cap - Cell 3 (Stage 2)	GHD	27/10/2020	\$6,600	Other	Construction Auditor altering approved plans.	
LCC-605 Total				\$6,600			
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	29/04/2020	\$6,899	Latent Conditions	Concrete Blindings	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	16/06/2020	\$5,610	Design Error	Exhaust Fans	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	17/06/2020	\$682	Design Error	Services Bulkhead	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	16/07/2020	\$1,617	Design Omission	Services Bulkhead	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	16/07/2020	\$283	Council Design Variation	Ceiling Insulation	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	16/07/2020	\$897	Design Error	Widen Air Conditioner Opening	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	12/08/2020	\$1,122	Council Design Variation	External Powerpoint Connection	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	13/08/2020	\$1,232	Other	Alternative Appliances	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	13/08/2020	\$36,861	Council Design Variation	Additional Concrete Works	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	5/10/2020	\$8,270	Council Design Variation	CCTV and Fibre	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	7/10/2020	\$2,915	Council Design Variation	Stormwater Pit Supply and Installation	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	12/11/2020	\$13,167	Council Design Variation	Various Works - Mulch, Drainage, Servery Door, Shelving	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	29/03/2021	\$18,315	Additional Works	Supply and install rubber and tiles in change rooms and umpires change	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	28/04/2021	\$1,826	Council Design Variation	Ventilation to Kitchen	
LCC-606	Catterick Crescent Reserve Pavilion Construction	Langden Constructions	27/07/2021	\$5,090	Design Error	Add Structural Columns	
LCC-606 Total				\$104,786			
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthworks	20/04/2020	\$25,110	Council Design Variation	Tree Removal to revised design boundaries	
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthworks	11/05/2020	\$34,953	Design Omission	New swale drain and 3 additional rock drains	
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthworks	16/06/2020	\$29,525	Design Omission	Additional Leachate Collection Drain.	
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthworks	3/08/2020	\$14,479	Latent Conditions	Additional Landfill quantity, due to excessive volume	
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthworks	25/11/2020	\$47,191	Latent Conditions	Additional Works required to address erosion	
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthworks	30/11/2020	\$23,000	Council Design Variation	Install sterile rye crop until planting of native vegetation in winter to prevent erosion on landfill cap.	
LCC-608	Rehabilitation of Stages 2 & 3 of Moe Landfill	RTL Mining & Earthworks	5/01/2021	\$138,713	Other	Seepage restriction from stage 1, into stage 2.	
LCC-608 Total				\$312,971			
LCC-609	Design & Construct - Traralgon Sports Stadium Roof & Wall Replacement	McCulloch Plumbing	21/04/2020	\$24,600	Council Design Variation	Re-cladding east wall	

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-609	Design & Construct - Traralgon Sports Stadium Roof & Wall Replacement	McCulloch Plumbing	6/05/2020	\$43,600	Council Design Variation	Supply and Install Wall Ventilation
LCC-609 Total				\$68,200		
LCC-613	Reconstruction of Retaining Wall at Bridges Avenue, Traralgon	Ace Earthmoving Pty Ltd	19/05/2020	\$11,651	Council Design Variation	Addition of Fencing
LCC-613 Total				\$11,651		
LCC-617	CORRIGAN RESERVE, NEWBOROUGH – AMENITIES REFURBISHMENT	BDB Builders Pty Ltd	24/02/2020	\$3,572	Council Design Variation	Upgrade to referee's room
LCC-617	CORRIGAN RESERVE, NEWBOROUGH – AMENITIES REFURBISHMENT	BDB Builders Pty Ltd	8/04/2020	\$3,106	Council Design Variation	Drainage work
LCC-617	CORRIGAN RESERVE, NEWBOROUGH – AMENITIES REFURBISHMENT	BDB Builders Pty Ltd	24/04/2020	\$400	Council Design Variation	Paint floor in new change room
LCC-617	CORRIGAN RESERVE, NEWBOROUGH – AMENITIES REFURBISHMENT	BDB Builders Pty Ltd	24/04/2023	\$2,880	Council Design Variation	Concrete path from Referee room.
LCC-617 Total				\$9,958		
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	22/05/2020	\$6,408	Latent Conditions	Asbestos removal and disposal of kitchen
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	11/06/2020	(\$1,001)	Council Design Variation	Bi-fold Door
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	28/07/2020	\$207,691	Latent Conditions	Additional Structural and Remediation Works
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	20/08/2020	\$4,802	Additional Works	Additional asbestos removal, kitchen wall & packing sand
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	8/09/2020	\$4,620	Latent Conditions	Concrete slab - amenities
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	16/09/2020	\$3,421	Design Omission	Additional framing
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	12/10/2020	\$2,200	Design Omission	Female amenities - Mechanical ventilation
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	15/10/2020	(\$2,000)	Council Design Variation	Roller shutter
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	15/10/2020	\$9,625	Latent Conditions	Additional concreting
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	26/11/2020	\$1,144	Design Omission	Miscellaneous changes
LCC-619	Yinnar District Memorial Hall - Refurbishment	Allchin Builders	1/12/2020	\$3,900	Latent Conditions	Moisture barrier for concrete slab
LCC-619 Total				\$240,809		
LCC-620	Construction and Sealing of Shoulders at Flynn's Creek Road	Sure Construction	27/03/2020	\$103,200	Other	Extension of shoulder reconstruction works
LCC-620	Construction and Sealing of Shoulders at Flynn's Creek Road	Sure Construction	10/06/2020	\$32,005	Latent Conditions	Re-stabilisation of Eastern Shoulder
LCC-620 Total				\$135,205		
LCC-621	Landfill Biogas Renewable Energy Project	Bio Gas	11/11/2021	\$45,007	Council Design Variation	Increase Capacity of the Switchboard for Future Expansion
LCC-621	Landfill Biogas Renewable Energy Project	Bio Gas	30/12/2021	\$108,448	Latent Conditions	Unforeseen Installation Requirements
LCC-621 Total				\$153,455		
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	16/03/2020	\$6,372	Council Design Variation	Additional Stabilisation of Existing Pavement
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	11/05/2020	\$11,248	Latent Conditions	Additional Drainage
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	26/05/2020	(\$791)	Council Design Variation	Stabilisation Product Change
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	26/05/2020	\$2,898	Council Design Variation	Sealing Product and Length Changes
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	26/05/2020	(\$3,370)	Council Design Variation	Change in Asphalt Mix
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	28/05/2020	\$755	Latent Conditions	Modification to Drainage Pit 4
LCC-624	Sealing of Buckleys Road at Hazelwood North	Quality Roads Pty Ltd	16/06/2020	\$2,731	Council Design Variation	Driveway Protection Strips
LCC-624 Total				\$19,843		
LCC-625	Gippsland Regional Aquatic Centre - Geothermal Implementation	Laser Plumbing	27/07/2020	\$1,800	Design Omission	Additional electrical conduit trenching
LCC-625	Gippsland Regional Aquatic Centre - Geothermal Implementation	Laser Plumbing	19/08/2020	\$5,976	Council Design Variation	Relocation of Geothermal VSD and Transformer. Including extra cables.
LCC-625	Gippsland Regional Aquatic Centre - Geothermal Implementation	Laser Plumbing	26/09/2020	\$4,232	Council Design Variation	Additional Cable
LCC-625 Total				\$12,008		
LCC-626-2	Geotechnical & Concept Design - Land Slip Remediation in Budgerie & Grand Ridge	SMEC Australia Pty Ltd	11/08/2020	\$2,000	Council Design Variation	Load Limit Analysis
LCC-626-2 Total				\$2,000		
LCC-628	Reconstruction of Kerb Channel at Buna Street and Gona Street, Morwell	MTS Excavations and Drilling	7/08/2020	\$1,136	Latent Conditions	Crack sealing between new and existing pavement edge
LCC-628 Total				\$1,136		
LCC-629	Construction of the Latrobe City Animal Pound Extension - Morwell	Rebuild Gippsland Pty Ltd	20/05/2020	\$7,800	Council Design Variation	Installation of Air-conditioner
LCC-629 Total				\$7,800		
LCC-631	Sealing of Black Tank Road and Railway Avenue at Glengarry	Ace Earthmoving Pty Ltd	26/04/2020	\$56,200	Council Design Variation	Addition of Cuvlerts and Table Drain Works
LCC-631 Total				\$56,200		
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	14/07/2020	\$5,505	Council Design Variation	Review stage 2 draft subdivision layout
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	8/09/2020	\$62,537	Council Design Variation	Additional Stage 2 Planning Application with Stage 1
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	7/06/2021	\$80,820	Council Design Variation	Regional Roads Victoria alterations to plan on Enterprise Drive
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	23/05/2022	\$207,926	Council Design Variation	Detailed Design for future works on the road.
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	13/12/2022	\$89,450	Other Prolongation Costs	Wastewater Design Amendments - Stage 1A
LCC-634	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	SMEC Australia Pty Ltd	29/06/2023	\$89,250	Council Design Variation	Construction phase services (including reporting, sign off and contract management)
LCC-634 Total				\$535,488		
LCC-639	Reconstruction of Downies Lane Bridge, Traralgon South	Hourigan & Walsh Pty Ltd	2/07/2021	\$37,463	Latent Conditions	Change of pile type

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-639 Total				\$37,463		
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	11/08/2020	(\$7,557)	Council Design Variation	Ceiling Tiles
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	16/09/2020	\$6,639	Design Error	Ramp Works
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	16/09/2020	\$391	Other	Door to services void
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	16/09/2020	\$136	Council Design Variation	Additional general power outlets
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	21/10/2020	\$3,105	Design Error	Front Ramp Changes
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	12/11/2020	\$6,060	Council Design Variation	Install Swipe Card Access to Automatic Door
LCC-642	Refurbishment of the Kath Teychenne Centre, Traralgon	BDB Builders Pty Ltd	2/02/2021	\$11,813	Council Design Variation	Zip Water Units & Cupboard Lock
LCC-642 Total				\$20,587		
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	11/11/2020	\$1,350	Council Design Variation	Convert Side Entry Pit to Modified Grated Pit
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	30/11/2020	\$1,650	Council Design Variation	Modification of 3 Existing Side Entry Pits
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	25/03/2021	\$15,420	Council Design Variation	Change Gilmour Street car park from asphalt overlay to concrete
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	3/05/2021	\$3,026	Design Omission	Replace existing car park traffic islands with concrete pavement
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	6/05/2021	\$31,255	Latent Conditions	Treatment of unsuitable material below subgrade
LCC-648	Road Reconstruction of Gilmour Street and Canfield Crescent Traralgon	Ace Earthmoving Pty Ltd	12/05/2021	\$4,772	Council Design Variation	Install 3 garden beds in car park area
LCC-648 Total				\$57,473		
LCC-657-2	Reconstruction East Street Yallourn Nth Stg 2 & Prince Street Moe – Kerb & Channel	MTS Excavations and Drilling	5/05/2021	(\$11,462)	Other	Remove unused items from the schedule
LCC-657-2 Total				(\$11,462)		
LCC-658-1	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	MTS Excavations and Drilling	15/01/2021	(\$766)	Design Omission	Additional concreting and pavement works
LCC-658-1	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	MTS Excavations and Drilling	5/05/2021	(\$14,711)	Council Design Variation	Remove unused items from the schedule
LCC-658-1	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	MTS Excavations and Drilling	17/02/2022	\$5,700	Design Error	Reinstall driveway at 10 Well Street
LCC-658-1	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	MTS Excavations and Drilling	4/04/2022	\$4,700	Design Error	Replace non compliant driveway
LCC-658-1 Total				(\$5,077)		
LCC-658-2	Reconstruction of Vincent Road Stage 3 and Well Street Stage 2, Morwell	Ace Earthmoving Pty Ltd	5/05/2021	(\$20,400)	Council Design Variation	Remove unused items from the schedule
LCC-658-2 Total				(\$20,400)		
LCC-660	Supply and Delivery of Daily Tarpaulin Cover System for Hyland Highway Landfill	Tarpomatic Australia	10/12/2020	\$6,250	Additional Works	Additional Tarp
LCC-660 Total				\$6,250		
LCC-662	Design and Construct Sports Lighting - Olympic Park Moe & Harold Preston Traralgon	Contracting Kings	23/12/2020	\$2,185	Latent Conditions	Extra concrete footing removal - Moe Olympic Training Pitch
LCC-662	Design and Construct Sports Lighting - Olympic Park Moe & Harold Preston Traralgon	Contracting Kings	30/03/2021	\$854	Design Omission	Parrawebbing barriers for lighting works
LCC-662	Design and Construct Sports Lighting - Olympic Park Moe & Harold Preston Traralgon	Contracting Kings	13/04/2021	\$1,550	Council Design Variation	Extra protection measures - Athletics pitch
LCC-662	Design and Construct Sports Lighting - Olympic Park Moe & Harold Preston Traralgon	Contracting Kings	15/04/2021	\$4,494	Council Design Variation	Removable padding for lighting Infrastructure - HP Reserve
LCC-662 Total				\$9,083		
LCC-664	Construction of Flynn Community Hall	Langden Constructions	18/11/2020	\$8,305	Council Design Variation	Double Glazing
LCC-664	Construction of Flynn Community Hall	Langden Constructions	18/11/2020	\$16,541	Latent Conditions	Concrete Blinding
LCC-664	Construction of Flynn Community Hall	Langden Constructions	2/02/2021	\$1,040	Council Design Variation	Additional general power outlets
LCC-664	Construction of Flynn Community Hall	Langden Constructions	3/02/2021	(\$719)	Council Design Variation	Upgrade to powered roller shutter
LCC-664	Construction of Flynn Community Hall	Langden Constructions	9/02/2021	(\$1,854)	Design Error	Alternative Light Fittings
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/02/2021	\$2,706	Design Omission	Electrical Works
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/02/2021	(\$4,230)	Council Design Variation	Alternative Light Fittings
LCC-664	Construction of Flynn Community Hall	Langden Constructions	1/03/2021	\$2,893	Council Design Variation	Kingspan Panel Colour change
LCC-664	Construction of Flynn Community Hall	Langden Constructions	17/03/2021	\$385	Council Design Variation	Additional Lighting - kitchen
LCC-664	Construction of Flynn Community Hall	Langden Constructions	22/03/2021	\$4,730	Council Design Variation	Additional water tank
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/03/2021	\$4,150	Design Omission	Concrete slab under water tanks
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/03/2021	\$3,757	Design Omission	Bollards to water tanks
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/03/2021	\$5,830	Other	Demolition - Salvageable items
LCC-664	Construction of Flynn Community Hall	Langden Constructions	24/03/2021	\$6,424	Council Design Variation	Fence to playground
LCC-664	Construction of Flynn Community Hall	Langden Constructions	20/04/2021	\$2,663	Council Design Variation	Canopy Frames to external canopies to doors D3 & D4
LCC-664	Construction of Flynn Community Hall	Langden Constructions	30/04/2021	\$1,555	Design Omission	Additional concrete paving
LCC-664	Construction of Flynn Community Hall	Langden Constructions	6/05/2021	\$660	Additional Works	Install MDF for Honour Boards
LCC-664	Construction of Flynn Community Hall	Langden Constructions	10/05/2021	\$5,885	Council Design Variation	Concrete Path East Side of Badminton Hall
LCC-664	Construction of Flynn Community Hall	Langden Constructions	9/06/2021	\$3,018	Latent Conditions	Carpark soft spots and additional crushed rock
LCC-664	Construction of Flynn Community Hall	Langden Constructions	19/10/2021	\$810	Additional Works	Additional Concrete Paving
LCC-664	Construction of Flynn Community Hall	Langden Constructions	7/12/2021	\$131	Council Design Variation	Hot water system & septic cages, cleaners cupboard storage
LCC-664	Construction of Flynn Community Hall	Langden Constructions	21/03/2022	(\$131)	Council Design Variation	Credit for an overcharge on septic tanks
LCC-664 Total				\$64,549		
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	9/02/2021	\$2,585	Latent Conditions	Additional Asphalt Removal & Disposal
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	17/03/2021	\$1,012	Council Design Variation	Conduit for future lighting projects

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	24/03/2021	\$858	Council Design Variation	Additional Court Line Marking
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	31/03/2021	\$604	Council Design Variation	Fencing amendments
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	25/05/2021	\$2,969	Council Design Variation	Oncost of re stocking Fee - Acrylic Paint, due to council changing required paint.
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	14/10/2021	\$3,726	Design Omission	Alternative Acrylic tennis court coating
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	14/10/2021	\$3,370	Council Design Variation	Remove and Replace existing Drain and concrete path
LCC-666	Flynn Recreation Reserve - Reconstruction of (2) Tennis Courts	Langden Constructions	18/10/2021	\$337	Other	Incorrect price on previous variation. 10% needing to be added
LCC-666 Total				\$15,460		
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	22/02/2021	\$424	Council Design Variation	Perforated Screens
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	22/02/2021	\$10,747	Council Design Variation	Sewer Extension
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	23/02/2021	\$3,542	Council Design Variation	Water Supply Extension
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	23/02/2021	\$1,529	Council Design Variation	Extension of Stormwater
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	30/04/2021	\$5,606	Council Design Variation	Footpath Extension
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	30/04/2021	\$4,802	Council Design Variation	Perforated Aluminium Gates
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	5/05/2021	\$1,230	Design Omission	Drinking Fountain
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	5/05/2021	\$371	Design Error	Spouting and downpipe changes
LCC-667	Construction of a Toilet Block at Victory Park, Traralgon	Furlan Construction	5/05/2021	(\$720)	Other	Engineer to supply revised drawings and a certificate for the change to the column locations by Furlan Constructions
LCC-667 Total				\$27,533		
LCC-671	Design and Construct Football Oval Sports Lighting at Ronald Reserve, Morwell	Contracting Kings	10/02/2021	\$2,534	Additional Works	Additional works to install extra large footings
LCC-671 Total				\$2,534		
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	16/03/2021	\$1,309	Latent Conditions	Asbestos Removal
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	16/03/2021	\$13,862	Latent Conditions	Structural Steel & Footing Rectifications
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	13/04/2021	\$3,432	Design Omission	Remove redundant air conditioner units & roof repair
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	5/05/2021	\$2,195	Council Design Variation	New Alarm System - West Emergency Exit Doors
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	6/05/2021	\$842	Council Design Variation	Supply of 3 x Floor mounted door openers / closers
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	11/05/2021	\$5,874	Council Design Variation	External Doors & Door Frames
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	27/07/2021	\$3,640	Council Design Variation	Rainheads & Stormwater Investigation Works
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	27/07/2021	\$3,382	Council Design Variation	Additional Court Wall Rendering
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	30/08/2021	\$17,713	Latent Conditions	Squash Court Levelling Works
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	7/09/2021	\$1,430	Council Design Variation	Lower Corridor Wall Painting
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	8/09/2021	\$6,776	Council Design Variation	External Masonry Wall Sealer
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	30/09/2021	\$7,238	Latent Conditions	External Concrete Paving Works
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	1/10/2021	\$1,452	Latent Conditions	Additional Blockwork Repairs
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	1/10/2021	\$462	Council Design Variation	Carpet Repairs to Doorways of Squash Courts
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	7/03/2022	\$157,424	Council Design Variation	Additional Structural Works to Adjoining Plantroom
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	1/11/2022	\$6,537	Latent Conditions	Additional Plumbing & Cleaners Room Works
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	27/11/2022	\$6,489	Latent Conditions	Sewer Alterations & Repairs
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	Johns Lyng Regional Builders Gippsland (Vic) Pty Ltd	25/07/2023	\$6,435	Latent Conditions	Additional Concrete Works to Plantroom

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-672 Total				\$246,492		
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	29/04/2021	(\$16,525)	Council Design Variation	Layout changes at Kirk Street
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	30/04/2021	\$2,500	Other	Remove and reinstate existing signage
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	4/06/2021	\$33,600	Council Design Variation	Variations at Albert Street and Moore Street
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	4/06/2021	\$5,800	Latent Conditions	Additional works at Skeltons Lane raised safety platform
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	4/06/2021	\$1,850	Council Design Variation	Additional signage and kerb works at Kirk Street kerb outstands
LCC-675	Moe CBD Traffic Safety Works	Contula Constructions	29/06/2021	\$9,375	Council Design Variation	Additional drainage, signage and Tactile Ground Surface Indicator costs at Albert Street crossing
LCC-675 Total				\$36,600		
LCC-676	Reconstruction of a Major Culvert at Scrubby Lane, Traralgon	Ace Earthmoving Pty Ltd	7/04/2021	\$6,279	Design Omission	Upgrade and extend guard rail to provide protection from large tree
LCC-676	Reconstruction of a Major Culvert at Scrubby Lane, Traralgon	Ace Earthmoving Pty Ltd	15/06/2021	(\$16,143)	Latent Conditions	Variation to profile and asphalt road pavement
LCC-676 Total				(\$9,864)		
LCC-678	Traralgon CBD Traffic Calming Works	Fowlers Asphaltting	20/05/2021	\$17,340	Design Error	Drainage, layout changes to avoid tree root, nightworks at Church St.
LCC-678	Traralgon CBD Traffic Calming Works	Fowlers Asphaltting	20/05/2021	\$9,057	Design Error	Drainage, Signage and nightworks at Franklin Street raised safety platform
LCC-678	Traralgon CBD Traffic Calming Works	Fowlers Asphaltting	15/10/2021	\$1,000	Council Design Variation	Signage and pavement marking per practical completion walkthrough
LCC-678 Total				\$27,396		
LCC-679	Design and Construct - Football Oval Sports Lighting Old Trafford Reserve, Traralgon	Contracting Kings	4/02/2021	\$11,256	Latent Conditions	Upgrade and Replacement of Additional Existing Power Infrastructure
LCC-679	Design and Construct - Football Oval Sports Lighting Old Trafford Reserve, Traralgon	Contracting Kings	17/02/2021	\$5,838	Council Design Variation	Upgrade to New Poles
LCC-679	Design and Construct - Football Oval Sports Lighting Old Trafford Reserve, Traralgon	Contracting Kings	28/05/2021	\$4,957	Council Design Variation	Additional Works for 3 Phase Power and Outlets
LCC-679 Total				\$22,051		
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	24/02/2021	(\$35,876)	Additional Works	Remove works at intersection of Collins Street and Princes Drive
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	9/04/2021	\$1,481	Design Error	Layout changes at Hoyle Street and Princes Drive
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	9/04/2021	\$3,687	Design Omission	Layout changes at Buckley Street near Hoyle Street
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	9/04/2021	\$11,860	Council Design Variation	Remove heel safe drain, add drainage at Buckley / Hoyle
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	9/04/2021	\$4,275	Other	Error in tendered Contractor Response Schedules Price sections 4.1(a), 4.1(b) & 4.1(c).
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	14/05/2021	\$8,880	Design Error	Layout changes, remove heel safe drain and add drainage infrastructure at Buckley Street near Collins Street
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	17/05/2021	\$4,050	Design Error	Additional signage at each raised safety platform on Buckley St
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	25/05/2021	\$350	Design Omission	Grinder removal of 3 x thermoplastic statcon blocks at Hoyle Street near Princes Drive
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	8/06/2021	(\$6,762)	Design Error	Church Street Buckley Street intersection revised attachment C drawings
LCC-680	Morwell CBD Traffic Calming Works	Fowlers Asphaltting	4/10/2021	\$4,550	Council Design Variation	Signage, crack sealing and concrete infill per PC walkthrough
LCC-680 Total				(\$3,504)		
LCC-681	Latrobe City Council - Safe Roof Access	Australian Height Safety Services P/L	14/04/2021	\$1,639	Design Omission	Morwell Leisure Centre - Additional Equipment Required
LCC-681	Latrobe City Council - Safe Roof Access	Australian Height Safety Services P/L	7/05/2021	\$10,189	Council Design Variation	Additional Sites & Variations to Contract Designs
LCC-681	Latrobe City Council - Safe Roof Access	Australian Height Safety Services P/L	14/05/2021	\$17,392	Council Design Variation	Additional sites Traralgon West Sports Complex & Morwell Library
LCC-681	Latrobe City Council - Safe Roof Access	Australian Height Safety Services P/L	25/06/2021	\$5,849	Design Omission	Additional Works - Various Sites
LCC-681 Total				\$35,069		
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	3/05/2021	\$7,095	Council Design Variation	Relocation of Solar Inverters
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	10/05/2021	\$2,485	Latent Conditions	Emergency Repair to Fire Service
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	30/06/2021	\$1,793	Design Error	Supply & Install hot water system to Kitchen
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	30/06/2021	\$1,430	Latent Conditions	Capping of Redundant Fire Service
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	19/07/2021	\$9,312	Council Design Variation	Additional Concrete Paving & Stormwater Pit Works
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	21/07/2021	\$2,050	Design Omission	Additional Structural Steel to Roller Door
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	29/07/2021	\$7,034	Latent Conditions	Fire Service Rectification
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	2/09/2021	\$1,350	Other	Zip Unit

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	16/09/2021	\$1,199	Design Omission	Exit Emergency Test Kit
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	30/09/2021	\$2,596	Council Design Variation	Shelving to Storeroom Cupboards
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	19/10/2021	\$314	Council Design Variation	Window Tint
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	19/10/2021	\$1,606	Council Design Variation	Alternative Timber Sports Floor Finish
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	19/10/2021	\$2,761	Design Omission	New Handrails
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	28/10/2021	\$1,644	Council Design Variation	Safe Roof Access
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	28/10/2021	\$557	Design Error	Defibrillator Cabinet
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	2/11/2021	\$17,567	Council Design Variation	New Retaining Wall
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	23/11/2021	\$2,471	Council Design Variation	Additional Data Works
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	4/12/2021	\$1,929	Latent Conditions	Safe Roof Access Equipment Modifications
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	20/12/2021	\$735	Latent Conditions	Divert Electrical Conduit & Cable
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	20/12/2021	\$2,530	Council Design Variation	Chain Mesh Fencing
LCC-684	Moe / Newborough Leisure Multi-purpose Facility	Langden Constructions	6/04/2022	\$1,309	Design Error	Longer Barrel Bolts to Cupboard Doors
LCC-684 Total				\$69,765		
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	25/05/2021	(\$832)	Latent Conditions	Changes to layout of drainage and reinstatement of irrigation lines
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	10/06/2021	\$32,219	Other	Error in Contractor Response Schedule Price - resulting in added costs
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	1/07/2021	(\$1,600)	Council Design Variation	Revised Signage Plan
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	5/10/2021	\$3,740	Council Design Variation	Additional signage, avement arking and Tactile Ground Surface Indicators per practical completion walkthrough
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	8/06/2023	\$9,560	Council Design Variation	Electrical infrastructure layout changes and delete distribution box
LCC-688	Pedestrian Crossing at Kay Street, Traralgon	Fowlers Asphaltting	14/07/2023	\$33,998	Council Design Variation	Additional traffic management for temporary school crossing
LCC-688 Total				\$77,085		
LCC-703	Reconstruction of Enterprise Drive and Tramway Road, Morwell	Fowlers Asphaltting	20/11/2022	\$271,349	Design Omission	Additional drainage works and additional asphalt sub-base pavement layer
LCC-703	Reconstruction of Enterprise Drive and Tramway Road, Morwell	Fowlers Asphaltting	11/04/2023	\$9,258	Council Design Variation	Extra drainage and signage works
LCC-703 Total				\$280,607		
LCC-704	Toners Lane, Morwell - Reticulated Water Extension	Laser Plumbing	16/07/2021	\$31,879	Prolongation cost due to weather	Variation to detailed construction works due to the saturated site conditions
LCC-704	Toners Lane, Morwell - Reticulated Water Extension	Laser Plumbing	20/09/2021	(\$5,225)	Latent Conditions	Change in tie-in location
LCC-704	Toners Lane, Morwell - Reticulated Water Extension	Laser Plumbing	1/10/2021	\$7,442	Latent Conditions	Additional hydro excavation and DN180mm Polyethylene fittings and welding
LCC-704	Toners Lane, Morwell - Reticulated Water Extension	Laser Plumbing	2/11/2021	\$1,766	Council Design Variation	Polyethylene welding of DN180mm - 40 linear metre of redundant pipe
LCC-704 Total				\$35,863		
LCC-705	Latrobe Leisure Morwell - Pool deck and surrounding wet areas re-tiling	AWS Services VIC Pty Ltd	13/08/2021	\$30,030	Council Design Variation	Supply of additional tiles and repair works
LCC-705 Total				\$30,030		
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	17/08/2021	\$6,695	Council Design Variation	Main Hall Timber Flooring
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	17/08/2021	\$4,471	Design Omission	Emergency lighting and exit signs
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	19/08/2021	\$2,359	Design Omission	Kitchen Zip boiling hot water unit
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	19/08/2021	\$1,470	Design Omission	Male Toilet Wall Plaster
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	19/08/2021	\$2,113	Design Omission	Cloak Room Bearer and joist repairs
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	7/09/2021	\$1,772	Latent Conditions	Kitchen Floor Leveling
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	16/09/2021	\$7,881	Council Design Variation	Glengarry Hall Sewer Connection
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	30/09/2021	(\$813)	Council Design Variation	Solar Light
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	30/09/2021	\$5,553	Latent Conditions	Removal of subfloor dirt under floor
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	30/09/2021	\$2,990	Latent Conditions	Joist Preparation
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	28/10/2021	\$1,810	Latent Conditions	Roof repairs
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	3/11/2021	\$3,148	Latent Conditions	Stormwater replacement
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	23/11/2021	\$1,980	Design Omission	Exit Door Landing
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	6/12/2021	\$533	Design Omission	Extra Toilet Signs
LCC-706	GLENGARRY MECHANICS INSTITUTE - REFURBISHMENT	Rebuild Gippsland Pty Ltd	25/02/2022	\$1,030	Design Omission	Toilet Partitioning Strengthening
LCC-706 Total				\$42,992		
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	16/09/2021	\$19,790	Latent Conditions	Soft spot removal on Access Road
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	16/09/2021	\$5,262	Council Design Variation	Placement of Geosynthetic Clay Liners for Access Road Sub-grade

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	15/10/2021	\$3,821	Design Omission	Fill a Hole on Batter
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	15/10/2021	\$856	Design Omission	Installation of a drainage pipe across access Road
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	28/10/2021	\$68,203	Latent Conditions	Sub-grade dewatering system
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	22/03/2022	\$2,488	Latent Conditions	Repair damaged Liner in Cell 5
LCC-707	Hyland Highway Landfill -Construction of Landfill Cell 6 & Access Road	Winslow Construction	14/11/2022	\$25,253	Latent Conditions	Revision to Access Road Design
LCC-707 Total				\$125,673		
LCC-708	Gippsland Sports & Entertainment Park - Design & Construct Sports Lighting Project	Contracting Kings	30/06/2021	\$4,886	Council Design Variation	Provisions for Future Lights & Power Outlets
LCC-708	Gippsland Sports & Entertainment Park - Design & Construct Sports Lighting Project	Contracting Kings	30/06/2021	\$3,180	Latent Conditions	Additional Concrete for Light Pole Footings
LCC-708 Total				\$8,066		
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	5/10/2021	\$2,300	Council Design Variation	Remove additional trees
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	29/10/2021	\$26,317	Council Design Variation	Colour pattern pave concrete for median strip
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	29/10/2021	\$3,250	Council Design Variation	Repair failed road pavement
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	30/11/2021	\$42,048	Council Design Variation	Reconstruction of Franklin Street raised safety platform and construction of a children's crossing
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	4/12/2021	\$130,187	Council Design Variation	Breed Street Children's Crossing Safety Upgrade (Raised Safety Platforms and kerb outstands)
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	16/12/2021	\$515	Council Design Variation	Corflute signs for Breed Street and Franklin Street
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	10/02/2022	\$3,108	Council Design Variation	Reconstruct failed concrete footpath
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	16/02/2022	(\$729)	Council Design Variation	Subtract M1 kerb from Breed St Raised Safety Platforms
LCC-716	Pedestrian Operated Signalised Crossing Breed Street Traralgon	Fowlers Asphaltting	16/02/2022	\$6,920	Design Omission	Additional TGSIs at Franklin St Raised Safety Platforms
LCC-716 Total				\$213,915		
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	17/12/2021	\$602	Council Design Variation	Alternative Salts
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	11/02/2022	\$44,596	Council Design Variation	Demolition of existing changerooms
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	16/02/2022	\$546	Design Omission	Alternative Skirting
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	16/03/2022	\$9,559	Design Omission	Incoming Water Supply
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	26/04/2022	\$57,828	Council Design Variation	Additional External Works
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	9/05/2022	(\$2,926)	Council Design Variation	Stormwater Pit
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	30/06/2022	\$8,228	Latent Conditions	Additional Asbestos Removal and Waste Disposal
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	3/07/2022	\$1,375	Design Omission	Relocate Gas bottles
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	20/07/2022	\$1,496	Council Design Variation	Place and spread mulch
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	20/07/2022	\$1,540	Design Omission	Outdoor taps
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	26/07/2022	\$2,277	Council Design Variation	Ramp amendments
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	6/08/2022	\$4,967	Design Omission	Cages & Bollards for gas bottles
LCC-724	Hazelwood South Reserve Change Pavilion	Langden Constructions	20/11/2022	(\$4,065)	Design Omission	Various - Design Pipe, Taps, Prov Sum
LCC-724 Total				\$126,023		
LCC-729	Construction of At-Grade Car Park - George Street Moe	Ace Earthmoving Pty Ltd	2/09/2022	\$7,050	Design Omission	Construct Retaining Wall
LCC-729	Construction of At-Grade Car Park - George Street Moe	Ace Earthmoving Pty Ltd	13/09/2022	\$29,807	Design Omission	Additional Stormwater Pits and Pipe
LCC-729 Total				\$36,857		
LCC-731	Construction of At-Grade Car Park - Princess Drive, Morwell	Meluca Group	3/07/2023	\$18,894	Latent Conditions	Rock and Fabric Bridging Soft Spot
LCC-731	Construction of At-Grade Car Park - Princess Drive, Morwell	Meluca Group	4/09/2023	\$11,133	Council Design Variation	Ramp Handrailing and Kicker
LCC-731 Total				\$30,028		
LCC-737	Provision of Detailed Design for refurbishment works at Kernot Hall, Morwell	Resonate Acoustins	19/04/2023	\$5,800	Design Omission	Kernot Hall Acoustic Consultancy
LCC-737	Provision of Detailed Design for refurbishment works at Kernot Hall, Morwell	Antarctica Architects	19/04/2023	\$2,850	Design Omission	Geotechnical Testing
LCC-737	Provision of Detailed Design for refurbishment works at Kernot Hall, Morwell	Antarctica Architects	19/04/2023	\$640	Other	Old Kernot Hall As-Built Drawings.
LCC-737 Total				\$9,290		
LCC-738	Construction and Sealing of Shoulders at Flynn's Creek Road	Sure Construction	12/08/2022	\$1,025	Design Omission	Extra drainage works
LCC-738 Total				\$1,025		
LCC-752	Gippsland Logistics Precint Stage 1A	Smolenaars Plumbing Pty Ltd	19/07/2023	\$430,803	Design Omission	Revised lump sum price - Due to Gippsland Water Changing designs
LCC-752 Total				\$430,803		
LCC-753	Gippsland Logistics Precint Stage 1A	Smolenaars Plumbing Pty Ltd	23/06/2023	\$71,455	Design Omission	Access track from Enterprise Drive
LCC-753	Gippsland Logistics Precint Stage 1A	Smolenaars Plumbing Pty Ltd	19/07/2023	\$304,814	Design Omission	Revised lump sum price - Due to Gippsland Water Changing designs
LCC-753 Total				\$376,269		
LCC-755	Intersection upgrade at Haunted Hills Road and Bill Schultz Drive, Newborough	Fowlers Asphaltting	2/11/2022	\$5,000	Latent Conditions	Trimming of Tree at Haunted Hills
LCC-755 Total				\$5,000		
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	8/05/2023	\$21,131	Latent Conditions	Lean-to Area Revised Floor Slab & Blinding Concrete

Details of Contract Variations 01 January 2020 - 30 June 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	8/05/2023	\$985	Council Design Variation	Building Compliance Steelwork Revisions
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	8/05/2023	\$23,718	Latent Conditions	Replacement of Existing Structure Steel Lean-to Area
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	8/05/2023	\$10,511	Council Design Variation	DDA Accessible Ramp
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	28/06/2023	\$52,171	Design Omission	Electrical Group Metering
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	29/06/2023	\$84,356	Design Omission	Grease Interceptor/ Sewer Pump Station/ Connection to Sewer Main
LCC-759	Toners Lane Archers Reserve	RJ LOW PTY LTD	3/08/2023	\$12,436	Design Omission	Deck Structural Concrete Slab & Supports
LCC-759 Total				\$205,306		
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	25/11/2022	\$10,573	Design Omission	Additional Works for Roofing Connections
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	30/11/2022	(\$4,692)	Council Design Variation	Emergency Lighting
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	30/11/2022	\$18,700	Latent Conditions	Underpinning and Gate alterations
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	3/04/2023	\$2,592	Other	Extended Hire of Site Amenities
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	27/06/2023	(\$10,573)	Council Design Variation	Roofing Connections
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	27/06/2023	(\$18,326)	Latent Conditions	Underpinning & gate alterations
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	27/06/2023	\$396	Other	Scaffold Hire
LCC-761	Extension of Parklands Preschool, Morwell	AWS Services VIC Pty Ltd	28/06/2023	\$2,638	Other	Plumbing investigation works
LCC-761 Total				\$1,308		
LCC-767	Moe Revitalisation Project - Stage 2	MultiPro Civil	21/03/2023	\$9,200	Council Design Variation	CTV Connection to the Service Centre from the Skate Park
LCC-767	Moe Revitalisation Project - Stage 2	MultiPro Civil	21/04/2023	\$41,374	Design Omission	Install new bus shelter plus realignment of concrete wall
LCC-767	Moe Revitalisation Project - Stage 2	MultiPro Civil	18/05/2023	\$29,540	Latent Conditions	Irrigation over VicTrack Easement
LCC-767	Moe Revitalisation Project - Stage 2	MultiPro Civil	18/05/2023	\$23,950	Latent Conditions	Electrical Cabinet
LCC-767	Moe Revitalisation Project - Stage 2	MultiPro Civil	17/07/2023	\$1,150	Council Design Variation	Light in Taxi Shelter
LCC-767 Total				\$105,214		
LCC-768	Kernot Hall Refurbishment - Stage 1	LV Shopfitters	21/03/2023	\$9,812	Window Tinting	Window Tinting
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	11/05/2023	\$2,602	Latent Conditions	Additional Steel Column
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	11/05/2023	\$2,288	Latent Conditions	Kitchen Door 37
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	12/05/2023	\$2,680	Council Design Variation	Kernot Hall Paint Foyer Bricks
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	18/05/2023	\$16,126	Latent Conditions	Fire Detectors
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	18/05/2023	\$40,683	Latent Conditions	Mechanical Controls Upgrade
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	19/05/2023	\$5,390	Latent Conditions	Water pipe upgrade
LCC-768	Kernot Hall Refurbishment - Stage 1	JO Miller	7/06/2023	\$31,630	Council Design Variation	Mechanical Switchboard Upgrades
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	8/06/2023	\$7,700	Latent Conditions	Brick Parapet Repairs
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	11/06/2023	(\$26,052)	Council Design Variation	Value Manage Lighting Package
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	17/07/2023	\$1,210	Council Design Variation	Tile Airlock
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	17/07/2023	\$61,664	Council Design Variation	New Electrical Switchboard
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	17/07/2023	\$11,277	Council Design Variation	Lighting Rail Relocation
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	2/08/2023	\$3,183	Council Design Variation	Additional Echopanel
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions	7/08/2023	\$39,379	Council Design Variation	Kernot Hall Meeting Room AV system
LCC-768 Total				\$209,572		
Grand Total				\$9,585,827		

Summary of Contracts with Variations Approved between 01 January 2020 - 30 June 2023									
Contract Number	Award Date	Contract Title	Initial Contract Value	No. of Approved Variations	Total Approved Variations across contract life	Revised Contract Value	Variations as a % of Initial Contract Value	Awarded By	Additional comments
LCC-634	29-Apr-2020	Design and Development - Gippsland Logistics Precinct, Tramway Road, Morwell	\$208,202	6	\$535,488	\$743,690	257%	CEO	Initial contract was for Stage 1 only, through development of the Stage 1 application, it was identified that industry best practice is to seek development approval for the project as a whole (all stages). Continuation of design works for Stage 2 inclusive of: reviewing the Stage 2 draft subdivision and providing feedback on layout; Prepare the Planning application; Detailed design works including relocation of Ausnet assets design works; Wastewater design amendments and Construction phase services.
LCC-581	21-Jun-2019	Latrobe Creative Precinct Project Management Consultancy	\$146,000	3	\$129,212	\$275,212	89%	CEO	Additional project management services for 2020. Further extension of project management services for 2021.
LCC-445	04-Jan-2018	Service of Environmental Auditor for Moe Landfill Rehabilitation Works	\$51,740	2	\$45,660	\$97,400	88%	CEO	Initial contract was for a single stage, Additional auditor works were required as a result of the works being divided into three stages to mitigate construction risks. The auditor had to review each stage and prepare three separate reports.
LCC-620	28-Jan-2020	Construction and Sealing of Shoulders at Flynn's Creek Road	\$182,509	2	\$135,205	\$317,714	74%	CEO	Additional shoulder reconstruction works and re-stabilisation works due to heavy rain.
LCC-535	09-Nov-2018	Preparation of works approval application for Hyland Highway landfill extension	\$68,365	2	\$43,771	\$112,136	64%	CEO	Additional works involved in preparing the "Right to response" letters to community submission to EPA and review submissions from referral agencies.
LCC-428	05-Dec-2017	Latrobe Creative Precinct Design and Detailed Documentation	\$1,944,280	22	\$1,182,601	\$3,126,881	61%	Council	Additional design works including Building permit inspections, MacFarlane Burnett demolition and make good detailed design. Car park design, additional contract admin services. Value management design options.
LCC-716	25-Aug-2021	Pedestrian Operated Signalised Crossing Breed Street Traralgon	\$353,947	9	\$213,915	\$567,862	60%	CEO	Includes council design variations to implement traffic calming infrastructure and raised safety platforms.
LCC-597	11-Dec-2019	Dunbar Road Remediation Environmental Consulting Services	\$66,776	4	\$39,850	\$106,626	60%	CEO	Material disposal fees, auditor inspection, additional testing required for the EPA environmental audit (know as 53X audit).
LCC-619	29-Apr-2020	Yinnar District Memorial Hall - Refurbishment	\$443,412	12	\$240,809	\$684,221	54%	CEO	Primarily latent conditions which included asbestos removal & disposal, additional structural and remediation works, additional framing concreting.
LCC-545	04-Jun-2019	Redevelopment of the Keegan Street Reserve, Morwell	\$439,531	10	\$237,448	\$676,979	54%	CEO	Design variations and additional works in relation to drainage works, pedestrian & safety provisions, viewing mound construction and additional planting to oval.
LCC-672	11-Dec-2020	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	\$487,406	18	\$246,492	\$733,898	51%	CEO	Mainly design variations and latent conditions including asbestos removal, additional structural steel & footing rectifications, security features, sewer alterations & repairs, additional concreting and blockwork repairs.
LCC-592	02-Dec-2019	Design and Construction of Multi-Use Courts at Traralgon South Recreation Reserve	\$422,180	9	\$179,700	\$601,880	43%	Council	Latent conditions and community lead design variations which included perimeter fencing upgrade including gate, clay import, installation of sports lighting, cushioned playing surface and installation of on court light switching.
LCC-561	26-Mar-2019	Hyland Highway Landfill - Installation of Gas Wells - Stage 3	\$218,659	3	\$91,617	\$310,276	42%	CEO	Latent conditions associated with modifications to landfill gas flow line.
LCC-703	25-Jan-2022	Reconstruction of Enterprise Drive and Tramway Road, Morwell	\$804,950	2	\$280,607	\$1,085,556	35%	CEO	Additional drainage works, construction of access track for sewer pump station works, additional signage works.
LCC-593-B	16-Sep-2019	Reconstruction of Beck Street, Moe and East Street, Yallourn North	\$376,498	1	\$120,917	\$497,415	32%	CEO	Additional works at the low road intersection to ensure smooth transition. Additional stormwater drainage pipeline and compost blended material for nature strips.
LCC-688	05-Mar-2021	Pedestrian Crossing at Kay Street, Traralgon	\$243,652	6	\$77,085	\$320,737	32%	CEO	Additional traffic management for temporary school crossing, electrical infrastructure changes, signage and pavement marking.
LCC-752	24-Jun-2022	Gippsland Logistics Precinct Stage 1A - Water supply and wastewater construction	\$1,416,128	1	\$430,803	\$1,846,931	30%	CEO	Detailed design changes as required by Gippsland Water and latent conditions relating to unstable ground.
LCC-681	27-Jan-2021	Latrobe City Council - Safe Roof Access	\$123,435	4	\$35,069	\$158,504	28%	CEO	Some sites required additional/different equipment in order to comply with safe roof access. There were also some additional sites that were added to the register.
LCC-753	24-Jun-2022	Gippsland Logistics Precinct Stage 1A - Sewer pump station construction	\$1,437,324	2	\$376,269	\$1,813,593	26%	CEO	Detailed design changes as required by Gippsland Water and construction of an access track from Enterprise Drive.

CONTRACT VARIATIONS FOR THE PERIOD 1 JULY 2023 TO 30 SEPTEMBER 2023

PURPOSE

To provide Council with a summary of contract variations approved during the period 1 July 2023 to 30 September 2023 in accordance with the requirements of the Procurement Policy.

EXECUTIVE SUMMARY

- In accordance with Latrobe City Council's Procurement Policy 22-POL-14 section 2.12 Contract Management, there is a requirement for contract variations to be reported to Council.
- For the period 1 July 2023 to 30 September 2023, there were 20 contract variations approved across nine contracts.

OFFICER'S RECOMMENDATION

That Council receive and note the report on contract variations for the period 1 July 2023 to 30 September 2023.

BACKGROUND

In accordance with Latrobe City Council's Procurement Policy 22-POL-14, Section 2.12 Contract Management, there is a requirement for contract variations to be reported to Council.

ANALYSIS

During the period 1 July 2023 to 30 September 2023, 20 contract variations were processed across nine contracts. Contract variations were submitted for the following reasons and are detailed in the attachments.

Reason for Variation	Number of Variations
Council Design Variation	8
Latent Condition	2
Design Omission	4
Design Error	5
Other	1
Total	20

The table indicates that the majority of variations were in relation to alterations and improvements associated with design which became evident during construction.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to comply with Council's Procurement Policy	Low <i>Possible x Insignificant</i>	Process created and documented to ensure report is prepared and submitted to Council for noting in a timely manner.
STRATEGIC Perception that Council is not acting in a transparent manner	Low <i>Possible x Insignificant</i>	Present report summarising list of CEO awarded contracts on a regular basis.

CONSULTATION

Not applicable

COMMUNICATION

In accordance with *Latrobe City Council's Procurement Policy 22-POL-14* section 5.2 Communication, summary information relating to contracts awarded is published on Council's eTendering Portal.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Variations to contracts are funded from within the allocated project budget or where required through the reallocation of funds from other projects or additional allocation of surplus funds generated during the relevant financial year.

Variations are approved under delegation by the relevant Officer, as these variations relate to previous periods, there is no ramifications resulting from the adoption of this recommendation.

Attachments

1. Contract Variations - Summary
2. Contract Variations - Detailed
3. Contract Variations > 25%

10.2

Contract Variations for the period 1 July 2023 to 30 September 2023

1	Contract Variations - Summary	345
2	Contract Variations - Detailed.....	346
3	Contract Variations > 25%	347

Summary of Contracts with Variations Approved between 01 July 2023 - 30 September 2023								
Contract Number	Award Date	Contract Title	Initial Contract Value	No. of Approved Variations	Total Approved Variations across contract life	Revised Contract Value	Variations as a % of Initial Contract Value	Awarded By
LCC-672	11-Dec-2020	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	\$ 487,406	18	\$ 246,492	\$ 733,898	51%	CEO
LCC-752	24-Jun-2022	Gippsland Logistics Precinct Stage 1A - Water supply and wastewater construction	\$ 1,416,128	1	\$ 430,803	\$ 1,846,931	30%	CEO
LCC-753	24-Jun-2022	Gippsland Logistics Precinct Stage 1A - Sewer pump station construction	\$ 1,437,324	2	\$ 376,269	\$ 1,813,593	26%	CEO
LCC-759	05-Sep-2022	Toners Lane Reserve Archery Pavilion	\$ 1,154,836	7	\$ 205,306	\$ 1,360,142	18%	Council
LCC-529	03-Sep-2019	Latrobe Creative Precinct Construction	\$ 30,832,966	93	\$ 3,064,177	\$ 33,897,143	10%	Council
LCC-768	17-Nov-2022	Kernot Hall Refurbishment - Stage 1	\$ 2,994,570	19	\$ 252,459	\$ 3,247,029	8%	CEO
LCC-783	25-Mar-2023	Reconstruction of Gwalia Street, Traralgon	\$ 621,656	1	\$ 41,711	\$ 663,367	7%	CEO
LCC-795	10-Aug-2023	Construction of Cricket Nets - Duncan Cameron Memorial Park, Traralgon	\$ 403,194	3	\$ 7,882	\$ 411,075	2%	CEO
LCC-767	09-Nov-2022	Moe Revitalisation Project - Stage 2	\$ 5,418,970	7	\$ 105,214	\$ 5,524,184	2%	CEO
			\$ 44,767,049	151	\$ 4,730,314	\$ 49,497,363	17%	

Details of Contract Variations 01 July 2023 - 30 September 2023						
Contract Number	Contract Title	Supplier Name	Date Approved	Variation Value	Reason for Variation	Variation Title
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions (Aust.) Pty Ltd	15-Aug-2023	\$19,757	Design Error	Door hardware adjustments throughout building to increase functionality of doors.
LCC-529	Latrobe Creative Precinct Construction	Becon Constructions (Aust.) Pty Ltd	15-Aug-2023	\$3,592	Design Error	Installation of backflow prevention device to prevent stormwater flowing back into basement car park.
LCC-529 Total				\$23,349		
LCC-672	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	The Trustee for Johns Lyng (Vic) Gippsland Unit Trust	25-Jul-2023	\$6,435	Latent Condition	Additional Concrete Works to Plantroom due to existing services discovered within proximity of path works.
LCC-672 Total				\$6,435		
LCC-752	Gippsland Logistics Precinct Stage 1A - Water supply and wastewater construction	Smolenaars Plumbing Pty Ltd	19-Jul-2023	\$430,803	Design Omission	Significant design changes to the tendered detailed design as directed by Gippsland Water
LCC-752 Total				\$430,803		
LCC-753	Gippsland Logistics Precinct Stage 1A - Sewer pump station construction	Smolenaars Plumbing Pty Ltd	19-Jul-2023	\$304,814	Design Omission	Significant design changes to the tendered detailed design as directed by Gippsland Water
LCC-753 Total				\$304,814		
LCC-759	Toners Lane Reserve Archery Pavilion	RJ LOW PTY LTD	03-Aug-2023	\$12,436	Design Error	Structural Concrete Slab & Supports for new deck to avoid water pooling due to insufficient fall
LCC-759 Total				\$12,436		
LCC-767	Moe Revitalisation Project - Stage 2	Multipro Civil Pty Ltd	17-Jul-2023	\$1,150	Council Design Variation	Installation of underground power supply and LED light in Taxi Shelter
LCC-767	Moe Revitalisation Project - Stage 2	Multipro Civil Pty Ltd	30-Aug-2023	\$0	Council Design Variation	Addition of concrete slab under bluestone crazy pavement
LCC-767 Total				\$1,150		
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions Pty Ltd	11-Jul-2023	(\$26,052)	Council Design Variation	Value Manage Lighting Package - new lighting design created to reduce cost
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions Pty Ltd	17-Jul-2023	\$11,277	Council Design Variation	Relocation of stage light rail and installation of 30 general power outlets.
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions Pty Ltd	17-Jul-2023	\$61,664	Council Design Variation	New Electrical Switchboard required due to lighting design.
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions Pty Ltd	17-Jul-2023	\$1,210	Design Omission	Levelling the floor and installation of tiles to the airlock, not originally included in the design.
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions Pty Ltd	02-Aug-2023	\$3,183	Council Design Variation	Additional panelling is required in the meeting rooms to cover exposed walls and assist with acoustics.
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions Pty Ltd	07-Aug-2023	\$39,379	Council Design Variation	Addition of Audio Visual system to meeting room.
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions Pty Ltd	14-Aug-2023	\$2,750	Design Omission	Relocation of stormwater drainage to ensure compliance.
LCC-768	Kernot Hall Refurbishment - Stage 1	Langden Constructions Pty Ltd	14-Aug-2023	\$32,010	Council Design Variation	Replacement of roofing, flashings and box gutters on one of 7 areas of roof that require rectification.
LCC-768 Total				\$125,421		
LCC-783	Reconstruction of Gwalia Street, Traralgon	ACE Earthmoving Pty Ltd	04-Sep-2023	\$41,711	Latent Condition	Multiple variations due to latent conditions and design errors including replacement of unsuitable material discovered in road pavement; change in road pavement layer to offer access to properties and protection from vehicle movements; remove and replace damaged drainage pipe; increase concrete thickness over proposed driveway to allow garbage truck access.
LCC-783 Total				\$41,711		
LCC-795	Construction of Cricket Nets - Duncan Cameron Memorial Park, Traralgon	Allchin Commercial Pty Ltd	29-Aug-2023	\$2,750	Other	Run water supply to service cricket nets for cleaning etc.
LCC-795	Construction of Cricket Nets - Duncan Cameron Memorial Park, Traralgon	Allchin Commercial Pty Ltd	04-Sep-2023	\$3,850	Design Error	Inclusion of rock base for cricket pitch fall to stop water pooling and causing drainage issues.
LCC-795	Construction of Cricket Nets - Duncan Cameron Memorial Park, Traralgon	Allchin Commercial Pty Ltd	22-Sep-2023	\$1,282	Design Error	Inclusion of hook bars to adequately connect the slab to the retaining wall posts to ensure structural integrity.
LCC-795 Total				\$7,882		
Grand Total				\$954,001		

Summary of Contracts with Variations Exceeding 25 Percent of Original Contract Value									
Contract Number	Award Date	Contract Title	Initial Contract Value	No. of Approved Variations	Total Approved Variations across contract life	Revised Contract Value	Variations as a % of Initial Contract Value	Awarded By	Additional comments
LCC-672	11-Dec-2020	Structural Rectification and Squash Court Refurbishment, Churchill Leisure Centre	\$487,406	18	\$246,492	\$733,898	51%	CEO	Mainly design variations and latent conditions including asbestos removal, additional structural steel & footing rectifications, security features, sewer alterations & repairs, additional concreting and blockwork repairs.
LCC-752	24-Jun-2022	Gippsland Logistics Precinct Stage 1A - Water supply and wastewater construction	\$1,416,128	1	\$430,803	\$1,846,931	30%	CEO	Detailed design changes as required by Gippsland Water and latent conditions relating to unstable ground.
LCC-753	24-Jun-2022	Gippsland Logistics Precinct Stage 1A - Sewer pump station construction	\$1,437,324	2	\$376,269	\$1,813,593	26%	CEO	Detailed design changes as required by Gippsland Water and construction of an access track from Enterprise Drive.

11. QUESTIONS ON NOTICE

Nil reports

NOTICES OF MOTION

12. NOTICES OF MOTION

Nil reports

ITEMS FOR TABLING

13. ITEMS FOR TABLING

Nil reports

14. ACKNOWLEDGEMENTS

Councillors may raise any formal acknowledgements that need to be made at this time, including congratulatory or condolences.

**MEETING CLOSED TO
THE PUBLIC TO
CONSIDER
CONFIDENTIAL
INFORMATION**

15. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

Section 66 of the *Local Government Act 2020* enables Council to close the meeting to the public to consider *confidential information* as defined in that Act.

Proposed Resolution:

That Council pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020* (the Act) close the Council Meeting to the public to consider the following items containing confidential information as defined in section 3(1) of the Act:

- 15.1 Australia Day Awards 2024**
This item is confidential as it contains confidential meeting information, being the records of meetings closed to the public under section 66(2)(a) (section 3(1)(h)). This ground applies because Awards are embargoed until announced on Australia Day 2024.
- 15.2 LCC-811 Provision of Mechanical Heating and Cooling Maintenance**
This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)) and private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)). These grounds apply because releasing this information publicly and/or prematurely may prejudice the undertaking of this process and would release private commercial information of the tenderers that may cause disadvantage.

- 15.3 LCC-798 Gippsland Logistics Precinct Industrial Estate Development**
This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)) and private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)). These grounds apply because releasing this information publicly and/or prematurely may prejudice the undertaking of this process and would release private commercial information of the tenderers that may cause disadvantage.
- 15.4 Chief Executive Officer Employment Matters Committee - Annual Review**
This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)) and personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)). These grounds apply because the information relates to the CEO's annual performance and remuneration review process.